**Schola Sacratissimi Cordis**

School of the Most Sacred Heart



**Co-op Handbook and Policies 2025-2026**

Co-op Director: Lauren Delius

laurendelius@gmail.com or 615-681-3935

**WHEN THE CO-OP MEETS:**

We will meet the 1st and 3rd Friday of each month from 9:00AM-10:45AM.  The Fall semester will run from September 5 - December 19, 2025. The Spring semester will run from January 16 – May 15, 2026.

**WHAT YOU NEED TO DO:**

As a co-op each family must have an adult family member, **who is current with their Safe Environment Training**, to stay and help on every co-op day.

If you cannot stay during co-op, you may arrange for another adult to stay with your children during co-op (grandparent, spouse, aunt, uncle, etc.). Please reach out the the director to arrange for another adult to attend co-op with your children. This even includes days when you might have one sick child at home; the rest may not be dropped off. Co-op programs, like ours, assume the cooperation and help of all families involved.  It’s important to make sure we have enough adults present to maintain a safe adult to child ratio.

**Safe Environment Training for the Diocese of Nashville is required for every**

**participating adult, per the Diocese**. Use this link, https://nashville.cmgconnect.org/ to create an account and complete the required Safe Environment Training.

You will have a chance to express preferences for your role(s) during our co-op in the registration form. There are lots of ways to help, from nursery helpers to teacher assistants, substitute teachers, and more. Think about where you would best serve and where you feel comfortable.

Nursery is for ages 0-2 (and preschoolers not quite ready to participate in a class). If you have an infant or a needy toddler, consider helping in the nursery.  Also, you are welcome to have him or her with you in a baby carrier or stroller as you help out elsewhere. **We are nursing friendly.**

**CLASS DESCRIPTIONS:**

Classes may change per semester. Please reference the schola webpage for current class descriptions.

https://www.stmarthas.org/homeschool-co-op

**\*Please keep in mind that classes and clubs are subject to change, based on enrollment numbers and teacher/moderator availability. For example, if too few students enroll in a class or club, it might not happen. However, the schedule above is our plan and we hope to stick with it.**

\*Note, students may request a class change between the first and second day of co-op, no later than September 1st for the Fall semester and February 1st for the Spring semester.

**SCHEDULE:**

9:00-9:50am First class

9:55-10:45am Second class

11:00am Mass (TLM)

12:00pm Lunch and social time

-kids may participate in a club (Lego, chess, knitting, book, etc.)

**CALENDAR:**

We plan to meet on the following Fridays of the 2025-2026 school year:

**Fall Semester Spring Semester**
September 5th January 16th

September 19th February 6th

October 3rd February 20th

October 17th March 6th

November 7th March 20th

November 21st April 17th

December 5th May 1st

December 19th May 15th

 **If inclement weather or other reason necessitates cancelling co-op, we will**

**schedule a make-up day on another Friday.**

**Also, if you know that you will miss a co-op day, please let us know as soon as**

**possible, so that we can arrange for someone else to take over your duty or double up.** Email is fine for this in advance, up until Thursday evening. If last-minute on Friday morning due to sickness or emergency, please call or text **Lauren Delius by 8:00am**. This is important so that we can make sure every role is covered on each co-op day.

**INCLEMENT WEATHER POLICY:**

In case of inclement weather, someone will notify you by TEXT and EMAIL, so be sure to check those regularly. We will not follow any particular county's closing schedule, but instead make the decision on our own. Classes canceled for inclement weather will be made up on another date.

**FEES:**

**Fees are per semester**

**Registration fee if register by July 31st (fall) and by December 1st (spring)**

* $100 for first child
* $90 for second child
* $80 for third child
* $70 for fourth child
* **Max per family is $350**
* No fee for toddlers and infants in the nursery.

**Registration fee if register after July 31st (fall) and after December 1st (spring)**

* $120 for first child
* $110 for second child
* $100 for third child
* $90 for fourth child
* **Max per family is $430**
* No fee for toddlers and infants in the nursery.

**SICK POLICY:**

If you or your child has a fever of 100.5 or higher, along with symptoms of illness, please do not attend co-op until the period of contagion has passed or 24 hours without fever. Siblings without symptoms of illness may still attend co-op.

Participation in public activities implies acceptance of the risk of contracting illness by contact with others.

**DISCIPLINE:**

Please remind your children to behave in an appropriate way for a church building: no running, yelling or wrestling in the building. Arm wrestling is appropriate.

Also, please remind your children of appropriate behavior for the classroom: being courteous by raising hands before speaking, asking permission to go to the bathroom, refraining from talking or giggling with their neighbor when the teacher / moderator or another student is talking, etc.

Please also remind them to not touch anything that is not theirs to use or borrow in the classroom and church buildings.

**EMERGENCY INFO:**

We pray that our co-op days will be blessed with peace and normalcy. However, emergencies and unforeseen events, weather-related or otherwise, are always a possibility. Please remember that, as we are a co-op requiring a parent to be present at all times during the co-op day, you are responsible for your own children during an emergency. In addition, we will require an emergency contact on your registration form, in case something happens to YOU, the co-op parent, during our time, and we need to contact your spouse or a loved one.