



**NEW RIVER GORGE
LEARNING COOPERATIVE**
A Montessori-Based Education Alternative

Parent Handbook 2015 - 2016

New River Gorge Learning Co-op Parent Handbook

Welcome to the NRG Learning Co-op! We hope you and your child will have a great year with us. NRGLC is a non-profit organization formed and run by parents committed to being directly involved in their child's education. Our goal is to provide a Montessori-based learning option in which your child can grow and learn with ample opportunity for experiential outdoor & environmental education.

You make it work!

The success and value of any parent cooperative depends on the conscientious effort of each family and parent. Under the guidance of the teachers, parents gain insight into the behavior of their child in particular as well as children in general.

The NRG Learning Co-op is a serious educational project for both parent and child, requiring dedication and commitment of time, talent and energy of each individual member. The benefits for you and your child will more than compensate for the work involved in making the Co-op successful.

In this handbook, you will find answers to many of your questions about the Co-op's policies and procedures. Please keep it for future reference during the school year. If you have any questions, please contact the Center Director, listed at the end of this handbook.

How we are organized

We have an onsite (part-time) Center Director, Jenny Becksted-Smith, who should be your first stop for any questions or concerns. The Center Director is hired by an appointed committee made up of board members and she reports to the board.

**Jenny's hours for the 2015-2016 school year are:
M, T, Th, F 8:30 - 12:30 and W 12:30-4:30**

Jenny's contact information: jenny@nrglc.org or 304-640-6022

Email is the preferred form of communication. Phone calls are always welcomed during working hours and outside of that only for emergencies.

We have a general board that consists of parents and outside professionals who help lead the school with policies and procedure. These are appointed positions by the executive committee. The Board meets every other month and the meetings are open to everyone, we encourage you to attend.

There is also an executive committee that has a president, vice president, treasurer and secretary. These positions are voted on at the annual meeting by the general membership (that's you the

parents). The executive committee meets every month.

We have by-laws that are available for you to review.

The 2015-2016 Executive Committee is:

Jonathan Danz - President; jonathan@nrglc.org

Debra Fregala-Pories - Treasurer; dfpories@suddenlinkmail.com

Erin Runyon - Secretary; erin@nrglc.org

Other current Board Members at-large:

Amber Bennett

April Storm

Cristina Opdahl

Therese Ehrnschwender

Mara Petretich

Eric Pories and Marai Wise both serve as advisors to the board.

Enrollment Procedure

Children are enrolled in the Children's House at about age 3, once fully potty trained. Enrollment for children over age 4 is determined by spaces available, balance of ages and genders as well as an interview with parents and a visit by the child to the classroom.

In order to enroll your child, the enrollment form must be submitted with a \$50 non-refundable enrollment fee by August 1st. Enrollment will be accepted on a first come first serve basis.

Families new to the NRG Learning Co-op will need to complete an interview process. This means that the parents will meet with Center Director and the teacher will meet with the potential student separately. Once that is completed, you will be advised of our decision to enroll.

Re-enrollment for families that are current students of NRGLC requires tuition paid by August 1st to secure the student's spot for the next year.

Admission

The following must be submitted before the first day of school.

- a) Registration Form
- b) Immunization Records
- c) Copy of birth certificate
- d) Registration fee paid (\$50) upon enrollment
- e) 1st month member dues by Aug 1st
- f) \$50 Materials fee due each trimester with the first month's dues.

