

Registration Checklist

Family Name: _____

Forms to Complete, Sign, and Return

- Diaper Changing Policy*
- Liability Waiver*
- Intent Form*
- Emergency Contact*
- Photo Waiver*
- Rules Acknowledgment*
- Registration*

Papers to keep for your reference

- *Rules*
- *Supply List*
- *Legacy History and Mission Statement*

Diaper Changing Policy

When your nursery/preschool child needs to be changed, which of the following options best suits your family:

Please check your option

- I would like to be notified if my child needs to be changed.*
- I do not mind if a teacher changes my child's diapers*
- In case I cannot take care of my child's needs, I give*

permission to change my child's diaper.

Parent Printed Name _____

Child(ren) Name(s) _____

Parent Signature _____ *Date* _____

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. *In consideration for receiving permission to participate in the educational cooperative to be held during the 2025-2026 school year, I hereby release, waive discharge and covenant not to sue Legacy co-op, its board, or its servants, (hereinafter referred to as releases) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me or my family or to any property belonging to me, whether caused by the negligence of the releases or otherwise, while participating in the Co-op or while in, on, or upon the premises where the co-op is being conducted, while in transit to or from the premises or in any place or places connected with the co-op.*
2. *I am fully aware of risks and hazards connected with being on the premises and participating in the co-op, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the co-op, to enter upon the above names, or premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me, my family, and my property. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury including death, that may be sustained by me, a member of my family, or damage to property owned by me, as a result of my being a participant in the co-op, whether caused by the negligence of releases or otherwise.*
3. *I further hereby agree to indemnify and save and hold harmless the releases and each of them, from any loss, liability, damage or cost that may incur due to my participation in the co-op, whether caused by the negligence of any or all of the releases, or otherwise.*
4. *It is my express intent that this Release shall bind the members of my family and spouse if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above-named releases.*

In signing this release, I acknowledge and represent that:

- A. *I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;*
- B. *No oral representation, statements, or inducements, apart from the foregoing written agreement, have been made;*
- C. *I am at least eighteen (18) years of age and fully competent; and*
- D. *I execute this Release for full, adequate, and complete consideration fully intending to be bound by same.*

In witness whereof, I have hereunto set my hand and this _____ day of _____, _____

Participant Signature: _____

Name printed _____

Witness: _____

Witness name Printed: _____

Intent form

Parent's first and last name: _____

Co-op Services for Students and Parents

Being a member of our co-op program requires both academic commitment and a high level of responsibility.

We provide the following services to families participating in our co-op program:

- ✓ Academic and elective classes
- ✓ Assistance and support in your teaching assignments
- ✓ Hands-on learning
- ✓ A community of love and support for your family and homeschooling journey
- ✓ Small classes
- ✓ Two-deep leadership
- ✓ A safe and fun place to learn

Parent Expectations and Responsibilities:

- ✓ Be on Time and stay on campus for the blocks your family is registered for
- ✓ Teach and co-teach
- ✓ Make arrangements for substitutes when necessary
- ✓ Be respectful of the facilities
- ✓ Be kind and respectful to all members and students
- ✓ Have a "Can-Do" Cooperative attitude
- ✓ Frequently check in with/help kids with their supplies and homework
- ✓ Keep track of your class funds using the provided spreadsheet.
- ✓ Submit all receipts using your class funds.
- ✓ Refund any unused class funds to families by the last day of the semester.
- ✓ Check in with announcements on facebook weekly and participate in Morning Announcements
- ✓ Reply to and communicate with board members and teachers in a timely manner when needed
- ✓ Review rules with your children, and ensure that your family follows the co-op rules.

Student Expectations and Responsibility:

- ✓ Be obedient and respectful to teachers and classmates
- ✓ Participate in class
- ✓ Be respectful of the facilities
- ✓ Bring supplies every week
- ✓ Do class assignments and homework that is assigned
- ✓ All electronics will remain in bags during class time, unless specified by the teacher
- ✓ Do not wander the halls alone
- ✓ Be mindful with your words about others

It is my intent to participate in all aspects of Legacy Homeschool Co-op

Signature: _____ Date: _____

EMERGENCY CONTACT FORM

Parent/Guardian first and last name _____

Parent/Guardian first and last name _____

Primary Phone # _____

Secondary phone # _____

Email _____

Address _____

Child's names and allergies and special needs:

Child _____ Allergy _____ Special Needs _____

IN CASE OF AN EMERGENCY:

(1) Name & Relationship _____

Phone number _____

(2) Name & Relationship _____

Phone number _____

In case of an emergency, I give permission for my information to be released to emergency personnel. I also agree that any of my emergency contacts listed on this card may be notified as needed.

