

C.H.O.I.C.E. HOMESCHOOL HANDBOOK

"God saved you by His grace when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God's masterpiece. He has created us anew in Christ Jesus, so we can do the good things He planned for us long ago." Ephesians 2:8-10 (NLT)

Fall 2026 – Spring 2027 Sessions

TOPICS INCLUDED:

- I. C.H.O.I.C.E. General Information
- II. Enrollment Information
- III. Class Drop Policy
- IV. Communication Between Families and Servant Leadership Team
- V. Communication Between Families and Mentors
- VI. Facility Reminders and Approved Spaces
- VII. Disciplinary Policy
- VIII. Arriving and Preparing for Class
- IX. Safety Plan, Chain of Command for Emergencies, Reunification Map
- X. Inclement Weather
- XI. Sick Policy
- XII. Parents/Guardians Information and Family Expectations
- XIII. Statement of Responsibility
- XIV. Mission Statement and Statement of Faith

I. C.H.O.I.C.E. GENERAL INFORMATION:

- a. C.H.O.I.C.E. is a homeschool co-op for ages 3 years old through 12th grade and meets on Mondays for a 12-week session in the Fall and the Spring at Christian Fellowship Church (4100 Millersburg Rd., Evansville, IN. 47725). C.H.O.I.C.E. is led by a coordinating team of volunteer parents that have a heart to encourage and equip children and their families along their unique homeschooling journeys.
- b. Classes are held from 9:00 a.m. to 3:50 p.m. Although we will do our best to hold all 12 meetings per session, one or more meetings could possibly be canceled due to inclement weather or other causes beyond our control.
- c. All meetings are for 12 weeks/50 minutes per session, unless specified otherwise. Some classes may be canceled if there is not sufficient enrollment. Individual mentors set their class cost, supply fees (if any), and maximum enrollment numbers. You may register for as few or as many classes as you choose.
- d. While the word "homeschool" does not appear in Indiana law, the state classifies homeschools as a legal, non-public, non-accredited, nonpublic school with less than one employee (IC 20-32-4-4.1; IC 31-33-8-7; IC 20-32-4-20). Although homeschool parents and guardians may participate in co-ops or other options, the education is based in the home with the parent or guardian making decisions about curriculum and instructional matters.
 - i. Compulsory school age is 7-18 years of age or when the student graduates.
 - ii. Children must attend school for the number of days that the local school corporation is in session, which is *generally* 180 days each year.
 - iii. Keep attendance records.
 - iv. Provide an equivalent education.
 - v. Instruction must be done in the English language.
 - vi. Indiana ESA students are NOT considered homeschool students, as participation in ESA requires government oversight, the use of government funds, and completion of state testing requirements.
 - vii. Homebound instruction and virtual schools, based and accredited in Indiana, including virtual charter schools, are examples of home-based programs that are not homeschools.
 - viii. For additional information on homeschooling in Indiana, including how to get started, homeschooling special learners, homeschooling high school, and other resources, please visit IAHE.net or HSLDA.org.

II. **ENROLLMENT INFORMATION:**

a. **Registration Time and Location:**

- i. C.H.O.I.C.E. Co-op registrations will be held in person at Christian Fellowship Church (4100 Millersburg Rd., Evansville, IN 47725). We host registration in person so we can care well for each family, ensure accurate placement, and answer questions in real time. This process helps clarify expectations, address needs, and create space for meaningful connections with our Coordinating Team and other families. Our hope and prayer is that every family begins the session feeling informed, welcomed, and supported.
- ii. **DAY 1 (MONDAY) – Current Members ONLY** (those who were enrolled in most recent session)
FALL – AUGUST 31st from 9:00am-2:00pm
SPRING – FEBRUARY 1st from 9:00am-2:00pm
For families registering during the Current Member Registration, the sign-in sheet will be made available beginning at 8:45 A.M. (NO EXCEPTIONS) with registration beginning at 9:00 A.M. Registration is from 9:00 A.M. – 2:00 P.M.
- iii. **Day 2 (TUESDAY) – Open Registration for ALL families**
FALL – SEPTEMBER 1st from 9:00am-2:00pm
SPRING - FEBRUARY 2nd from 9:00am-2:00pm
For families registering during the Open Registration, the sign-in sheet will be made available beginning at 8:45 A.M. (NO EXCEPTIONS) with registration beginning at 9:00 A.M. Open Registration is from 9:00 A.M. – 2:00 P.M.
- iv. We ask that much respect be shown in the church. There is to be no running/loud play/etc. – including the gym area. If you need to step out of Room 213 while waiting for your turn to register, please let the C.H.O.I.C.E. sign-in volunteer know. No children are to be left unattended.
- v. Please be aware that CFC will be holding preschool classes, and the gym is **NOT** available to C.H.O.I.C.E. during registration. We want to be good neighbors for both them and the church staff. For mothers with strollers or those with disabilities, please see a volunteer to direct you to the elevator at entrance “F.” Otherwise, we ask that all others please use the stairs as directed by volunteers at the end of the gym.