Our Vision

To cooperatively operate a Montessori-based learning option for children in the Fayette County area that aims to give each child the opportunity to rise to his or her own level of excellence. Together we will create an encouraging and positive environment where children can learn the skills they need to eventually become responsible, independent, productive and caring citizens of the world. More specifically our vision includes:

- Strong academics
- Hands on/Experiential learning
- Outdoor and environmental education
- Physical fitness
- Community involvement
- Arts, music and languages
- Support for our children's natural desire to learn
- Room to pursue individual interests
- Small student to teacher ratio

Our Core Values

We will strive to encourage each child's natural desire to learn. We will help them develop self-motivation, self-knowledge, and respect for the world and others by:

1. Creating a child centered environment that reflects beauty, simplicity, and order while providing materials and activities required for learning
2. Letting each child work and progress at his/her own pace
3. Giving students the space to concentrate on tasks that interest them
4. Closely observing each child to determine when they are ready and willing to learn a specific skill and then demonstrating the steps involved in developing the skill
5. Including parents in the development and operation of the Co-op
6. Encouraging the appreciation of diversity and compassion
7. Providing significant opportunity for outdoor and environmental education
8. Providing children with the opportunity to correct their own mistakes, receiving neither rewards nor punishment
9. Using practical life activities to develop motor skill and as well as independence, self confidence and a sense of community

10. Including mixed age levels

11. Supporting a spirit of service mindedness and respect for the environment.

Financial Responsibilities

Tuition

Payments are made on a 12 month schedule beginning August 1st. A sliding scale tuition option is available upon submitting household annual income. (See sliding scale tuition chart, below). Proof of household income must be submitted to be eligible for the sliding scale rates listed below. Proof of income should include most recent tax return (pg 1&2 of form 1040 or 1040A) or monthly pay stubs. Please include any income not included on your pay stubs or tax return. Families not participating in sliding scale tuition do not need to submit proof of income.

<u>Yearly Gross Income</u>	Elementary		Children's House 4-6 Yrs, Full day		Children's House 3-Year Old, Half-Day	
	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
+ \$120,000	4,800	400	4,200	350	3,900	325
\$100,00-\$120,000	4,200	350	3,900	325	3,600	300
\$50,000-\$99,999	3,900	325	3,600	300	3,300	275
\$30,000-\$49,999	3,300	275	3,000	250	2,700	225
Under \$30,000	2,820	235	2,700	225	2,400	200

Discounts

**Pay in Full Option: Tuition paid annually by Sept 1st will receive a 5% discount.

**Second Child discount take 10% off of the lower tuition rate.

Late Payments

Tuition will be considered late as of the 2nd of the month. A \$10 late fee will be due if paid on the 2nd with an additional \$1 per day fee assessed beginning on the 6th of each month until payment is made. **Please pay your tuition on or by the 1st of each month.**

Materials Fee

A \$50 Materials Fee is due on the first day of each trimester for an annual cost of \$150 per year.

Member Dues Refund Policy

Enrollment fees are non refundable. Dues that are paid annually will be refunded for any trimesters not already in session. Monthly dues are non refundable.

Late pick-up fee

Charges begin 15 minutes after the pick-up time. There is a \$10 fee from 15 minutes to 30 minutes and an additional \$2 each minute following 30 minutes. (Carpool parent is responsible for this fee for each day they are late; see carpool information below.)

Required NRGLC Member Participation

NRGLC operates as a parent-run cooperative organization. Each parent is a member of that organization and the following is a list of **required participation as a member****:

1. Serve as Parent Aid at the school a minimum of once a month (2:15-3:30pm).
2. Fulfill family duty of deep cleaning the school, once per trimester.
3. At least 1 family representative for 2 fundraisers
4. At least 1 family representative for 2 work days per school year
 - a. Work days are defined as at least 4 hours on site.
5. Participation on some field trips as driver and/or child supervisor
6. Attend mandatory member meeting prior to the first trimester each year
7. Provide a \$100 auction item per child enrolled

Participation Buyout Program

** Members who do not have time or are unable to participate in work parties, fundraising, deep cleaning, parent aide days, and other member contributions to NRGLC may pay a fee as follows to be released from these responsibilities.

