



# ENRICHri COOPERATIVE PROGRAM MANUAL

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# ENRICHri COOPERATIVE PROGRAM

## Mission Statement

The ENRICHri Cooperative seeks to enrich home education by providing students with a learning community of their own with classes for all ages, which values all learning styles, and is led by parent volunteers.

## Our Location

The Cooperative Program is held at the ENRICHri Community Center located at 1395 Nooseneck Hill Road, Coventry, Rhode Island.

## Our Hours

The Cooperative Program hours are every Thursday from approximately 9 am-3:30 pm. Please see the schedule for specific class times.

## About the Cooperative

The ENRICHri Homeschool Cooperative Program provides the opportunity for homeschooled children to participate in organized classes and activities. Parents teach core classes such as Math, English and Science in the home setting, but many utilize Cooperative classes to enrich their children's education. Homeschoolers may attend one class or several classes centered on their own interests. Parents are required to remain on the premises during all activities.

The Cooperative Director supervises the entire program along with the Assistant Cooperative Director and reports to the ENRICHri Executive Board. The Directors work collaboratively to ensure quality programming, compliance with policies and bylaws, and help our parent educators find resources they may need to teach a class. The Cooperative Committee works directly under the Directors to plan classes and assign volunteer assignments. ENRICHri Cooperative Teachers and staff receive no compensation for their volunteerism to our organization.

In the past, the ENRICHri Cooperative has offered everything from jewelry beading, to environmental sustainability, to art classes, to robotics engineering. Registrations for the Cooperative Program begin approximately four to six weeks prior to each session and participants over age 18, must have a current ENRICHri general membership to participate in the Cooperative program. All parents who will be on premises must have a current BCI or CORI. We encourage parents to let their children choose classes that will be of interest to them, where their full attention and enthusiasm for learning can best be nourished.

Class fees have been established to allow members flexibility to choose the number of classes that best fits their educational, social, and financial needs. Additional material fees may apply so be sure to check the class listing for total costs and refund information when you register. In the spirit of Cooperative learning, parents are required to volunteer in some capacity during the Cooperative time to help sustain the



program. Whether teaching, serving on the Cooperative committee, assisting in classrooms or helping to clean; all parents play an active role in the Cooperative, and in their children's education. We believe volunteering teaches our children the importance of community service, gratitude and collaboration.

The ENRICHri Cooperative Program requires each teacher and parent-participant to have BCI or CORI checks completed prior to registration and submitting class proposals to teach. Further, our Youth & Child Protection Policy and our comprehensive Cooperative Policy, ensures all who utilize our Cooperative program are safe. Both policies set clear expectations and guidelines for behavior and commitment to the program and to our children.

**\*\*Due to allergies, the ENRICHri Cooperative is a nut free program. No food products, other than water are allowed on the main floor of the building. Nut free food is allowed downstairs.**

**\*\*Disclaimer:** The organization known as ENRICHri, its teachers, staff and executive board members as well as the owners of 1395 Nooseneck Hill Road in Coventry, RI assume no liability in any injuries incurred while using our programming or rental facilities, including personal injury from incident(s) or illnesses arising from participation in ENRICHri activities (including, but not limited to, instruction, open and organized outdoor time, any and all classes, enrichment programs, injury during observation, individual use of facilities or equipment, and all premises including the associated sidewalks, staircases and parking lots), or any and all claims resulting from the damage to, loss of, or theft of property. Parents are directly responsible for the welfare of their children while using our facilities and as such should be aware of inherent risks surrounding activities with our group. Further, we believe that parents are a child's first teacher and classes, field trips or other events hosted through ENRICHri should be used for enrichment purposes only. ENRICHri cannot guarantee "learning" or academic advancement in any area.