b. **Parking:**

- i. Please park in the **EAST parking lot** that faces Millersburg Road that is located to the right of the visitors parking, across from handicap parking and enter the building through the doors marked with a **blue letter “H.”** **Be aware that the Servant Leadership Team arrives to set up at 8:00am and will not be on the premises before that time.** There will be a C.H.O.I.C.E. sign and balloons at the entrance. Upon arrival, please follow the signage to the sign-in sheet outside of Room 213. Write your name on the sign-in sheet AND take the envelope with the matching number. **Before taking your seat, please double-check that your envelope number matches the number next to your name.**

c. **Registration Information:**

- i. Complete the online Family Information Form. This form is required for each family registering for the C.H.O.I.C.E. Fall 2026 Session and again when registering for the Spring 2027 Session.
 1. Filling out this form does NOT complete your registration for either session. Official registration is complete when finalized, in person, on Registration Day per session.
 2. Filling out this form does NOT guarantee receiving the class(es) you desire as we uphold the class maximum listed within the Class Description document, nor does it guarantee a faster registration process.
- ii. The current session’s Schedule and Class Descriptions (with fees) will be made available for download two weeks prior to that session’s Registration Day.
- iii. No registrations will be taken by email or phone.
- iv. No registrations will be taken after 2:00 p.m. on Registration Day 2 unless you have signed in prior to 2:00 p.m.
- v. While it is always best for parents/guardians to be present to register, if you are unable to be present on the day of registration, parents/guardians may send someone in their place. If you encounter extenuating circumstances that prevent you from sending someone in your stead to the registration, please let the C.H.O.I.C.E. Coordinating Team know immediately via our email: choiceteam@choicehomeschoolcoop.com
- vi. Upon arrival, please follow the signage to the sign-in sheet outside of Room 213. Write your name on the sign-in sheet AND take the envelope with the matching number. Before taking your seat, please double-check that your envelope number matches the number next to your name.

- vii. A member of the Coordinating Team will meet with you (according to sign-in sheet) to confirm all forms are complete and discuss any concerns about class availability, behaviour concerns, or other issues needed.
 - viii. Once paperwork has been approved, you will then have your fees and envelopes double checked for accuracy while picking up any additional class information (if applicable) and choosing your spot for a Family Service Role.
 - ix. After this has been completed, you will finalize your registration by turning in all paperwork and fees in Room 210, receive your receipt, and collect tuition envelopes (brought to the mentor on the first day of class).
 - x. If you drop any class(es) for any reason after the registration day, full class tuition payment is still due to the mentor(s) on the first day of classes.
 - xi. **ALL Class Supply Fees are due at registration** (see current session's class description document for details)—cash only, exact change.
 - xii. **Class Tuition payments** will be made directly to the mentor before each class on the first day and should be CASH ONLY/EXACT CHANGE (no checks accepted). Envelopes will be provided for the Class Tuition fees on Registration Day.
 - xiii. All **preschool classes** are 45 minutes long. All other classes are 50 minutes unless otherwise noted. See the Class Description document for details.
 - xiv. Class maximum size will be followed and not extended. See the Class Description document for details.
 - xv. All families and participants are required to read, agree, and sign the C.H.O.I.C.E. Statement of Responsibility found on the Family Information Form. A copy has been included in this handbook.
- d. **Fees:**
- i. **\$55.00 C.H.O.I.C.E. Registration Fee per family, PER SESSION** (*non-refundable/exact change OR ONE check payable to: CHOICE Homeschool INC*) due at the time of registration. This fee includes \$20 Supply and Insurance Fee to help cover operational costs for the session as well as \$35 Facility Fee that will be given to CFC as a love gift to help offset expenses incurred by C.H.O.I.C.E. **If you choose to drop class(es) after the registration deadline, this \$55.00 fee will be forfeited.**
 - ii. **Class Supply Fees per participant** – non-refundable (*cash only/exact change-no checks*) due at time of registration. See class descriptions for details if requested by the mentor. Envelopes are provided on Registration Day.
 - iii. **Class Tuition Fees per participant** – non-refundable (*cash only/exact change-no checks*) not due until the first day of classes. Tuition Fee envelopes will be available on Registration Day for you to take with you. Please fill out the envelope (with cash only/exact change-no checks) and give directly to each mentor on the first day of classes.
- e. **How to Enroll:**
- i. **Fill out the online Family Information Form** (located on the “How to Enroll” tab on our website).
 - ii. Locate and view/download the *Class Schedule and Descriptions document* (located on both the “How to Enroll” and “Class Schedule” tabs on our website) to see what classes are offered and how much they cost for the current session.
 - iii. **Bring the following to Registration Day:**
 - 1. **CLASS SIGN-UP SHEET per participant:** Print out (1) sheet for each child that will be registering for classes. Fill out the top with the information for each child and check the boxes next to each class for which your child is registering. ****Please do not wait until you are in the registration room to fill this out. We will help you in a situation where a class is unavailable. Some families have their children make a list of secondary class choices if their first choice is unavailable.**
 - 2. **\$55.00 C.H.O.I.C.E. REGISTRATION FEE per family, PER SESSION (non-refundable)** – EXACT CHANGE or ONE CHECK made payable to “CHOICE Homeschool, Inc”. Envelope provided on Registration Day.
 - 3. **CLASS SUPPLY FEES per participant (non-refundable) as listed in each class description within the Class Description document** – CASH ONLY/EXACT CHANGE (no checks). Envelopes provided on Registration Day.