- \$1200: exempt from work parties, fundraisers, deep cleaning, parent aide days, and field trip driving/supervision
- \$600: exempt from work party and fundraiser obligation only

Annual Meeting-Parent/Member Orientation

Orientation will be held each year prior to the fall trimester. Important information will be discussed for each parent's role in the Co-op and in your child's education. Orientation will include discussion of positive discipline tools and philosophy, roles and responsibilities of the parent aide, including Montessori method and philosophy. We encourage both parents to attend this meeting, but need at least one parent representative to attend.

Parent Aid Responsibilities

Once a month Parent Aide Duty: 2:15PM—3:30PM.

Responsibilities Include:

1. Check the Parent Aid box in the Beehive (Elementary Classroom) foyer for tasks needed by teachers or the school’s current needs list for things we need done.
2. **You are responsible for monitoring the kids during the pick-up time** (the teachers are planning starting at 3:15) so please position yourself between the playground and the picnic tables and ensure that proper playground etiquette is being followed.
3. **Manage student sign-out sheet during pick-up** (3:15-3:30) - clipboard is located in the downstairs foyer of the Beehive. Please use the laminated ‘Authorized Pick Up’ sheet. At 3:30, you should pass this on to the After School Care attendant.
4. The students are responsible for keeping the grounds clean, free of debris and trash. Please help guide them, should they need it.
5. **Collect trash.** The elementary classroom has four trash cans. These can all be emptied into one bag - please take with you, if you can. If not, leave it on the stoop of the backdoor of the Beehive and let Jenny know it’s there.
6. Take note of the **recycling bins** in the kitchen. If they are teeming and you can take them to the Burnwood bin, please do!
7. **Text the next day’s Parent Aid, as a reminder for their upcoming duty. School contact list and Parent Calendar are both posted on the boards outside of each classroom.**

Parent Aid responsibilities may vary depending on that day’s needs. Please be willing to help teacher or volunteer after-school program teacher if they need.

If you are unable to be parent aide on your assigned day, it is your responsibility to find a substitute. The substitution must be communicated to the Center Director so the appropriate parent can be communicated with for changes or Co-op needs. You will be provided with a class roster with emails and phone numbers. If you cannot find a sub or it is an emergency, for example your child or you yourself are ill, please contact the Center Director *at least 2 hours before you are supposed to be at the Co-op.*

Please wear comfortable, functional clothing. Keep in mind that clothing may be damaged by splatters of paint or other potential spills, and that you will be moving up and down from the floor frequently.

Hours of Operation, Daily Arrival & Dismissal

Session Times:

Monday-Friday	
8:30 AM	Drop Off
8:30 – 8:45 AM	Children arrive in the classroom.
12:00-1:00 PM	Lunch/recess

12:30 PM	Children's House 3 year-olds are dismissed
2:15-3:15 PM	Extra-curricular classes begin - Art, Gym, Spanish, Music.
3:15 PM	Kids are dismissed
3:15-5:30 PM	After-school Care

Drop Off, ALL STUDENTS: 8:30 - 8:40 AM

After School Kid Care (addtl fees apply): 3:15 - 5:30 PM

PLEASE DROP YOUR CHILDREN OFF NO LATER THAN 8:40 AM.

Arrivals after 8:45 AM are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be tardy, but more than twice a month will be cause for late fees being assessed.

**To help develop the child's sense of being capable we encourage you to drop your child off without having to come in the classroom. It is understandable that this may be something that is worked toward in the beginning of the trimester and can be done gently so as not to provide a negative experience for a child. Support is available through the teachers and other parents if this is difficult to achieve.

Session ends at 12:30 or 3:15 p.m. **Please do not come in the building until the children have been dismissed.** This is a good time to come into the classroom and check your child's box for any work they have done to take home or communications from the teacher or administrator. This is also good time to communicate any special needs to the teacher or assistant. Once the children have been dismissed please approach the building so they may be accompanied by an adult crossing the driveway and in the parking area. **If families choose to remain on Co-op premises parents or caregivers are responsible for supervision of their child once class is dismissed at 3:15.**

Please communicate with the teacher or assistant if you need late drop off or early dismissal. Information on the enrollment sheet should be kept current with correct phone numbers and contact information for emergencies.