## The Cooperative Directors

**Marcia Sirois**, our Cooperative Director since 2015, brings a wealth of knowledge to her position and oversees the Cooperative Committee. She holds a Bachelor's of Science degree from the University of New Hampshire and has a Master's of Education Degree from Framingham State College. Marcia works full-time as a Dietitian and somehow still manages to find time for homeschooling. She lives in Riverside with her husband Bryan, her twin teenage boys, and their 4 year old son.

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## BCI & CORI Checks

The ENRICHri Cooperative and Insurance policy require that everyone participating in Cooperatives or classes where parents are not in direct attendance, have a BCI (Background Criminal Investigation) or CORI (Criminal Offender Record Information) prior to participating in the program or classes, and prior to registering for any classes.

BCI's and CORI's are the most basic level of safety checks and are valid for 3 years with ENRICHri. In the State of Rhode Island, a BCI can be obtained by visiting the Attorney General's office or by submitting a mailed-in request found on their website. <http://www.riag.ri.gov/BCI/index.php>. The cost is \$5 to have a BCI completed through the Attorney General's office. Mailed requests for BCI's take up to one week to be returned, so be sure to plan so that the Secretary will receive your BCI in a timely manner. Local or town police department checks are not acceptable and all documents must have the Attorney General's official seal or other seal if done nationally.

## ENRICHri Cooperative Program

ENRICHri can accept BCI's from other organizations as long as it is the original documentation with the result of the background check.

CORI's are completed online and cost \$25.

\*The Secretary will acknowledge your BCI/CORI upon receipt. Once you receive acknowledgement, you may register for classes.

### **Other information on BCI's/CORI's.**

\* Fingerprinting is not necessary.

\* The form should be filled out to be released to YOU, not ENRICHri. We are not registered with the state for releases of BCI's. (Fill out both lines on the form with your name).

\* We can accept a jpg copy as long as the document is very clear, the AG seal & letterhead is showing in the photo and your name is clearly documented with results of the BCI. You can email a copy to the Secretary or drop one off at the community center on Tuesdays/Thursdays or mail a copy/original to the ENRICHri post office box.

\*Only the President, Secretary and Cooperative Director review these and they are secured in locked files and not shared with anyone else.

\* We can accept BCI's if you've already had them done as long as it meets the above criteria.

\* We can accept the original BCI or CORI from another work place as long as it is the original document.

Statements from other workplaces that you had a BCI without results and official documentation of the BCI/CORI ARE NOT ACCEPTABLE.

\*Please note: a negative BCI does not necessarily mean you cannot teach or participate in our programming.

Please contact the Secretary if you need further discussion or have questions.

\*\*Please be aware that ENRICHri cannot return, copy, share or forward any copies of your Criminal Background check to any entity including the person who submitted the BCI. All submitted background checks become the property of ENRICHri. If you need a BCI or CORI for another volunteer organization, you will need to obtain another copy from the Attorney General's office or issuing source. Please be sure to request the correct number of copies that you may need at the time of ordering from the Attorney General's office.

Should there be any issue with your BCI/CORI, the Secretary will contact you for discussion, further explanation and direction.

Contact the Secretary to submit your BCI/CORI or for more information at [bci@enrichri.org](mailto:bci@enrichri.org)

## Children with Special Needs

All ENRICHri member families and children are welcome to attend Cooperative. Instructors have different levels of expertise and training, yet strive to meet the needs of all students. In special circumstances, parents may need to stay in class with their child to help. Open communication and observation will help our teachers support you and your child's needs. If you have any special needs or concerns for your child we encourage you to speak with your child's teacher or the Cooperative Directors. Our Community Center is handicapped accessible on the main level floor only, through a front entry ramp and has handicapped accessible bathrooms on the main level. The lower level is not handicapped accessible. ENRICHri will make accommodations when possible.

Food Allergies: ENRICHri will continue to do our best to accommodate food allergies on an as-needed basis, upon the request of a parent/guardian. However, ultimate responsibility for the child's safety and well being lies with the parent. Parents should inform the Class Coordinator (for non-Coop classes) or Cooperative Directors AND individual teachers (for Coop classes) of their needs and work with them to determine/oversee accommodations.