III. CLASS DROP POLICY:

- a. **If you drop any class(es) after the registration dates, full tuition payment is still due to the mentor(s)** on the first day of classes. For example, if you register for a Bible class at registration and decide to drop the class after registration ends, full payment is still due to the Bible mentor on the first day of classes even though you do not plan to take the class. *When registering, you take a spot from another participant and thus costs the mentor his/her fee. For this reason, please be certain when registering for classes that you will take the class(es).* **NO REFUNDS WILL BE GIVEN.**
- b. If, at any time, you fail to meet the classification of homeschooling in Indiana, you will forfeit the ability to participate in C.H.O.I.C.E. and immediately be removed as a member. **NO REFUNDS WILL BE GIVEN.**

IV. COMMUNICATION BETWEEN FAMILIES AND SERVANT LEADERSHIP TEAM:

- a. C.H.O.I.C.E. is led by a team of volunteer parents with a heart to encourage and equip participants and their families along their unique homeschooling journeys. The team does not function as a “boss/employer” but instead serves as facilitators.
- b. While at C.H.O.I.C.E. on Mondays: For questions, concerns, or issues of ANY kind, please speak directly to a member of the C.H.O.I.C.E. Servant Leadership Team. **Do NOT go to CFC staff.**
 - i. Your C.H.O.I.C.E. Servant Leadership Team consists of the Coordinator Team and Support Team (when applicable).
 - ii. **The Coordinating Team includes** Jamie Frederick, Courtney Nalin, Katie Welte, Erica Bridgewater, Elisabeth Hallman, and Ashley Merkel. They will have a name tag titled “C.H.O.I.C.E. Coordinator” that will help you identify them.
 - iii. **The Support Team** has currently dissolved as all team members have joined the Coordinating Team.
 - iv. You may speak with anyone listed above as they can either address issues or direct you further.
- c. **E-mail is our primary form of communication, and we send weekly email updates during the session.** We understand that you may not make checking email a priority; however, please **show respect for our time and yours by checking for and reading it weekly.** Make sure the C.H.O.I.C.E. email address (choiceteam@choicehomeschoolcoop.com) is going to the email address you prioritize. We highly recommend selecting and labeling the team’s email address as a favorite to help avoid missing imperative information.

V. COMMUNICATION BETWEEN FAMILIES AND MENTORS:

- a. It is the mentor’s responsibility to communicate with the parent/guardian of the participants they are teaching and will utilize the email or phone number submitted on the Family Information Form for registration.
- b. Please refer to the class description document for required supplies or expectations from the class mentor. Performance classes and those displaying items at our End of Session Program may have additional requirements listed.
- c. If a parent or guardian has a matter pertaining to his or her participant’s class or class mentor, it is the parent/guardian’s responsibility to take this matter **PRIVATELY** to the mentor. If after taking the matter (two separate times) to the mentor, the matter is not resolved, the parent/guardian is to **PRIVATELY** take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)
- d. The same process applies to a mentor who has a matter to address with a parent or guardian. **PRIVATELY** take the matter to the parent/guardian. If after taking the matter (two separate times) to the parent/guardian, the matter is not resolved, the mentor is to **PRIVATELY** take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)

VI. FACILITY REMINDERS:

C.H.O.I.C.E. is independent of CFC and they graciously allow us to utilize their facility while we hold classes on Mondays. Understandably, this can sometimes become confusing to some, thinking C.H.O.I.C.E. is “coordinated by” CFC staff or that C.H.O.I.C.E. families have full access to the building. It can also present a challenge if you attend CFC church as a family. Therefore, please be aware that:

- a. We do not have storage space for lost and found items. We have a small pink cabinet that we use to hold the microwave and paperwork.
- b. CFC does not work for us, nor are they responsible for participants, parents/guardians, mentors, or otherwise.
- c. **Any concerns or needs while at C.H.O.I.C.E. on Mondays should be brought to a Coordinator. Do NOT go to CFC staff.**