After School Care Program

A full program description can be found [here](#).

The NRGLC After School Care Program runs from 3:30 - 5:30 PM, for any day the school is in session. Please refer to the NRGLC School Calendar for a complete schedule.

NRGLC Member ASC Fees:

Monthly*: \$75 per student (**the monthly rate is only available for families signed up by trimester*)

Daily: \$10/day for drop-in use

'Punch Card' option: \$45 for up to 10 days of use

Non-NRGLC Member ASC Fees:

Monthly*: \$125 for first child, \$75/mo for each additional sibling (**the monthly rate is only available for families signed up by trimester*)

Daily: \$12/day for drop-in use

'Punch Card' option: \$65 for up to 10 days of use

For NRGLC families willing to staff ASC in-kind, a credit of \$10/day will be applied to the above rates.

Families wishing to use this trade will need to sign up on the monthly [Parent Aid Calendar](#) no later than the last Monday of the previous month. All remaining days will be staffed by a paid employee of NRGLC.

NRGLC Policies

Release of Children

If someone other than a parent is picking up your child the person must be listed on the child's enrollment form. If that person is not known by NRGLC staff/volunteers identification will be required.

Carpools

Carpools are advantageous to many parents and can be done safely if the following guidelines are observed. The names of all parents in the carpool must be listed on the child's registration form in their file. If your child participates in a carpool on a regular basis, the teacher must be made aware so communication with the parents can be arranged on a regular basis. (The carpool parent is responsible for the late fee each time that they are late).

Potty Training

It is the policy of NRGLC that all students are fully potty trained. We do offer assistance with clothing for our students but request that you send them in garments that they can take care of themselves. This will promote independence and confidence.

Discipline

We incorporate a positive discipline model for guiding classroom dynamics. Positive discipline is a non-punitive philosophy that emphasizes mutual respect between teacher and students. It follows recent research that has shown that good discipline is dependent on students feeling a strong connection to their community, family and school. The model teaches adults to employ both kindness and firmness at the same time.

Positive Discipline training is offered through NRGLC at different times of the year. Both parents are encouraged to attend at least one session for a further understanding of the positive discipline

methods.

Adults should intervene in children's play only when children have requested help or when safety is an issue. Adults are expected to closely observe children, model socially acceptable and effective behavior and language, and use preventative measures such as diversion or substitution, to engage and refocus children in a positive direction. Adults are to help guide children as the children make choices and manage their own conflicts. Usually, it is better if a parent does not interfere when his or her own child is involved. Let another adult or teachers handle the situation.

NRGLC Discipline Policy

The term "discipline" comes from the word 'disciple' and means, literally, 'to teach.' The Montessori approach to discipline is to help children learn they are responsible for what they do and that their actions and choices have consequences. When a child is disruptive, a teacher will offer support and understanding, including an attempt to help the child understand his or her own behavior and to find alternative approaches to solving the problem. If a child is experiencing difficulty, he or she is given time to think about the situation, to express his or her honest feelings, and to come to an increased understanding about it. As the situation becomes resolved, the child is invited to join the teacher in constructive activity as a means of re-integrating into the classroom. The adults take care to relate to the children according to their age, developmental level and temperament.

No physical punishment is used at the school. The teachers will work with the children to help them learn to use words to express themselves rather than acting out or becoming passive when they are disturbed. If unacceptable behavior persists, the teacher will consult with the child's parents. The belief is that through parent-teacher cooperation and consistency, improved behavior will result.

We present 3 basic ground rules to the children to guide them along the way:

1. We take care of ourselves.
2. We take care of each other.
3. We take care of the materials in the classroom and on the playground.

These rules are reviewed and practiced in the group lessons throughout the year and individually as appropriate. Additionally, we have more specific rules, including: climbing height must remain at an acceptable level, sticks may not be waved or used to threaten other students, and rocks/other hard items may not be thrown. Whether a problem involves only two people or the whole class, we try to help the children learn how to solve problems on their own. We encourage children to come to a mutual resolution through talking about the problem, listening to each side and understanding the differing points of view.