## Conduct & Expectations

ENRICHri believes children should have the freedom to fully express themselves in their learning environment. We are an all-volunteer program and certain behavior is expected during class, and while using our facilities. Participants in the Cooperative program are expected to be respectful of themselves and others including students, parents, administrators and building use rules. Our community center is a rental property and shared with other tenants and as such, we must adhere to rental and safety guidelines.

Students who are disruptive during class time, or who exhibit behavior not in keeping with the Cooperative guidelines & mission, may be asked to leave a classroom or the Cooperative program in its entirety. The Cooperative Directors will address all concerns with parents/students on an individual basis and will make every attempt for modifications and resolution. No refunds will be given if a child is asked to leave a classroom or the Cooperative program.

Students must be with a responsible adult, age 18 or older at all times. Hallways should only be occupied during class changeover times. Participants are expected to be respectful of other students, instructors & staff, noise levels, parents, and of the building and surrounding office space.

### **In the classroom/building:**

- Kindness always.
- Be helpful.
- No running in the building.
- Be respectful of the teacher's time and other students in the classroom. No foul or disrespectful language.
- Please save electronic usage for after class time.
- Take care of all property/furniture; some belongs to the rental facility and some belongs to ENRICHri.
- Per fire code regulations, please keep main entrance/hallway clear.
- Please be respectful of office space and noise upstairs. Inside voices while in the building.
- Children should have an adult responsible for them at all times.
- There is no cleaning service. Always clean up after yourselves and others when you are able. This includes food items, games, play areas and spills. Be sure to sign up for volunteer jobs!
- Label everything! Lost & found box is located in the main entrance.
- All donations to the community center must have the Cooperative Director's or board approval prior to donation. Please use designated donation bins.
- All members must vacate the building & grounds at the conclusion of all events per insurance and building regulations.

### **Outside the building:**

- No climbing in trees, on ramp railing or fencing, per request of building management.
- Please refrain from playing in parking lots, front circles and stairs. No skateboards, wheelies etc. inside or outside the building.
- Furniture in the community room and classrooms must remain inside the building. Please bring your own camp chairs or blankets for sitting outside.
- Please bring in all outdoor toys at the conclusion of each day.

\*Please let the Directors or President know of any building safety issues that arise.

## Entry/Exit

The ENRICHri Cooperative uses only one door for entrance and exit. For safety, we ask that you not prop open or let any member or any other person, in any door regardless if they are Cooperative participant. Direct them to the front entry. All students and parents must sign in and out of the building through the main entry.

## Parking

Parking is available in the parking lot of the building. Please make every effort to carpool and park closely in the lot so that you provide room for all who attend our events. Parking is also available behind the building and alongside the grass in the front circle. Please do not park on the grass or in the circle directly next to the building. There is no parking on the main street, or across the street in the Post office parking lot. Handicapped parking is reserved for those with a parking tag issued by the state.

## Directions

From all areas:

The ENRICHri Community Center is located at 1395 Nooseneck, Hill Road in Coventry, RI directly across from the Inman & Tourgee Law offices, on the left hand side of the road coming from exit 6 on Route 95.

Take 95 North or South to exit 6 (Route 3/Nooseneck Hill Road) toward West Greenwich/Coventry. Head north on Route 3 for two miles. The Community Center will be on your left. Look for the Rhythms of Grace at Advent sign. The parking lot is to the right of the building. Please enter and exit at the designated signs.

Do not park on the main street or in the front exit circle.

## Emergency Procedures

In case of emergency, the following procedures, fire code regulations and the building evacuation plan will be adhered to.

### Emergency Procedures

- Safety is always a first priority. If you are in need of medical assistance or in case of emergency, please call 911.

**Situations that may warrant police, fire or ambulance (911) at ENRICHri events AND an ENRICHri incident report.**

- Fire
- Medical assistance
- Robbery, intruders, suspicious persons, vehicular accidents.