- d. **To help protect our facility**, please keep all drinks, including those purchased from the café, in a closed, spill-resistant container.
- e. **APPROVED SPACES: We are given permission to use specific areas for each session (approved before the start of each fall session for the year).** When a room is not on the schedule as being used during a specific hour, it is not available for use (parents/guardians, participants, or mentors) without authorization by the Coordinating Team. When not used for classes, these rooms are utilized by CFC staff, meetings, and other activities not always related to C.H.O.I.C.E. We ask that you take reasonable action not to be one-on-one with a participant, unless it is family, or you have been designated by a parent/guardian to be the responsible party for the individual. We also ask you to remind your participants of these guidelines and enforce the use of only C.H.O.I.C.E. approved areas. ****If you need a different space, for any reason, please see a Coordinator.**** The rooms available for your use during the upcoming session is as follows:
 - 1. **Designated Lunch Tables** – This area is in the hallway in front of the Worship Center and is available for eating, studying, and fellowship. This is the **ONLY** designated space approved for food.
 - 2. Please help us make room for everyone by keeping personal belongings from taking up shared seating or gathering space. Remember that the foyer and lunch tables are shared areas, so please be respectful, use indoor voices, keep walkways clear, and refrain from running/horse play.
 - 3. **CFC Café** – This is an area to purchase hot or cold drinks and snacks **ONLY** – food purchased at the CFC Café or brought from home should be consumed at the designated lunch tables. This applies even outside of CFC Café operating hours. Under **NO** circumstances should ANY C.H.O.I.C.E. family move or remove any signage, furniture, and/or decor from or within CFC Café.
 - 4. **CFC Foyer** – This space is available for families and mentors while not in class. It includes couches, chairs, and tables (used for studying or fellowship **ONLY** – food should be consumed at the designated lunch tables). Families are expected to keep noise at a minimum and pick up all items, including trash, prior to leaving the area.
 - 5. **CFC Playground** – C.H.O.I.C.E. members are permitted to use the playground after 12 p.m. Parents/Guardians **MUST** remain present, or designate a parent/guardian, with their child(ren) while using the playground.
 - 6. **Room 110** - Toddler and Baby Playroom – **ONLY** Cheerios are allowed in this room. Parents/Guardians **MUST** remain present, or designate a parent/guardian, with their child(ren) at all times.
 - 7. **Room 214** – Fellowship Room for fellowship and quiet study **ONLY** – food should be consumed at the designated lunch tables.
 - 8. **Gym** - Open gym will be from **1:00pm-1:50pm AND 2:00pm-2:50pm this session. Please do NOT use the gymnasium outside of the designated time.** Open gym time is an opportunity for participants to have free play. Gym monitors will be present, but parents/guardians should supervise and are responsible for their participants, including upholding the behavior agreement in the Statement of Responsibility Form. **ONLY** non-marking gym shoes should be worn during Open Gym play.

VII. DISCIPLINARY POLICY AND HANDLING CONCERNS WITH PARTICIPANTS:

The following is the C.H.O.I.C.E. Disciplinary Policy and Procedure. C.H.O.I.C.E. Coordinators reserve the right to immediately dismiss a participant and/or family from C.H.O.I.C.E. without resorting to this disciplinary policy if the safety of others is threatened. Also, C.H.O.I.C.E. Coordinators reserve the right to override any steps in the Disciplinary Policy depending on the severity of the situation to protect the well-being of all parties involved.

- a. **First Offense** - An oral warning will be given by the mentor to the participant. The mentor will discuss the matter with the parent/guardian. The mentor will provide documentation to a coordinator.
- b. **Second Offense** - The participant will sit out for the remainder of that class. A coordinator will be notified in writing by the mentor on the same day of the offense. The participant's parent/guardian will be required to sit with the participant for the entirety of the class the following week.
- c. **Third Offense** - The participant will sit out the rest of the class and be sent to be with a parent/guardian on site. A coordinator will be notified in writing and will schedule a meeting with the participants, parent/guardian, mentor, and coordinator(s) to discuss the situation and establish a plan of action. If a meeting and action plan is not established prior to the next class, a decision will be made on a case-by-case scenario as to whether the participant may attend class if accompanied by a parent/guardian.
- d. Continued behavior issues or extraordinarily serious issues could result in the dismissal from C.H.O.I.C.E.
- e. If a parent/guardian has a matter pertaining to his or her participant's class or class mentor, it is the parent/guardian's responsibility to take this matter **PRIVATELY** to the mentor. If after taking the matter (two

separate times) to the mentor, and the matter is not resolved, the parent/guardian is to PRIVATELY take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)

- f. The same process applies to a mentor who has a matter to address with a parent or guardian. PRIVATELY take the matter to the parents/guardian. If after taking the matter (two separate times) to the parent/guardian, the matter is not resolved, the mentor is to PRIVATELY take the matter to a C.H.O.I.C.E. Coordinator. (Matthew 18:15-17/Ephesians 4:31-32)