Signature & Date _____

Name printed _____

Photo Release Form

For good and valuable consideration, I hereby acknowledged that I, _____, give Legacy Homeschool co-op permission

to use photos of me or my children in any and all publications, including but not limited to the public website, Facebook page, yearbooks, or other digital or printed sources by Legacy Homeschool Co-op, as well as on our private Facebook Group.

OR

to use photos of me or my children on our private Facebook Group.

I understand that because I volunteer to participate in Legacy Homeschool Co-op I will not receive any type of payment for the use of my or my child(ren)'s photos.

OR

I do not give permission for photos to be taken of my children.

Printed Name _____

Signature _____

Date _____

Child(ren)'s Name(s):

Legacy Co-Op Rules Acknowledgement

I _____ have received and understand the rules and regulations of Legacy Educational Home School Organization. I understand that the rules are in place for my child/children's safety as well as my own. By signing below I agree to follow and enforce the above rules.

Please sign, date, and return this page.

Signature _____

Print Name _____

Date _____

Legacy Rules

MULTI-DENOMINATIONAL— We are a Christian-based group, but we welcome families of all faiths or lack thereof. Please be mindful, sensitive, and respectful of the different beliefs in our group. We do not discriminate. We desire to have a family-friendly learning environment. Feel free to answer questions, if they arise, but do not proselytize. Any negative behavior toward another person's beliefs is grounds to be asked to leave the co-op. While we do accept faiths of all backgrounds, some of our curriculum does include Christian values.

COOPERATIVE “CAN-DO” AND RESPECTFUL ATTITUDE - This is a cooperative homeschool group, and as such, all members need to contribute and do their part to help in the smooth running of things. A friendly and respectful attitude to all members will contribute to the safe and loving environment our children need to grow and thrive. Any negative behavior towards any member for any reason is grounds to be asked to leave the co-op.

TWO-DEEP LEADERSHIP— Our classes have a teacher and co-teacher. If a student needs to leave to use the restroom, an adult and another student may escort them while the teacher continues class. Co-teachers communicate with the teacher on ways to help the class run smoothly and share responsibilities.

WAITLIST— We currently do not accept anyone who is on another school's wait list for the school year if your child could leave during the semester. We also do not accept anyone who attends another organization, school, or co-op that would interfere with your ability to attend our co-op on Thursdays.

PARENT RESPONSIBILITIES—

Parents are in charge of finding their own substitutes for all co-teaching and lead-teaching assignments. If you are the lead teacher, then contact the co-teacher and review what needs to happen that week for the class, and arrange for her to have access to the needed supplies. It is always a good idea to have a backup lesson handy in case of an emergency. Whether the lead or co-teacher, you will also need to get another person to fill in so there are 2 adults in the class. You will be provided with a sublist each semester. Texting will usually give you the quickest response on finding a sub; use the contact list to find phone numbers. On the first offense of not covering your assignments, the board will discuss the situation with you. A repeated offense will result in a formal written rule violation form. If you continue to not cover your assignments this may be a reason to excuse a family from the co-op.

Please be on time. We start Teen and Kids' announcements at 9:00 AM, and Mom announcements at 9:10 AM; you will need to arrive early to get your name badges and be ready for the announcements. If you are running late, send a member of the board a message so that we are aware of your situation. Occasional lateness is understandable, but repeated tardiness is not

acceptable. This same rule applies for absences. We understand illness and family plans happen during the semester, but we ask that members plan ahead to try and limit absences to as few as possible. Our secretary takes weekly attendance and records arrival times. Please strive to be on time or early, and attend one of the three morning announcement groups. It will be noted if you do not arrive on time or attend important announcements. If you teach a 1st block class and need time to set up, please arrive earlier than 9:00 AM to do so; the building opens at 8:30. **If you are late or absent more than 3 times, a member of the board will meet with you to discuss the situation.** This may be grounds to excuse a family from the co-op. In an unavoidable situation where the parent can not attend co-op one week, the children may attend with another responsible adult (older sibling, other parent, grandparent, etc.), but this should not be frequent. All visitors will need to meet with a board member to get a visitor name badge.