**Situations that require an incident report filled out (but not limited to):**

- Injuries-cuts, abrasions, unconsciousness, chemical spills on skin, bullying, choking, injuries caused by building defects.
- Reports of Sexual Abuse/neglect must be reported to the President within 24 of being notified.
- Any injuries requiring medical transport should have an incident report filled out.

### Procedure

- Call 911 if in imminent danger.
- Ensure safety of children and adults.
- Evacuate building if necessary. Children and adults are to gather on the main road behind the parking lot of the property. Parents may claim children once cleared by fire/police. Do not return to your cars or parking lot until all participants are accounted for and released. Teachers in all classrooms should be apprised of evacuation plans located next to each door.
- **Teachers should escort children outside and take attendance.** Classroom attendance sheets will be collected by a Director and attendance information given to the fire/police by a Director.

- Front desk attendants should gather master attendance sheets and exit building in emergency. Return attendance sheet to Director.
- If ambulance, police or fire department is called, please immediately find the President, Cooperative Directors or any board member for assistance.
- Please remind the Fire Chief, police officers and ambulance crew to notify the State Coordinator, Directors or board member of the situation.
- Directors and witnesses should fill out an incident form within 24 hours and return form to the President for follow-up. ANY injury or incident should have an incident form filled out.
- When possible, the victim and any witnesses should fill out an incident report.

## Weather Closures

In case of dangerous weather or power outages, ENRICHri Cooperative classes will be cancelled. If the ENRICHri Community Center is closed, Cooperative will be canceled as well. **The decision to close will be made in the morning by 8:00 AM and will be posted to the ENRICHri Facebook and Cooperative pages.** Please check those pages for the most up-to-date information. Please note that ENRICHri will not refund fees for classes canceled due to inclement weather.

## Cooperative Class Time

Cooperative classes can range from 45, to 60 or 90 minutes long. Families may sign up for just one class during the Cooperative day or as many as will fit into their schedule and family budget. Further, participants may utilize their lunch time for meeting with other homeschoolers, or use the outdoor play space to meet physical education requirements or to just have fun with friends. Locker facilities are not available so please carry all belongings with you. Please be sure all bags, backpacks, water bottles and belongings are clearly labeled. A lost and found box will be kept at the registration table for found items. Coats may be kept in the front foyer closet.



The ENRICHri Staff hopes you will share your thoughts about your Cooperative experience by providing feedback to the Director or any committee member. Please do take some time to let us know what you enjoyed, where you struggled, and what future classes you might like to see.

## Cooperative Facebook Page

Cooperative participants, or those interested in Cooperatives, are encouraged to join the ENRICHri Cooperative Facebook page. This page is used to share ideas, post information about Cooperatives, and to post cancellation notices and upcoming schedules. You can find the Cooperative Facebook page [here](#).

## Nursery/Quiet Room

The Nursery/Quiet room is located on the first floor down the main hall, first door on the right. Parents and children not attending classes and who may need time away from the noisy areas may freely use this room for rest or quiet time. Nursing moms are always welcome at Cooperative and should nurse where they feel most comfortable. There is a rocking chair available in the nursery for your comfort as well. Noise levels in this room should be kept low due to offices in the surrounding area.



## Open Outdoor Time

The fenced play area is available for use during Cooperative time for parents and children who may be waiting for children to return from classes or waiting to attend classes. During open outdoor time, students may bring soccer or basketball balls or play other appropriate outdoor games.

- Parents must supervise their children at all times during outdoor time.
- Please make every effort not to disrupt classes that are being held outside.
- Children should be reminded to invite others to play and to keep hands on their own bodies.
- Some children enjoy rough play, others do not. Please save rough play for at home.
- Please do not run/play through parking lots or along the back of the building or on the entry ramps.
- If families are leaving for the day after playing in the yard they must re-enter the building and sign-out at the main entrance.
- The basketball hoop may be used in between class periods, but NOT during class times. There must be an adult present to supervise the children playing basketball in this area (this includes our teenagers).

