

IGNITE REGISTRATION AGREEMENT

Completion and submission of the form to “Request Membership to Ignite” implies consent to and agreement with all terms and codes listed in Ignite's registration documents.

I have read and our family will comply with the following:

- Registration Agreement, Statement of Faith, Cooperative Agreement, Code of Conduct, Cooperative Details, Substitution Procedures, and Rules for Kids.

When registering students for classes I understand the following:

- If I have not attended an Informational Meeting, my registration is subject to cancellation.
- All children on campus will be registered for a class (or nursery) each hour.
- All students on campus will attend the class (or nursery) they registered for, even if their parent is serving in a different class.
- I will avoid bringing a child into a class who is not registered for that class, *unless prior arrangements have been made. Contact the Leadership Team to request an exception.*
- Registration is based on how old a student will be on or before September 2.
- Registering students for classes above or below grade level requires teacher approval prior to registration (*contact a member of the Leadership Team to request an exception*).
- Classes are dependent upon minimum and maximum enrollment. In the event a class is full or canceled, my child(ren) will be registered for their second-choice classes.
- I will verify my child(ren)'s final schedule.
- I understand that nursery is not available from 11:40 AM - 12:30 PM each class day.

Attending orientation is a requirement to participate in the co-op.

- I will be present at orientation.
 - It is preferred to have kids stay home, but I will supervise my children if I choose to bring them.
- All fees will be paid using Venmo or with exact cash.
 - All fees are non-refundable and change will not be given.
 - I will pay a \$40 family registration fee.
 - I will pay a \$10 background check fee for each adult that will regularly attend co-op.
 - I will pay all of my child(ren)'s class fees. Class fees will be paid directly to each student's teacher.
- I will fulfill the number and type of Helper Hours assigned to me at Orientation.
 - The formula that calculates how many Helper Hours you are assigned is based on the assumption that each family will be in attendance for the full co-op day.
 - It is NOT recommended you register for less than 3 classes. If you choose to sign your children up for only the 2 morning hour classes, you are still responsible for fulfilling ALL of your Helper Hours.
 - It may be possible to go home at 11:40 AM, but some weeks you would have to stay to help with Recess and Cleaning. *To request an exception to only register for the 2 morning hour classes, please contact a member of the Leadership Team.*

IGNITE STATEMENT OF FAITH

CORE BELIEFS: The following are the core beliefs of Ignite Cooperative based on the foundational truths taught in the bible. All of our teaching and ministry is rooted in and flows out of these biblical doctrines.

GOD: There is one eternally existing God who has three distinct persons: God the Father, God the Son, and God the Holy Spirit. He is the creator of all that exists, both visible and invisible, and is therefore worthy of all glory and praise. God is perfect in love, power, holiness, goodness, knowledge, wisdom, justice, and mercy. He is unchangeable and therefore is the same yesterday, today, and tomorrow.

REVELATION: God has revealed himself to us through his son, Jesus Christ, who is the visible image of the invisible God, the holy Bible, and through all of creation itself. The Bible, inspired by the Holy Spirit, is the source of truth and the only written authoritative Word of God.

MANKIND: Humans, both male and female, were created in God's image for His glory. The first humans, Adam and Eve, were created without sin and appointed as caretakers of the rest of God's creations.

THE FALL: When Adam and Eve chose not to obey God, they ceased to be what they were made to be and became distorted images of God. This caused them to fall out of fellowship with God, and fractured all of creation ever since that time.

SALVATION: Jesus Christ came to reconcile us with God. He lived a life without sin and willingly died on the cross to pay the penalty for our transgressions. God raised him from the dead and now, by grace, offers as a free gift eternal life to all who follow Christ, by faith, as their Lord and Savior. That is why salvation can be found in Christ alone.

THE CHURCH: The Church is meant to be the visible body of Christ, sent into the world to glorify God and proclaim the gospel of Jesus Christ.

RESURRECTION: Jesus Christ is returning one day to judge both the living and the dead and to usher in the fullness of God's kingdom on earth.

Because we are a Bible-based co-op that seeks to raise our children with a Biblical worldview to love Jesus and share His light with those around us, we require that all Leadership Team members and teachers agree with and sign this document in good conscience.

(Printed full name of teacher)

(signature)

(date)

IGNITE COOPERATIVE AGREEMENT

MISSION: Connecting homeschool families to Jesus, each other, and our community.

VISION: Ignite the homeschool community with a passion to raise our children with a Biblical worldview to love Jesus and share His light with those around us. We do this by providing spiritual, social, and educational support that encourages families to honor God, share his truth, and build lifelong friendships. **1 John 1:7** But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus his Son cleanses us from all sin.

AGREEMENT: In exchange for the opportunities that participation in the Ignite cooperative provides, our family agrees to do our best to fulfill the following minimum responsibilities:

STATEMENT OF FAITH: We have read the *Statement of Faith* and agree to respect each other's beliefs, especially if they are different from our own. All Leadership Team members and teachers agree with and sign the statement of faith in good conscience.