Parents are responsible for coming prepared for co-op. This includes not being impaired by any drugs or alcohol. Failure to follow this will result in immediate dismissal from the co-op. We must have a safe environment for our children. If you have any concerns please contact a member of the board.

Parents need to remain on campus, in the building, and available for assistance during all blocks. Please do not leave during your off period. Please do not sit in vehicles or other outside areas during co-op.

ORIENTATION— We have mandatory orientation once per semester. The Fall Orientation is mandatory for all adult members, both teachers and co-teachers, to be prepared for the school year. The Spring Orientation is mandatory for all new adult members, both teachers and co-teachers, as well as anyone who will be taking on a lead-teaching role for the first time in the spring semester. **ORIENTATION IS NOT OPTIONAL.**

CLASS FUNDS— Each teacher will receive class funds a week or two before the beginning of the semester. In our Important Documents for Everyone folder on Google Drive, you will find a Receipt form for the semester. Each teacher is responsible for keeping all of their receipts and filling out the tracking sheet. The tracking sheet and all receipts must be turned in to the treasurer by the last day of the semester. Receipts can be emailed to LegacyHSC@gmail.com, uploaded to the specific class receipt folder, or turned in physically. Any class funds left over at the end of the semester will need to be equally divided and returned to each parent of the children enrolled in your class. The class receipt form calculates the amount to return per student for you. No refunds are needed if the amount is less than one dollar per student.

CURRICULUM— Most classes are provided curriculum by the board or curriculum committee. If your class is assigned a curriculum, please use this as the foundation of the class. We know that you may need to add some supplemental additions to dig deeper, however, if you desire to use a completely different curriculum than what was assigned for that class, this must be reviewed and approved by the board or curriculum committee. If the board or curriculum committee asks you to come up with your own curriculum, please stay in communication with them as you do so that they can be aware of and approve of your plans.

COMMUNICATION— The majority of our communications are done via Facebook with occasional important things communicated through email from LegacyHSC@gmail.com. Class messenger

groups are created for each class on Facebook Messenger. Occasionally some classes may organize Google Classrooms or a GroupMe chat when approved by the board. Texting is frequently used between individual members. Families are expected to stay up-to-date on announcements, assignments, and events for the entire co-op, as well as for the classes in which you are enrolled. Members are expected to respond promptly to any communication from the board or class teachers, as well as respond to events, or to sub requests from other teachers. Please direct the majority of co-op needs or concerns to either our email - legacyhsc@gmail.com, or a direct message to our facebook profile - <https://www.facebook.com/legacycoop/>. This will ensure that any needs are met in a timely manner, that individual board members are not unduly burdened, and that all communications and agreements are open and transparent.

ILLNESS— Those who are sick, should remain home. In a situation where one member of the family is seriously ill or anyone is contagious, the entire family should stay home. Family members need to be symptom and fever free for 24 hours prior to co-op.

DISCIPLINE— All discipline is to be administered verbally. If a student is being disruptive, ask them to stop. If the problem continues, move the child away from the other children. If this doesn't fix the problem, have the Co-Teacher take the child to their parent. Consistent behavior concerns need to be brought to the board's attention by email: legacyhsc@gmail.com.

SPECIAL CONCERNS OR NEEDS OF CHILDREN— We try to be understanding and accommodating to the needs and abilities of our children. If your children have any special needs, disabilities, allergies, dietary restrictions, or other concerns, please list them on the Emergency Contact form, inform the board, AND private message or speak to their teachers. If you have specific strategies that are helpful with your children, let the board AND teachers know. Teachers, if you notice that a child is struggling in your class – socially, academically, emotionally, or behaviourally – please privately reach out to the parent to see if there is something that can be done. If you need assistance, the board is ready and willing to help as needed.

BUDDY SYSTEM— Children must attend the classes they registered for and are required to stay with the class unless there is an injury or behavior issue that needs to be addressed. Students may not wander the halls or outside areas alone, nor may they be left to sit in vehicles in the parking lot. Students need to have a buddy with them at all times. Students 6th grade and below are not to go to the restroom alone. They need another classmate and a teacher to go with them, or their parents.