VIII. ARRIVING AND PREPARING FOR CLASS:

- a. **CFC Door Policy:** For security reasons, doors A and H will be the only doors unlocked. Please do not prop open exterior doors or play in the door entrance areas. C.H.O.I.C.E. members and mentors are to use the Door H entrance and check in at the Sign-In Table.
- b. **When to arrive and process for checking in:** Each week **you will be entering** through the door marked with a blue letter “H.” Please note that CFC will only have doors H and A unlocked. C.H.O.I.C.E. mentors and members are only to enter through Door H. **There will be a Sign-In Table where you will sign in and pick up your child’s name tags.** Family Service Volunteers will be there to help with navigating rooms, referencing any additional sign-ups, and handing out name tags. Each week, you will sign in, pick up your child’s name tag, and check for any reminders you may have missed.
- c. **Classroom Location:** Prior to the first day of class, we will send out a welcome email and attach a Room Assignment Chart (block schedule) and a facility map so you may be prepared for the first day of class. Family Service Volunteers will also be available at the Sign-In Table to help navigate room locations.
- d. **Elevator use:** If you need the elevator to access rooms in the 200s and are unsure where it is, please see a Sign-In Table volunteer or the facility map. For those who need an elevator to access the rooms in the 300s, please ask for assistance. These elevators are **only** to be used by those with strollers/wagons or unable to go up and down stairs for health reasons. Be advised that **participants are not allowed on the elevator** at any time unless accompanied by a parent/guardian that must use it due to the above-mentioned reasons. If you have any questions about this policy, please see the Coordinator Team for further guidance.
- e. **What to bring to class:** If applicable, make sure you bring supplies that are listed with each individual class description (available for download on the “Class Schedule” tab on our website).
- f. **Dress Guidelines:** We ask families to dress with modesty, avoiding clothing that is overly tight. Shirts should cover the chest and midriff area (tank tops worn under shirts to provide coverage are acceptable). Pants, skirts, and shorts should adequately cover the upper legs. More mature individuals should avoid tight-fitting clothing, except when appropriate for dance or exercise classes. Please avoid T-shirts with inappropriate advertising or slogans. The C.H.O.I.C.E. Coordinating Team reserves the right to address dress code concerns not specifically outlined above in order to maintain a respectful, distraction-free learning environment.

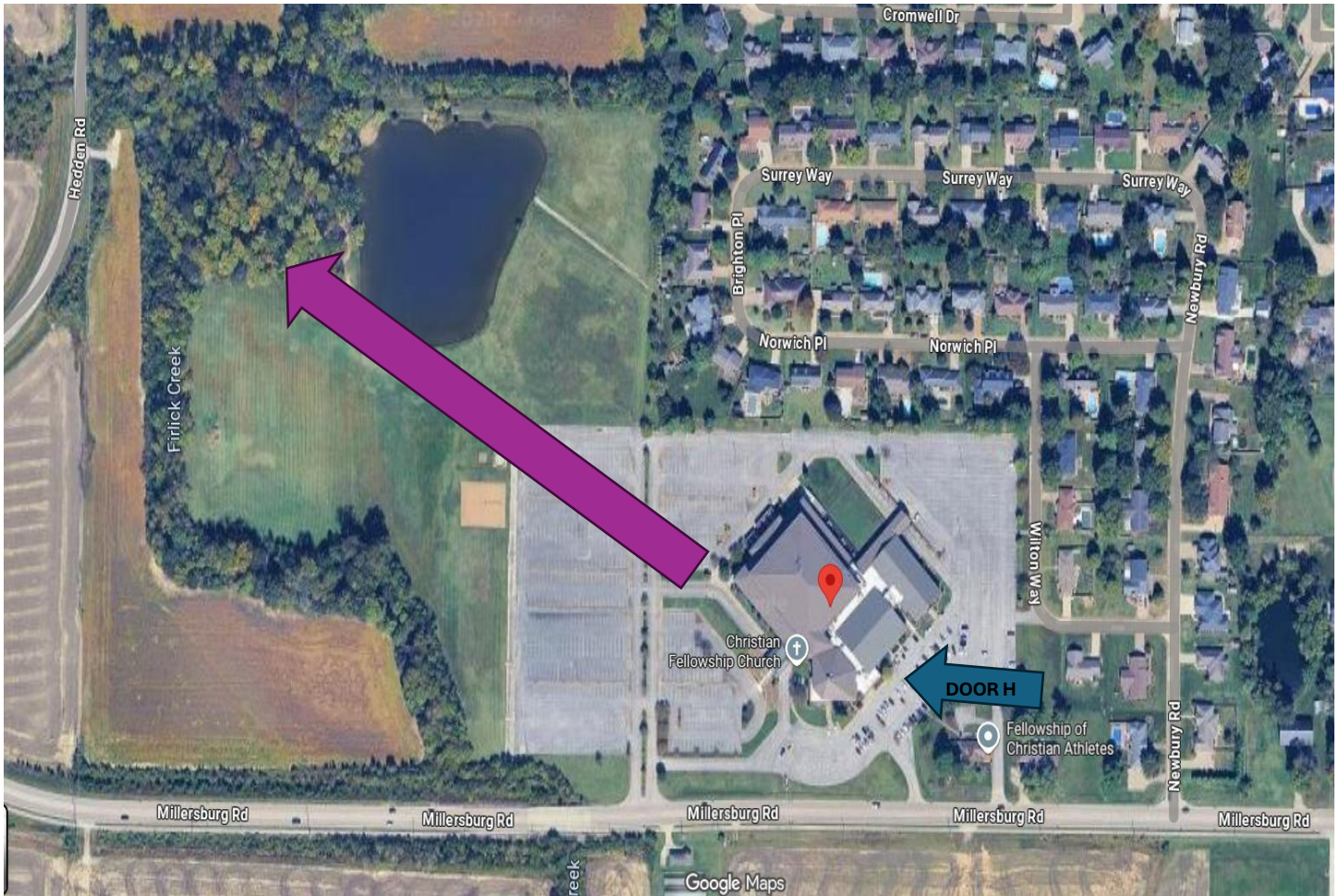
IX. SAFETY PLAN AND CHAIN OF COMMUNICATION FOR EMERGENCIES:

To be prepared for various emergencies, C.H.O.I.C.E. continues to evaluate and improve upon a safety plan. This includes active threats, weather, or other medical emergencies.

- a. **ACTIVE THREAT PROCEDURE:** The Coordinator Team has been working with professionals to create the following procedure with our Servant Leadership Team and mentors. This is shared for our families to be aware of and be a part of the process.
 - i. Beginning the first day of class, the Coordinator Team will send out a group text to all mentors including the support team (if applicable). This Emergency Mentor Text Thread will be used each week of the 12-week session.
 - ii. **If a coordinator, support team member, or mentor identifies an active threat situation**, they will go to the group chat and give the following information:
 - 1. Name
 - 2. Room Number or Area
 - iii. **A.L.I.C.E. plan:** **A**lert (the group chat), **L**ockdown/Barricade (this includes pushing items in front of the entry door to your room to restrict access even more), **I**nforn (call 911), **C**ounter (if necessary), and **E**vacuate (if you are able).
 - iv. **If they are NOT the one identifying the active threat**, they will also follow the A.L.I.C.E. plan based on where they are in relation to the room number/area shared in the group chat.

- v. **Do not go to your child's classroom.** We understand this will go against everything you were created to do when protecting your child (we feel the same!). However, coordinators and mentors are trained in the A.L.I.C.E. safety procedure and will ensure students are either evacuated or secured in place as needed.
 - vi. **Follow directions from coordinators and first responders.** This helps maintain an organized and effective response during any emergency.
 - vii. **The Reunification Area** - head northwest across the parking lot toward the lake. Go around the lake to "the grove". You will see benches and picnic tables. (see attached map - for reference, the blue arrow is Door H/Sign-In Table) This will serve as the official location for families to reconnect once the situation is declared safe and/or as everyone evacuates the building.
 - viii. **Police, Fire, and EMS personnel will be on-site at the reunification area** to provide assistance and support.
 - ix. **Remain in C.H.O.I.C.E.-approved spaces while at co-op.** This is another important reason for both parents and participants to stay within approved areas during class times - so that everyone can be accounted for quickly and kept safe.
 - x. C.H.O.I.C.E. will periodically sponsor training opportunities for families.
- b. MEDICAL EMERGENCIES:**
- i. For simple needs, such as a Band-Aid, please see the Sign-In Table.
 - ii. For moderate needs, Jamie Frederick keeps a first-aid kit with her in Room 213.
 - iii. For life-threatening emergencies, dial 9-1-1 if needed (unresponsive, cardiac arrest, or respiratory distress, etc.). Please contact Courtney Nalin or another Coordinator/Support Team member ASAP. An AED (Automated External Defibrillator) is near the welcome center, and multiple mentors, parents, and participants are trained in CPR.

REUNIFICATION REFERENCE MAP:



X. INCLEMENT WEATHER:

- i. If inclement weather occurs while classes are in session and **requires we seek shelter**, the following guidelines should be followed:

1. The Coordinating Team will send an alert to mentors via the Emergency Mentor Text Thread.
 2. **If you have a class in the 100s and 200s** – primary **safety zones** are Rooms 114, 115, 116, and the first level restrooms.
 3. **If you have a class in Room 127, Brown/Green Room, Choir Room, or the 300s** – primary **safety zones** are in the hallway around Room 127 and the Choir Room.
 4. Please refer to the Severe Weather Shelter Areas Map provided by CFC.
- ii. C.H.O.I.C.E. will follow the EVSC **snow-day policy**. We will NOT make phone calls if the weather is questionable.
1. If EVSC cancels school due to inclement weather for the entire day, C.H.O.I.C.E. will also be cancelled.
 2. If EVSC has a 2-hour delay due to inclement weather, C.H.O.I.C.E.'s 9 a.m. classes will be cancelled. Classes will resume at 10 a.m. and continue as scheduled.
 3. Although C.H.O.I.C.E. strives to hold all 12 weeks per session, one or more weeks could be cancelled due to inclement weather or other causes beyond our control.

XI. SICK POLICY: In order to create a safer atmosphere for all C.H.O.I.C.E. families, we kindly ask if any family member is sick with any flu, cold, virus, or fever of 100°F or above that person stay home. Please be symptom free for 48 hours before coming to C.H.O.I.C.E. It is C.H.O.I.C.E.'s desire to allow our families the personal freedom to make their own decisions regarding their own health and safety while still exercising personal responsibility.