COMMITMENT: We commit to participating in the co-op for the full fall and winter terms, unless an unexpected situation arises (or the full winter term if registering late). Understanding that withdrawing from the co-op early creates an undue burden on other co-op participants.

ATTENDANCE: We will make co-op attendance a priority and schedule family vacations, activities, and appointments on days other than the co-op class days. We agree to follow *Ignite Substitute Procedures* if unable to attend. We will notify the Leadership Team if parents or participants need to leave campus after co-op has started for the day.

FEES: We agree to pay fees for registration, background check, class supplies, and any other fees using Venmo or in exact cash at orientation. All fees are non-refundable and change will not be given.

BACKGROUND CHECKS: All adults that will be on campus for more than 2 co-op days agree to complete a background check and pay the \$10 fee.

CANCELLATIONS: We will follow the plan of the Davis County Schools. If school is in session on time, we will have co-op. If school is canceled or has a late start, we will cancel. Cancellations will be announced via the Band app by 7:30 AM on class days.

ILLNESS: We agree to attend co-op only when contagious stages of illness have safely passed and to leave campus if a contagious condition arises. Please be fever free for at least 24 hours and no vomiting for at least 48 hours.

DRESS CODE: We will wear modest, clean clothing that covers undergarments, chest, and abdomen.

ALLERGIES: We agree to notify the Leadership Team and teachers of any allergies. Ignite can not be responsible for oversight of this, but will attempt to make accommodations when possible.

SPECIAL NEEDS: Parents and guardians of students needing special accommodations agree to communicate with leadership and teachers to develop a plan to meet the needs of that student.

IGNITE CODE OF CONDUCT

RESPECT: We will demonstrate respect for our campus, staff, volunteers, parents, and all co-op participants through our attitudes, communication, and actions.

SPEECH: We will speak to one another in ways that encourage and build each other up. We will listen and not talk when others are speaking. We will not take part in gossip or slander.

SELF CONTROL: We will show self-control by walking and speaking quietly during co-op hours.

PUNCTUALITY: We will arrive with enough time to be ready for the morning meeting at 9:15 AM.

PREPARATION: We will arrive for class with all supplies and all assignments completed. We will bring home all belongings and items made in class. Items left behind at the end of the class day will be placed in the lost and found basket and donated at the end of the year.

FACILITY USE: We will only use designated entrances, exits, and hallways except in cases of emergency. We will take care of the building, furniture, and school materials we are using. We will not touch any computers or other electronic equipment. We will clean our classrooms and tables as needed before leaving classes and after lunch. We will put tables and chairs back into position after each class period unless otherwise advised by leadership. We will only go outside during co-op hours when permission is given and adult supervision is provided.

SUPERVISING CHILDREN: Students of any age will remain in the same room as their parent or guardian, unless they are in a co-op class being supervised by 2 non-related adults. They will not play outside, in hallways, or other areas without direct supervision by their parent or another designated adult.

BATHROOM USE: Parents will only assist their own children in the bathroom. We have a "hands-free" bathroom policy, teachers and helpers will not help children use the restroom.

RECESS: Students of any age are expected to participate in recess activities planned by a Recess Helper. If they choose not to participate, they will need to stay with a parent or guardian for recess.

FOOD AND BEVERAGES: The kitchen will not be used as an eating space nor will the equipment be used for heating lunches. We will only bring drinks with a lid.

LUNCH: We will eat lunch only in the designated area and we will not run or yell. Near the end of lunchtime, we will clean up all our garbage and lunch items so we can go to class on time.

ELECTRONICS: Phone usage will be kept to a minimum and in the silent mode while at co-op. Students will only use electronic devices (cell phones, tablets, and laptops) when permitted by a teacher. If a student is found to be using a device, the parent will be notified and the expectation is that it will be removed from the student's possession.

MALE/FEMALE INTERACTION: Non-sibling boys and girls will refrain from pairing off as couples during the co-op class day unless directed to do so during supervised classroom activities.

SAFETY: We will not bring lighters, matches, knives, or weapons of any kind onto campus. Teachers utilizing these items for classroom purposes will notify leadership and exercise caution.

VISITORS: Students may bring visitors with prior approval from the Leadership Team and teachers. They agree to follow the Code of Conduct while visiting.

IGNITE COOPERATIVE DETAILS

MORNING MEETING: Arrive with enough time for the morning meeting to start at 9:15 AM.

- We will pray, have announcements, and a family from co-op will introduce themselves.
- Your "Personal Schedule" will tell you when your family is introducing themselves.
 - Say your name, let your kids introduce themselves, and say what grade they're in.
 - Say a little bit about your family or share a verse, but please take only 3-5 minutes.

TEACHING CLASSES: Most parents will teach an hour-long weekly class for a specific age group.

- Parents can choose to teach any enrichment or academic subject in line with our vision.
- Teachers choose the curriculum and plan a lesson every week for 10 or 20 weeks.
- Teachers are expected to plan activities that take up most of the class time.
 - Lessons should teach the kids something new or develop age-appropriate skills.
 - Activities should be engaging and enjoyable for kids.
- Each class has one primary teacher that receives "teacher benefits."
 - Reduced number of Helper Units (Class Helper, Nursery, Recess, and Cleaning).
 - Open registration for classes prior to general registration.