SUPPLY CLOSET/BINS— We have a variety of supplies and curriculum stored on the church premises. We have an agreement with the church that Legacy will only use the back half of the closet. Please be respectful and considerate of the church's space in the closet (front half), and do not leave supplies extending past our half. **The supply room is only for teachers/co-teachers, please do not allow your children in the room, or send students to grab supplies or store things in the room.** Please be respectful of our Legacy supplies: return supplies to their appropriate bins and return them neatly on the shelves with their labels viewable. Please keep the supply bin inventory in Google Sheets up-to-date. If you would like to reserve an item(s) from the bins, please check ahead that it is there, and write your name and date you need it to the right side of the supply bin inventory. If you read this, draw a chicken on your photo release form to receive a special prize during in-person registration.

TAKING ATTENDANCE— Taking attendance at the beginning of every class is a required policy to ensure the safety of all. Each classroom will be provided with a red clipboard for attendance. Co-teachers should take attendance each week. If the class leaves the classroom for any reason – ie. an outside activity, break/snack time, etc. – the clipboard should be taken with the class to check attendance once outside, and checked again when the class returns to the classroom. The clipboard should be left in the classroom at the end of class. The clipboards will be picked up at the end of co-op by a board member.

CO-TEACHERS— Co-teachers need to be an active help in the classes. Co-teaching responsibilities include, but are not limited to, taking attendance, assisting with discipline and keeping students focused, taking pictures to share on facebook or in our yearbook, escorting children to the restroom, participating in class discussions in a meaningful but non-distracting way, handing out supplies, and cleaning up. If the teacher has a specific need from a co-teacher, please communicate it to them. Co-teachers can also proactively look for ways to contribute and/or assist the teacher. Co-teachers should not be using their phones or other electronic devices except for taking pictures or unless otherwise needed for the class.

ZERO TOLERANCE— NO **weapons, fighting or toys**. Weapons include pocket knives, knives, guns, or any other item that can be harmful to the child or any other child. Unless needed for the class, cell phones or other electrical devices should not be in use during class. **This includes both students and co-teachers**. Items will be confiscated and parents will be notified to pick them up from a board member. If a child brings it back, disciplinary action will be taken. Fighting of any kind, verbal or physical, whether playing or not, is not allowed. Any children involved in a fight will be interviewed with their parent(s) by a member of the board to discuss what happened and how to resolve the problem. Any rude, degrading, or negative talk or distribution about any member, their religion or lack thereof, political stance, or for any other reason is grounds for dismissal on the first offense. Our co-op is a safe place for all, and no one has the right to talk ill or label any person for any reason.

STUDENT RESPONSIBILITIES—

Students are to bring their school bags, books, and supplies every week. Please check the supply list in your registration packet to know what is needed. Check your class description, syllabus, and class messenger for additional supplies that might be needed.

Students are also responsible to participate and do all work assigned to them. If your child is in a core class, your child is expected to turn in work, do all tests, and actively participate in class activities. If your child does not do these things you will be asked to remove your child at the end of the semester and put him/her in a different class for that block. * No refunds will be given.

All toys and distractions are to be left at home. Anything brought will be confiscated, and parents may pick it up at the end of the co-op.

WATER BOTTLES— Please bring leak-proof water bottles that seal tightly. We have many warm days and with recess and/or P.E. We want our children to stay hydrated. Water bottles should ONLY have water in them.

NAME BADGES— Every person in our co-op **MUST** wear a name badge. They will be provided to you by the co-op. Please pick them up every morning and return them at the end of block 3. If you lose or break your name badge it is \$1 to replace the plastic sleeve/clip, and \$2 to replace the lanyard. The plastic sleeve, metal clip, or paper insert can be replaced once per year at no charge, but the lanyard is intended for the duration of your membership at Legacy and needs to be returned to Legacy when you withdraw. If the lanyard needs to be replaced at any time, it will be \$2. If children want to add stickers or other decorations to their name badge or lanyard, they should not inhibit our ability to read their name.