## Child Watch Program

ENRICHri provides a child watch program in the community room only for children of teachers during their class time. Parents must sign their children in and out of the child watch program and must retrieve their children immediately following their class time. This only applies to children who are both at least 2 years old and do not need one-on-one supervision. Children not in child watch, but who want to play in this area, must have an adult with them at all times. Our child watch workers are not responsible for unsupervised children or any clean-up from non-child watch children.

## Lunch Time / Food Policies

Families may bring a Nut free lunch to enjoy with friends in the community room on the lower level. Parents are asked to clean up after themselves after lunch. A refrigerator, microwave and Keurig coffee maker (bring your own pods) are available in the kitchen for our members.

- Please wipe down any messes and spills when you are finished. There is a spray mop for spills. Please only used warm water (no cleaners of any kind) on flooring.
  - Soiled dish cloths & towels should be placed in the bin in the kitchen for laundering.
  - Please do not leave food week-to-week in the refrigerator. Food left in refrigerator will be discarded without explanation.
  - Recycle bins and garbage are located in the Community Room just outside the kitchen.
  - Please clean any spills with the spray mop with warm water only. No chemical cleaners on flooring.
  - No food of any kind is allowed in the upper level classrooms, the Meeting Hall and Nursery.
  - ENRICHri will continue to do our best to accommodate food allergies on an as-needed basis, upon the request of a parent/guardian. However, ultimate responsibility for the child's safety and well being lies with the parent. Parents should inform the Class Coordinator (for non-Coop classes) or Cooperative Directors AND individual teachers (for Coop classes) of their needs and work with them to determine/oversee accommodations.
- **ENRICHri Cooperative is a nut free program.**

## Cooperative Directors Office

The Cooperative Director's office is located on the lower level to the left of the community room and is shared with our lending resource library. The Directors are available each Thursday by appointment and by drop-in when available.

## Class Registrations

ENRICHri Cooperative Class fees help pay for ENRICHri events, building supplies, insurance costs, rent, and maintenance of the Community Center.

- Classes will be filled on a first come, first served basis by online registration and PayPal payment only. Class supply fees may be additional.
- Due to the fast filling of classes we are unable to accommodate paper registrations or check payments.
- Once a class is filled to capacity, no additional registrations will be taken. Class registrations close when class is filled or approximately 2 weeks prior to each session.
- Cooperative participants must be up-to-date on their BCI/CORI checks and ENRICHri membership. If membership lapses, the member will no longer be able to attend Cooperative and all paid monies for those classes will be forfeited.
- The Cooperative operates in three —8 week sessions from September to June.

Class fees reflect a full 8-week session and payment for the full 8-week session secures your registration.

### **Class Fees (supply fees may be extra)**

- 45-minute class/\$25
- 60-minute class/\$30
- 90-minute class/\$35

## Teacher Discounts

- Teachers may register for 1 free class of their choice each session. One session is 8 weeks long. Supply fees are not included in any discounts. Teachers are responsible for paying for all class supply fees in full.
- Teachers will also be able to register early for all classes, and may have their own child in their own class for free.
- Cooperative Directors may also receive one free class per session.
- Teacher supply reimbursements are done only via PayPal. The reimbursement form can be found by logging into NEON under the Cooperative tab. Teachers will only be reimbursed the amount that was charged to members in supply fees, with accompanying receipts for purchases.
- Cooperative Committee members and the Executive Board members are not eligible for teacher discounts unless they are teaching a class.
- Co-teachers are eligible to receive one free class per session if their contribution to class participation is equal to that of the lead teacher. The Cooperative Director and/or Assistant Director will review co-teacher eligibility on a case-by-case basis.
- Cooperative Committee members, Executive Board Members, and Cooperative Directors may register their children at the same time as teachers, during early-registration
- The Cooperative Directors will post any available openings in our program due to dropped classes or other circumstances.
- No students will be added to any classes after the first week.
- Members may not privately sell, give away or gift any registration space in our Cooperative program. If you would like to donate a class to a member in need, please contact the Cooperative Director.