CLASS HELPER: All parents will help teachers in a class every week.

- Ask teachers how you can help and take initiative where you see a need.
 - Look for opportunities to engage with kids, encourage listening and participation.
 - Get to know the names of the kids, encourage them, pray with and for them.
- All helpers and teachers have the authority to address behaviors that need correction.
 - Watch for kids who might be distracting in the class and move closer to them. Stand near them, sit between or separate kids who might cause disruptions together.
- Remember to stay off your phone, except for taking photos for the yearbook.
- Keep socializing with other parents to a minimum during class time, use this time to focus on the kids, not other adults.
- Help keep track of the time and give the teacher a 5 minute warning when it's time.
 - Near the end of class, help gather items, get them to their rightful owners.
 - Ask students what class they have next and make sure they know where to go.

NURSERY HELPER: 2-3 parents watch babies and play with toddlers in the Nursery.

- Use the Nursery Binder for details about caring for each child in the nursery.
- Check diapers every hour and change when needed following the posted guidelines.
- Put toys that have been in mouths in the bin to be sanitized.

RECESS HELPER: 2 parents will oversee one age group playing on the playset and 2 parents will oversee preplanned recess activities for the other age groups from 11:40 AM - 12:05 PM every week.

- Parents that are not a recess helper will stay with their kids during recess.
- All parents will work together to supervise children during recess.
- If students choose not to participate, they will stay with their parent or guardian for recess.
- Students may not play outside, in hallways, or other areas without direct adult supervision.

CLEANING HELPER: 2 parents work together to complete all items on the [Cleaning Checklist](#)

- Decide which person will complete tasks labeled "Person 1" and tasks labeled "Person 2."
- Cleaning supplies are located in the back closet in between the bathrooms.
- Right after lunch, start cleaning the bathrooms and areas that are not being used.

IGNITE SUBSTITUTION PROCEDURES

PRE-PLANNED ABSENCES: you and your children are unable to attend co-op due to pre-planned vacations, travel, or other activities that you know about ahead of time. If you know you are going to miss a co-op day due to a pre-planned absence, please follow these instructions:

- Notify the Leadership Team as early as possible, preferably before orientation.
- Limit absences to 1-2 per year.
- If you make travel plans **AFTER** orientation, you will need to **TRADE** with someone for Helper Hours.
 - Find someone to fill your Helper Hours and you will fill the same number of hours for them on a different co-op day that you are available.
- *Please Note: weekly substitute requests should be limited to unexpected absences explained below, no one should rely on the Sub Coordinator to find a sub at the last minute for a pre-planned absence.*

UNEXPECTED ABSENCES: you or your children are unable to attend co-op due to illness, emergencies, or unforeseen last minute circumstances, *it should not include optional outings*. If unforeseen circumstances prevent you from attending co-op, please follow these instructions:

- Email the Sub Coordinator (IgniteUTbbc@gmail.com) to request a sub:
 - List ALL CLASSES you were scheduled to help in and where each class is located.
 - List what TYPE of helper you are scheduled for in each HOUR that day: Teacher, Class Helper, Nursery Helper, Recess Helper, or Cleaning.

TEACHING ABSENCES:

- Please ask your Class Helper to teach for you, then follow the substitute procedures above to find a helper for them.
- Provide a lesson plan and materials to the person who will be teaching for you.

SNOW DAY PROCEDURES

In the event of snow, **we will follow what the Davis School District** announces.

- If they cancel or call a late start, we will cancel co-op.
- If they do not cancel, we will not cancel.
- If we cancel co-op, we will send a message in the Band app by 7:30 AM on Thursday.

Many families travel from different areas, so please DO NOT drive to co-op if you feel unsafe to do so. If you choose not to attend due to weather on a day we are scheduled to meet, please follow the substitute procedures for unexpected absences to cover your classes.

IGNITE RULES FOR KIDS

Parents: read and review these rules with all of the children that will be participating in Ignite. Have each of them sign or write their name on the bottom of this form and bring it to orientation. This indicates that they understand our expectations and will follow the rules while at co-op.

LISTEN UP

- Pay attention and follow directions.
- When others are speaking, stop talking.
- Show that you respect others and are ready to learn.

SHOW LOVE

- Don't say hurtful things.
- Be kind in what you say and do.
- Get to know your classmates and be a friend to them.

KEEP YOUR HANDS TO YOURSELF

- Hands are for helping, not for hurting.
- Play in a way that is not rough or mean.

RESPECT OUR THINGS

- Take care of the building.
- Don't touch things that aren't yours.
- Clean up any messes that you see.

STAY WITH A PARENT

- Don't play or go off on your own without a parent nearby.

Behaviors that are regularly disruptive to group activities, frequent tantrums, rudeness, or lack of respect will be addressed lovingly and privately. Teachers, parents, and the Leadership Team will work together if a student is not meeting expectations to come up with a solution.