XII. PARENTS/GUARDIANS INFORMATION AND FAMILY EXPECTATIONS:

- a. For liability purposes, **parents/guardians are required** to always stay on the church premises while their children are attending class. Parents/guardians are solely responsible for getting their children to and from classes.
- b. Parents/Guardians of participants desiring to enjoy Open Gym, the fellowship room, the playground, or other approved outside spaces, must accompany their child(ren) or have a designated parent/guardian in said spaces. Feel free to take turns being that "designated parent/guardian" with a friend!
- c. Parents/Guardians and participants are expected to read, sign, and abide by the Statement of Responsibilities for Families.
- d. It is of the utmost importance that children and adults are always respectful and on their best behavior as we are guests of CFC. Please do not allow your children to run and play in the hallways, stairways, elevators, and door entrances. We have designated Open Gym time as well as playground use (after 12pm) for those needing to get energy out.
- e. Parents/Guardians are not required to teach or volunteer with classes but are expected to participate in light housekeeping duties (such as wiping down tables, sign-in table, hallway monitor, etc.) to fulfill their Family Service Roles. If a parent/guardian is unable to help, families are encouraged to have older children take part in Family Service Roles. A Family Service Roles Sign-Up sheet with descriptions will be available during Registration and on the first day of classes.
- f. Weapons of any kind are not permitted at C.H.O.I.C.E. Please do not bring guns, knives, or other weapons (including play / toy weapons) to C.H.O.I.C.E.
- g. C.H.O.I.C.E. does not have a specified lunchtime. You may eat **ONLY** at the lunch tables in the hallway by the Worship Center. **All spaces at CFC and C.H.O.I.C.E. have potential allergen exposure; we cannot guarantee any allergen-free spaces.** When making out each child's class schedule, please remember to leave a time for your child(ren) to eat lunch.
- h. If eating lunch at C.H.O.I.C.E., bring your own lunch with drinks in a closed, spill-resistant container.
- i. It is up to parents/guardians to supervise their children. It is **ESPECIALLY** important that we leave our eating area clean. Several packages of wet wipes will be available. Please pick up your lunch trash (from the table, chair, floor) and wipe down your eating area when you have finished eating lunch. We do encourage C.H.O.I.C.E. families to support CFC's Café ministry by making a purchase when possible. Do NOT leave your items unattended. There are several picnic tables located outside of the café that you are welcome to use for eating or fellowship as well.

XIII. C.H.O.I.C.E. STATEMENT OF RESPONSIBILITY FOR FAMILIES:

In our desire to have clear expectations set out from the beginning, we have the **C.H.O.I.C.E. Statement of Responsibility Form that is required to be read, signed, and turned in by all families, including participants ages 7 and up. This is included in our online Family Information Form, and a copy is included in this handbook.**

As members of the C.H.O.I.C.E. Family, we understand that:

- ✓ *Email is C.H.O.I.C.E.'s primary form of communication and agree to read the weekly C.H.O.I.C.E. Family Email thoroughly, replying in a timely manner when requested.*
- ✓ *Electronic devices are not allowed in class unless mentor approved.*
- ✓ *Participants are expected to dress modestly with clothing not fitting overly tight. Shirts should cover the chest and midriff area (tank tops under shirts to cover this area are fine). Pants, skirts, and shorts should cover the upper legs.*
- ✓ *Disrespect towards other participants, parents/guardians, or mentors will not be tolerated and may result in dismissal from C.H.O.I.C.E. following the Disciplinary Policy as set out in the C.H.O.I.C.E. Family Handbook.*
- ✓ *C.H.O.I.C.E. is a "no drop-off" co-op and parents/guardians agree to be on the premises or inform the coordinator team of another responsible party when parent/guardian will not be available (with required responsible party form on file).*
- ✓ *Each enrolled family is required to participate in one service role for the current session. Service responsibilities are intended to be completed as a family whenever possible. Any capable member of the family may fulfill the assigned responsibility, including parents/guardians, grandparents, or participants when appropriate.*
- ✓ *Name tags MUST BE WORN in an easily visible area (front of shirt is preferred) while on the premises.*
- ✓ *Participants are expected to be in class or in a C.H.O.I.C.E.-approved location when on break.*
- ✓ *Participants are not allowed to be 1-on-1 with another participant or adult at any time unless family or designated by a family member as the party responsible.*
- ✓ *Participants are expected to attend class consistently, be prepared, and on time. Failure to attend most of a session may result in not being considered a "returning member" for registration at the next session. Choosing to skip, or leave, class is unacceptable and may result in disciplinary actions.*
- ✓ *Participants are expected to finish assigned classwork, learn music/scripts, or meet other expectations set out by the class mentor.*
- ✓ *Disciplinary Policy First Offense: An oral warning will be given by the mentor to the participant. The mentor will discuss the matter with the parent/guardian. The mentor will provide documentation to a coordinator.*
- ✓ *Disciplinary Policy Second Offense: The participant will sit out for the remainder of that class. A coordinator will be notified in writing by the mentor on the same day of the offense. The participant's parents/guardian will be required to sit with the participant for the entirety of the class the following week.*
- ✓ *Disciplinary Policy Third Offense: The participant will sit out the rest of the class and be sent to be with a parent/guardian on site. A coordinator will be notified in writing and will schedule a meeting with the participant, parent/guardian, mentor, and coordinator(s) to discuss the situation and establish a plan of action. If a meeting and action plan is not established prior to the next class, a decision will be made on a case-by-case scenario as to whether the participant may attend class if accompanied by a parent/guardian.*
- ✓ *We understand that if, at any time, we fail to meet the definition of homeschooling in Indiana, we will forfeit the ability to participate in C.H.O.I.C.E. and immediately be removed as a member. NO REFUNDS WILL BE GIVEN.*