The NRGLC Work Environment

NRGLC recognizes that for our students to learn, explore, and inquire, the classroom environment is as important as the learning materials and teachers we provide. The Montessori learning method requires a student to be capable of working independently, keeping records of his or her own work, and refrain from undue disruption of other students as they work. Discipline at NRGLC is maintained and monitored in order to keep students safe and teach respect for each other and the world. It is also a vital component to our learning environment. Recurring misbehavior that disturbs the learning

environment is grounds for dismissal.

Discipline Procedure

Teachers/assistants shall record serious or recurrent misbehaviors as they occur to assist in understanding the behavior and to document steps taken. There shall be 2 courses of action to choose from regarding the misbehaviors.

A. Serious Misbehavior. Serious Misbehavior is defined for our purposes as behavior that is dangerous or potentially harmful to the student, his classmates, or others at the Co-op, or disturbing to a degree that the classroom cannot function.

• In the event that misbehavior occurs at a level that the Center Director or teachers must ask that the student be picked up for the day, the student may not return to NRGLC until a special executive committee meeting has been held to discuss the situation and a plan of action has been agreed upon.

B. Misbehavior. Misbehavior is defined for our purposes as behavior that is damaging, dangerous, or disturbing to the group, self, classroom environment, or property of the school.

1. The child is asked to correct his or her behavior by a positive restatement of the rule.
2. The child is told to correct the behavior.
3. The child is removed from the group until s/he feels ready to rejoin the group.
4. If a problem persists beyond **three** consecutive days:
 - a. Parents are contacted to develop a focused strategy to support the desired behavior change. Positive change must be observed **within three weeks**.
 - b. Parents will be informed of procedures regarding serious and recurring misbehavior and the possibility of dismissal.

Examples of misbehavior include but are not limited to:

- Verbal or physical abuse of peers, teachers, or staff members
- Refusal to do work
- Throwing objects, hitting, biting, scratching, kicking or pinching others
- Damaging materials
- Talking back and arguing
- Disrupting the learning environment
- Intentionally not following classroom rules
- Encouraging others to misbehave
- Disrupting or impeding the work of others
- Showing rudeness or disrespect toward others
- Threatening others
- Leaving the building without permission

Procedure for Consideration of Dismissal

If, after three weeks of a focused strategy towards a change in behavior the child is not responding positively, dismissal may be warranted.

1. Any time after the third week of a focused strategy implementation the teacher will make a recommendation for possible dismissal to the Center Director. The Center Director will notify the Executive Committee of the possible dismissal.
2. The teacher and Center Director shall request a verbal conference with the parents, presenting to the parents a written report of the child's actions/experience in the classroom. At that time, the teacher will discuss the child's situation and the suitability of a Montessori classroom for this particular child. Parents will be notified that a recommendation for possible dismissal has been made and will be addressed by the Executive Committee during a special session.
3. The Executive Committee will hold a special session, whereupon the Center Director, with advisement from the child's teacher, will present a recommendation for or against the child's dismissal. The Executive Committee will make the final decision. Someone will contact the parents personally, and notify them in writing of their decision.
4. The NRGLC Board of Directors will be informed of discipline issues and actions during its regular meetings in an anonymous, no names, manner.

Required Withdrawal

In situations involving repeated violations of rules or continued disruptive behavior, or if at any time the child's influence is considered harmful to the other children, the environment or the staff, the NRGLC reserves the right to require the child's withdrawal.

Withdrawal/Dismissal

If it becomes necessary to withdraw your child from NRGLC, we ask for at least a one-month's notice. Any pre-paid tuition for the current trimester or trimester pending within 30 days is non-refundable.

In extremely rare cases, we reserve the right to ask you to continue your child's education elsewhere. Copies of NRGLC's Behavior and Dismissal Policy are available upon request.