GUESTS— Visitors are welcome if they are actively considering joining our co-op. All guests must receive prior permission from the board. We need a week's notice if any children will be visiting so that we may arrange with teachers for extra students. They may be asked to bring certain supplies if they want to participate in a class. Adult extended family members or close friends may visit, but please give the board at least 24 hours heads up to expect them. (Visiting **youth** family will still need a week's notice and may be required to bring supplies to participate.) Moms/Dads who do not normally participate in co-op are always welcome to visit without advanced notice. **All visitors must have a badge.** If you bring a guest (including mom/dad), please make sure they check in with us and receive a visitor badge that morning. We want to make sure we know all those in the building are with the co-op.

LUNCH AND 4TH BLOCK— Lunch and 4th block classes are optional for those who would like to remain. After 3rd block, please turn in your badges and enjoy lunch outside. Families should not be congregating or eating their lunch inside the building during the 30 minute lunch break. Parents are responsible for watching their own children on the playground. Please make sure to clean up after yourselves and keep the playground clean. Every parent is in charge of cleaning up the class they are in during 4th block. **If you are not teaching or co teaching during block 3 or 4 you are assigned to the bathrooms or common areas.** Your children can be a big help while you clean up. **Please keep them with you so they are not running around while others are cleaning.** If there is a classroom that is not in use during 4th block, 3rd block teachers will be notified to empty trash cans and clean the room at the end of 3rd block.

CLASS CHANGES— The deadline for class changes or refunds is included on the registration form. The board will not allow elective changes to classes after this deadline, and there will be no refunds given for withdrawing from classes after this date. Within the 1st week of classes, if the parent feels that the class is not at the level their student needs, some allowances MAY be made to allow the student to change classes (but not guaranteed). However, this will be at the board's discretion, and if allowed, the family will have to pay the class fee for the new class and will not receive a refund for the original class. **Please read class descriptions THOROUGHLY and, if you have questions about what the class entails, speak to the board members during registration to be sure you understand what your children are signing up for, as these allowances will be very limited.** If the teacher for a class feels that a student is not academically or socially ready for a class, they may speak with members of the board to see if something can be done to help, or if the student needs to be assigned to a different class. If this happens, the family will have to pay the class fee for the new class and will not receive a refund for the original class.

Your registration form is in the Important Documents Folder - you have access to it at any time (including during the semester and breaks) to refer to class choices, descriptions, class supplies, funds due, etc.

If you have any questions regarding any of the above rules, please feel free to ask a member of the board; Cheryl Jensen, Martha Aston, Andrea Harrison, Pamela Cole, Reyka Smith, Emma Avery, or Wendy Buxton.

Student Supply List

Please have your students bring all items every week to Co-op so they can be prepared for their classes.

- *Backpack*
- *Spill-proof Waterbottle*
- *Pencil bag or box*
 - *Pencils*
 - *Pens*
 - *Scissors*
 - *Glue*
 - *Crayons or Colored Pencils*
- *Notebook or notebook paper in a binder*
- *Any other supplies specified by the teachers*
- ***NO markers unless teacher asks for them to be brought***

Legacy Homeschool Co-op History

Legacy Co-op started out in the spring of 2009 as a park day for homeschool families. When it was discovered that many moms had the same experience of being unable to join other local co-ops due to differences in beliefs, the meetings turned into classes that were being taught by the moms. By the next year, the group had started meeting at a church in downtown Mansfield. By 2014, the group had formally organized into Legacy Educational Home School Organization, LLC. They had outgrown the church and moved out of Mansfield and into south Fort Worth for 5 years. We have now moved locations to Trinity Hills Baptist Church and are able to serve more people in the Fort Worth area. At the end of 2023, Legacy reorganized to become Legacy Educational Home School Organization, a non-profit in the state of Texas. We have applied for, and are waiting to hear back about, a 501(c)3 tax exemption and recognition as a public charity at the federal level.

Legacy Homeschool Mission

Legacy Co-op's mission is to provide a fun, safe, economical, and friendly environment for homeschool families to gather and learn together. We are a Christian-based, multi-denominational co-op that is open to families of any faith or lack thereof. Due to our beginnings, we have a strong sense of the importance of inclusion and love of all God's children regardless of our diversity and differences. We foster an environment of respect as we come together to work and serve each other. Each family participates in helping and teaching classes. We offer fun elective classes as well as core classes such as history, science, and language arts. Our classes change each semester to meet the needs of our families.