## Absences/Tardiness

The ENRICHri Cooperative Program is reliant on volunteers to help us operate each week. Please make every effort to arrive on time and to fulfil your volunteer and teaching obligations. With each absence or tardiness, the volunteer coordinators must find a suitable replacement, which takes time away from the daily functioning of the program.

- **Teachers and co-teachers must notify the Cooperative Directors by phone or email 24 hours prior to an absence.**
- Teachers/co-teachers absent more than 2 out of 8 classes will not be allowed to receive teacher discounts or teach in the next session.
- Please let the Directors know if your child is going to be absent from a class.
- Teachers should submit a substitute lesson plan to the Cooperative Directors prior to their session so that we may plan for absences.
- In order for our program to run effectively, teachers and parents are asked to arrive at least 10 minutes prior to the start of class. Our program is all volunteer led and late arrivals create difficulty in assuring that all volunteer positions are filled.

## Refunds

- If a class is canceled due to low enrollment or other factors, all fees and tuition will be refunded.
- Class supply fees are non-refundable.
- ENRICHri will not pro-rate or return any fees for canceled classes due to teacher illness, inclement weather or unforeseen circumstances. ENRICHri will make every effort to reschedule a class if canceled due to inclement weather.
- ENRICHri will not refund any fees if the student or parent determines the class to not be a match for their learning style. The Cooperative will, to the best of their ability and when available, allow class changes if the class is of an equal value. Class changes may require the additional class cost and any supply fees.
- All class and supply fees are nonrefundable if a person registers and then drops out after the start of classes, after the withdrawal deadline, or less than 2 weeks prior to the start of Cooperative classes.
- Full refunds will be given to students who cancel their registration 3 or more weeks before the start of the session.
- A refund of 50% of total Cooperative class fees will be returned up until 2 weeks prior to the start of Cooperative if a person needs to withdraw from a class for any reason. No refunds, including supply fees, will be given after this time.

## Daily Clean-up and Maintenance

ENRICHri does not employ cleaning services. All families must participate in cleaning and maintaining any areas they use during and after the Cooperative and must leave all spaces, indoor and outdoor, in excellent condition. All participants share the responsibility of a final clean-up after each day during the session. Children are encouraged to help clean up as well. The nursery, classrooms, building, and facility clean-up should be maintained all day to minimize a final clean-up at the end of the day. Classrooms and outdoor space should be reset according to how they were found. Please report any building maintenance problems to the Director(s) or President. A closing check off list will be completed by volunteers and placed in the Board & Staff office upon completion.

## Teacher Information

ENRICHri wants our teachers' and students' experience to be joyful and fulfilling. The Directors and Cooperative Committee are here to help you find the resources you need and answer any questions you might have. Teacher Orientation is provided, and will allow time to review our policies and procedures and to learn about lesson plans and protocols. If you cannot attend the teacher orientation session, please contact the [Cooperative Director](#). ENRICHri also provides teacher training classes for those that may be new to teaching children other than their own.