A child may be dismissed if:

- A discipline issue is irresolvable and all methods of discipline fail.
- Tuition is more than 30 days past due.

Snacks & Lunch

A healthy lunch should be provided each day in easy-to-access containers for your child. The Co-op will be promoting independence in children caring for themselves and setting up and cleaning up their lunch will be a part of each day.

Highly-processed sugary foods are ***not allowed*** in the Co-op including soda, candy, high sugar content

(low-fiber) granola bars, etc. Please provide wholesome foods your child can enjoy. Suggestions or a list of options can be provided if you are unsure of what to provide.

Please provide a snack inside the lunchbox that your child is aware they have to enjoy at snack time. * The Children's House is implementing a new snack policy this year - further information forthcoming.

If your child has food allergies or is unable to eat any foods please let the teacher know in your child's emergency form. We will do everything possible to avoid an allergic reaction.

Clothing & Personal Belongings

Painting, cooking, gluing, and outdoor play are some of our school activities. We ask that you dress your child accordingly. A pair of tennis shoes is the best footwear for your child's safety. We ask that children have appropriate shoes and clothes for outdoor weather. Cold weather clothing is imperative, they will not be allowed to sit inside unless the temperature is deemed unsafe. Please help them remember hats, gloves and boots.

Children should wear clothes that allow easy access when using the restroom. Belts, suspenders, back zippers, tights, hard snaps, and small buttons should be avoided if possible.

It is extremely important that you label all clothing, lunch boxes, and backpacks with your child's first and last name.

In case of emergency, we keep a supply of clean clothes for accidents that may occur at school. Please wash and return any items borrowed. We are always happy to accept clothing donations including underwear, pants, shorts, shirts, and jackets for both boys and girls.

If your daughter is wearing a skirt, please remember to put bloomers/shorts under it.

Home School Enrollment

Your child must be registered as home schooled by the start of the year that they would be attending public school. This is achieved by submitting a "Letter of intent" to Judy Lively at the Board of education. In this letter, you will also indicate if you will be submitting a portfolio of their work, or testing. We will provide a blank copy of this letter, an outline of instruction and a copy of your child's' teachers diploma for submission

*.§18-8-1a. Commencement and termination of compulsory school attendance;
public school entrance requirements; exceptions.*

(a) Notwithstanding the provisions of section one of this article, compulsory school attendance begins with the school year in which the sixth birthday is reached prior to September 1 of such year or upon enrolling in a publicly supported kindergarten program and, subject to subdivision (3) of this

subsection, continues to the sixteenth birthday or for as long as the student continues to be enrolled in a school system after the sixteenth birthday

Testing Requirements

WV code as outlined in WV18-8-1, stipulates that testing OR a portfolio review must be turned in by June 30th. We offer testing once a year in the spring for an additional cost. We do cover some review but you are encouraged to also help your child prepare as well.

The portfolio is a collection of their work for the year and a review is done to assess their progress. We do have teachers that we can get you in contact with to provide that review. We do not teach to the test. We feel that the test can be used as a guide but does not have the full ability to reflect your child's ability or potential.

It is imperative that you read the WV code and have a full understanding of what it means. We are available to answer questions you may have.

Toys - “Dad, Can I bring Batman to school today?”

Personal items including toys, swords, and magic wands should not be brought to school. Including before and after time periods. Any items found will be put away for the parents to collect at the end of the day. We have found that it can be very disruptive for the children to have their toys at school.

Books are always welcome. There may be, at the Center Directors and teacher discretion, a special time for these items.

Use of Electronics Devices on School Grounds

NRGLC does not allow the use of electronic devices on schools grounds before or after school or during outside playtime. We have a beautiful outdoor environment that encourages imaginative play and having electronics distracts the kids from other kinds of creative play. Please save screen time for home. Electronic devices include smartphones, video games, iPads, Kindles, handheld computers, etc.