C.H.O.I.C.E.'s Statement of Responsibility for Participants

- *I have talked with my parent(s) or guardian about being a participant at C.H.O.I.C.E.*
- *I agree to be on time, present, and prepared for all my registered classes unless my mentor and parent/guardian(s) know why I will be absent.*
- *I agree to show respect with my words and actions to each C.H.O.I.C.E. mentor as well as others in leadership.*
- *I agree to show respect with my words and actions to other C.H.O.I.C.E. participants, understanding that I have the privilege and opportunity of making a positive impact on others.*
- *I agree that if I have a problem with a class or mentor, I will talk to my parent/guardian and my mentor before going to anyone else with the problem.*
- *I agree that, if I participate in a class that includes an End of Session Program performance, I will work hard to learn any speaking parts, solos, instrumental music, or other performance roles on time and will take extra time to practice at home as instructed by my mentor.*
- *I have read and understand C.H.O.I.C.E.'s Disciplinary Policy listed in this Statement of Responsibilities and the C.H.O.I.C.E. Fall 2026 Handbook.*

Parent/Guardian and Participant Commitment

I/We have discussed being a part of the C.H.O.I.C.E. family for the Fall 2026 Session. I/We understand that this is a wonderful way to enrich our family's homeschool learning and fellowship with participating families and mentors. I/We agree to partner with C.H.O.I.C.E. in helping my/our child(ren) during the Fall 2026 Session. I/We understand that this includes making sure my/our child(ren) attends class each week, encouraging my/our child(ren) to be an active participant, contacting my/our child(ren)'s mentor(s) with concerns, and involving C.H.O.I.C.E. Coordinators when necessary. I/We will contact the mentor if my/our child(ren) is unable to come to class due to an illness, prearranged trip, or other unforeseen circumstance, making sure any home practicing or work is done.

C.H.O.I.C.E. (Christian Homes Organized in Cooperative Engagement) parents/guardians, of the children participating in C.H.O.I.C.E., agree to acknowledge and understand that Christian beliefs are what C.H.O.I.C.E. Homeschool is founded on and solely led by. C.H.O.I.C.E. will be proclaiming our Lord Jesus, praying, and following the teachings of the Bible.

C.H.O.I.C.E. parents/guardians of the children participating in C.H.O.I.C.E., are required to read, sign, and agree to uphold, even if not in full agreement with, C.H.O.I.C.E.'s Mission Statement and Statement of Faith.

XIV. MISSION STATEMENT:

C.H.O.I.C.E. (Christian Homes Organized in Cooperative Engagement) is a Christ-centered, faith-based homeschool cooperative among a group of parents which provides their children with enrichment meetings led by mentors. All enrichment meetings will reflect a Christian perspective that honor our Lord Jesus and support our Statement of Faith. C.H.O.I.C.E. offers opportunities for fellowship and growing in faith among the participating families and mentors. C.H.O.I.C.E. exists to bring honor and glory to our Heavenly Father and for the building and strengthening of His Kingdom.

XV. STATEMENT OF FAITH:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God revealing the love of God to the world. 1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16*
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; John 10:30; Ephesians 4:4-6*
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15*
- We believe that all men everywhere are lost and face the judgment of God, Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Furthermore, we believe that God will reward the righteous with eternal life in heaven, and that He will banish the unrighteous to everlasting punishment in hell. Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:89; Titus 3:4-7.*
- We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10*
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. 1 Corinthians 15:51-57; Revelation 20:11-15*
- We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the church. 1 Corinthians 12:12, 27; Ephesians 1:22-23 We believe that the ministry of evangelism (sharing and proclaiming the message of salvation only possible by grace through faith in Jesus Christ) and discipleship (helping followers of Christ grow up into maturity in Christ) is a responsibility of all followers of Jesus Christ. Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15*
- We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. Genesis 2:24; Matthew 19:5-6; Mark 10:69; Romans 1:26-27; 1 Corinthians 6:9*
- We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism. Matthew 9:35-38, 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15*

- *We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10*

For any questions, please email C.H.O.I.C.E. Servant Leadership Team at: choiceteam@choicehomeschoolcoop.com.