- All teachers should become familiar with fire exits and have class list with them in case of emergency. Evacuation plans are posted in each room. Teachers and students should meet in the back street behind the parking lot in any emergency.
- Please be mindful of entrances and exits. Use back staircases for exit only in case of emergency.
- Two teachers should be present at all times in classrooms (not related to each other). Please call for another volunteer/hall monitor if you need to leave the classroom.
- Class supplies and reimbursement:
  - **ENRICHri can only reimburse up to the amount collected for supply fees from each student's registration.** Teachers who will incur supply fees must submit to the Cooperative Director how much they expect supply fees to cost 'per class/student', assuming the class will be at least 75% full. **Class submissions must include a detailed list of the items needed for the class and accurate pricing of supplies. The Director will determine the appropriate class fees based on this information.**
  - ENRICHri will not reimburse: subscriptions to magazines or professional organizations, the cost of any membership websites, joining fees, etc., shipping costs for materials or amounts greater than the supply fee charged.
  - If no supply fees are charged for a class, then no reimbursements will be given for any supplies later bought by the teacher.
  - If a class will have an excessive amount of supplies needed, then the Cooperative Director will work with the teacher on which items can be supplied by each parent, and which items will be purchased by the teacher. Extra items that parents will be responsible for purchasing can be worked into the class descriptions ahead of time.
  - **Any items that ENRICHri reimburses that are not used in the class will become the property of ENRICHri and will be kept for future classes or teachers to use.** Example - if we reimburse a teacher for a pack of 12 items, and only 6 were used in the class, ENRICHri will keep the remaining 6 to be used in the future. Exception to this will be perishable items, which the Cooperative Director will decide on the best use of these items.
  - Once registration closes, and before classes start; the Cooperative Director will email each teacher with the final amount that will be allowed for reimbursement.
  - **Reimbursement forms must be submitted in paper form with the actual paper receipt or a clear photocopy of the receipt.** We cannot accept any online submissions. We need these 'hard' paper copies for our accounting purposes and for IRS tax documentation. We cannot reimburse any costs if you lose your receipts.
- **\* We cannot provide weekly reimbursements during each session. Receipts in their entirety for class supplies must be submitted to the Cooperative Director by the last day of the session in which you teach. Receipts submitted after this time will not be reimbursed.**
- Please be sure you have read and understand all ENRICHri policies.
- Classrooms should be returned to pre-condition use. Please let the Director know of any maintenance issues so that we may notify the building managers.
- No teacher or scheduled class may leave the property at any time.

\*\*Teachers should submit their class descriptions [here](#).

\*\* Teachers reimbursement forms can be found [here](#).

Please be sure you include your full name, Paypal email, session you are teaching in and name of class.

## OTHER INFORMATION

### Volunteer Policy

All parents participating in our program will be required to sign up for 2 volunteer jobs throughout the day. There will be a link to our Volunteer Sign Up site during registration. Parents may select which job is the most appropriate to their needs and schedule. We also ask that teachers who teach only 1 class, please also select a volunteer job during the day. This will make sure we have enough volunteers throughout our day. Of course, parents who are only here for one class period are only required to sign up for one volunteer job.

### Parents in the Classroom

In keeping with our mission statement of valuing all learning styles, sometimes a child may need a parent to stay in the classroom until he/she feels comfortable. If your child requires 1:1 care or supervision, we ask that you first discuss this with the Cooperative Directors. We also encourage parents to work on making the time away from them a pleasant experience and so that parents may be available for a volunteer position within the Cooperative. If the child is struggling in a class at any time, a volunteer will locate the parent. Please let your child's teacher know ahead of time if you think you might need to stay.

### Classroom Support

If your child needs special considerations in the classroom, please let the Cooperative Directors and the teacher know so they can make a plan for success with you. If a child is in need of one on one support to participate in a class, we ask that the parent contact the Cooperative Directors prior to registering their child.

### Homeschool Student Teachers

Student members are welcome to volunteer to teach or co-teach a class. Two adults (age 18 or older) will need to be present in the room in addition to the student teacher, per our Youth & Child Safety Policy. Student teachers will need to submit a class proposal and projected class supply fees as the adults do.

### Class Descriptions

When submitting your class descriptions, please list the approximate grade or age levels for the class, as well any prerequisites. This will allow parents to better determine which classes would be interesting and appropriate for their children.

\*Please contact the Cooperative Director or President with any concerns you have about our programming.

**Marcia Sirois**

Cooperative Director

[coopdirector@enrichri.org](mailto:coopdirector@enrichri.org)

Office hours: Thursdays 9:30-3.