Illness & Accident Information

NRGLC must exempt children and staff from attendance if the following symptoms occur:

- Colored nasal discharge,
- Persistent cough or heavy congestion
- Diarrhea (three or more watery stools or one bloody stool within 24 hours)

- Vomiting (two or more times within 24 hours)
- Open or oozing sores, unless properly covered with bandages
- Suspected communicable skin infections such as pink eye, impetigo, and scabies. Children may return 24 hours after the start of antibiotic treatment.
- Lice - Until first treatment is completed and no live lice are seen.
- A fever of 100° Fahrenheit or higher and also one or more of the following:
 - Earache
 - Headache
 - Sore Throat
 - Rash
 - Fatigue that prevents regular activities

Please keep your child home from school if they show any of the symptoms above. Children may return to school 24 hours after all symptoms are gone.

Parents will be informed of any accidents or injuries at school. Parents will be given a form with a summary of the accident. A signed copy will be kept on file in the Co-op office.

Medication Policy

Parents have the responsibility of administering all medications. NRGLC staff and volunteers will not give any medication. Please do not leave any medications in your child's backpack.

Birthdays, Class Parties & School Events

Birthdays will not be celebrated with a party or any special food. Your child's birthday will however be acknowledged in a special way. Invitations to birthday parties may not be handed out at the Co-op unless everyone is included.

We will offer different school events throughout the year such as: school pictures, outdoor adventures, fund-raisers, etc. We appreciate your participation and assistance with these activities.

Progress Reports & Conferences

Parent/Teacher conferences may be scheduled at any time during the year by the parent or by the teacher to discuss any areas that need attention. We will schedule conferences for before or after class. Children are not permitted in the classroom during the conference. This should be a time when teachers and parents can openly discuss the child's progress and any concerns. It is the parent's responsibility to arrange for childcare during conference time.

Inclement Weather

For inclement weather school closings NRGLC follows the schedule of Ss. Peter and Paul Catholic

School*. If St. Peter and Paul is closed, we will be closed. There is no need to call and confirm. NRGLC will make up snowdays that exceed 3 snow days per trimester.

**If Saints Peter and Paul is on a 2-hour delay the Co-op will still begin on time at 8:45 am.*

Child Abuse Reporting

NRGLC is required by law to immediately report any suspicious occurrences of physical, sexual, or emotional child abuse, child neglect, or child exploitation to Child Protective Services or local law enforcement.

Calendar Year and Holidays

NRGLC trimesters are approximately 3 months long with breaks in December and April, part of June and all of July and August. Please consult the Co-op calendar for dates.

We will be closed all major holidays. We will not be closed all the holidays the Fayette county school system is closed. Please refer to the calendar.

Attendance Policy

Attendance is of utmost importance with the understanding that we have a diversity of family situations and interests. Our success and our funding are linked to enrollment, so we require advanced notice for withdrawal from the program. If you commit to a trimester we ask that you plan to pay through the whole trimester and give at least 30 days notice that you will not be enrolling in the following trimester. If you choose to maintain a spot in the Co-op your tuition must be kept current even if your child will not be present 3 or 4 days a week or for an extended period of time.

Racially Nondiscriminatory Policy

The NRG Learning Co-op admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

NRGLC Contacts

Center Director - Jenny Becksted-Smith; jenny@nrglc.org, 304-640-6022

Teachers

Children's House, Primary Program:

Aimee Rist - Co-Teacher; aimee@nrglc.org

Markus Bergvind - Co-Teacher; markus@nrglc.org

Primary Classroom:

Allison Schaeffer - Lead Teacher; allison@nrglc.org

Spencer Martel - Assistant Teacher; spencer@nrglc.org

Executive Committee, NRGLC Board

Jonathan Danz - President; jonathan@nrglc.org

Debra Fregala-Pories - Treasurer; dfpories@suddenlinkmail.com

Erin Runyon - Secretary; erin@nrglc.org