

The handbook was amended after the beginning of the 2022-2023 school year. Changes are effective immediately. See edits in bold red font.

Children of Fatima Co-op Handbook

Mission:

The Children of Fatima co-op (CoF) is a cooperative of families devoted to the Traditional Latin Mass; it will serve primarily the parents and children of Mater Dei Catholic Parish in Irving. Since faith formation should be at the core of every endeavor, co-op Guides and assistants must have a reverence for the Traditional Latin Mass and support the traditional values of the Children of Fatima co-op members.

The majority of our days at CoF will be centered around our Applied Learning curriculum and our Traditional Latin Mass Catechesis of the Good Shepherd. The Applied Learning program specializes in preparing older students for work in the trades and in giving all children experience in perennial human arts, including handicrafts, homesteading, and lost arts. These two programs combine to provide the children an atmosphere in which to learn and explore a variety of skills both related to our Catholic faith and to our practical everyday needs.

The students will use the skills they learn at CoF in the present time to perform a variety of service projects for our church community at Mater Dei, as well as the larger community. We pray that through their exposure to a variety of trades and continued faith formation, the Children of Fatima co-op will also be of material assistance in the students' discernment of God's will for their future.

Governance:

Board of Directors: The co-op is directed by a Board of 3 founding members. Upon unanimous vote of the Board, this number may increase to 5 members. Anyone who wishes to join the Board may make his/her request known to the Board in writing.

Resolution Team: As a cooperative, all families' input is important. Concerns about decisions made by the Board, or decisions on application of policies made by individual Board members, will be discussed and resolved by the Resolution Team. The Resolution

Team will consist of the full Board plus two parent representatives chosen by parents to approach the board for the purpose of resolving a specific concern or set of concerns. The two parent representatives will inform the Board in writing that they seek to form a Resolution Team, as well as describe in detail the concern(s) that is/are to be discussed and their proposed solution(s). The Resolution Team will be a temporary committee that will dissolve upon reaching a solution to the concern(s) for which it was created.

Note: Husbands and wives may not simultaneously serve together on the Board nor the Resolution Team.

Agreement:

Any individuals' participation in Children of Fatima Co-op implies his/her agreement to know and abide by the guidelines in this handbook.

Operation:

The co-op will run two "tracks" that parents will choose from.

Track 1:

Catechesis of the Good Shepherd (CGS) Only

This is a "drop off" program. Parents will be expected to drop off and pick up their child(ren) for CGS in a timely manner. For the duration of class, parents will be expected to leave the Mater Dei property. If parents choose to stay on site, a volunteer job/assistant position will be assigned.

Please be aware that punctuality is important! Parents who are more than 10 minutes late for pick up will be charged \$5, more than 15 minutes late will be charged \$10, more than 20 minutes late will be charged \$20.

Track 2:

Children of Fatima (CoF) Co-op

CoF has curated a rich and varied complete afternoon schedule tailored according to age group. Co-op begins as all students and parents attend 12:15pm Mass. Going to Mass in common is a cherished custom of CoF co-op -- those joining commit to attending Mass and staying for the entire time including a thanksgiving. Lunch and recess will follow Mass. Students then attend the CoF classes that are scheduled for their age group from 2-6pm. For all children age 3-12 their schedule will include CGS. Children age 6-18 will also participate in Applied Learning, which offers the opportunity to explore a wide range of trades, handicrafts, homesteading, and lost arts. Parents will remain on the Mater Dei property for the complete duration and will be assigned at least one volunteer job and/or assistant position, embracing this as a true cooperative that relies on the involvement of parent participants.

Children of Fatima co-op will meet on Wednesday afternoons from 12:15 Mass until classes conclude at 6pm. Those assigned to clean up duties may be required to stay later to complete their assignment.

Children of Fatima co-op encourages parents to be the primary educators of their children. As such, homework will not be assigned by CoF guides, nor will grades be given.

Policies:

General:

- * The co-op does not replace, undermine, or challenge the authority of the parents over their children.
- * Everyone in the co-op will be required to wear a visible name tag while on-site. Official name tags will be used to identify co-op members and this will serve as a pass to be admitted into the building as the doors are to be closely monitored. The name tags will identify which "track" a student is enrolled in, along with volunteer positions an adult or teen is assigned to. If someone does not have a name tag, he will be given a temporary name tag at the Front Desk for a fee of \$1. If someone has lost a name tag, he will be asked to order a replacement for a fee of \$3.
- * Food should be stored or eaten in designated indoor areas or outside. Occasional exceptions may be made with the permission of the CoF Coordinator. Cleaning up after oneself is always required.
- * Lost and found items will be placed in the St. Anthony Corner with all other Mater Dei lost and found items. Please label everything you bring (including coolers, lunch bags, textbooks) and please check the lost and found periodically.
- * Students under age 14 must be accompanied by a parent or adult when using the restroom. If the adult is not the parent, the bathroom door should be propped open with the adult standing outside the restroom.
- * Advertisements, surveys, or printed materials may not be distributed without permission from the CoF Coordinator..
- * Please remember that since we are leasing the facilities, we need to take care of everything lest we lose this privilege. Please help us to do this by picking up any trash that you may see and reminding others to treat the furnishings and facilities with care.

Parents:

- * The Emergency and non-emergency Front Desk contact will be the Family Coordinator. Any parent on duty should also have his/her phone on and available but should refrain from using it for any non-emergency issues that are unrelated to co-op. Phones should

not distract adults from supervising the children in their care.

- * To “call in sick/absent” contact the Family Coordinator. An email message will be fine if made before 8 pm Tuesday night. The earlier you can report an absence, the better so we can begin to fill any job vacancies. After 8 pm Tuesday, do not use email; send a text.
- * Important co-op communications will be made by email. Parents are responsible for thoroughly reading all co-op emails made to the email address they provide on the registration form.
- * Parents agree to perform the volunteer job(s) assigned to them by the Family Coordinator. Every effort will be made to assign jobs by parent preference but ultimately the Family Coordinator reserves the responsibility to assign jobs in the way that best serves the needs of the co-op.
- * For parents of children with physical, emotional, mental, or behavioral concerns, please make these known confidentially to the Curriculum Coordinator who will support the parent by discussing possible modifications, including at times the parent assisting the child throughout the day.
- * It is the parents' responsibility to ensure their children do not bring phones or other electronics to class.

Guides & Assistants

- * *Guides* include the Catechesis of the Good Shepherd instructors as well as some parents whose volunteer job is to mentor a classroom of students during Labs or Applied Learning. Every Guide will have at least one *Assistant* to support them.
- * Guides must have a reverence for the Traditional Latin Mass and support the traditional values of the Children of Fatima co-op members.
- * Guides may not make any mandates upon their students other than enforcing the policies in this handbook. (CoF will never allow mask or other public health mandates.)
- * Guides are required to attend Orientation, any Guide meetings, and the 31 class days.
- * Students are to be supervised by a Guide or Assistant at all times during the 2-6pm co-op session, with the sole exception of those age 10 and up transitioning between classes.
- * To “call in sick/absent” contact the Curriculum Coordinator. An email message will be fine if made before 8 pm Tuesday night. The earlier you can report an absence, the better so we can begin to fill any vacancies. After 8 pm Tuesday, do not use email; send a text.
- * Guides are required to help with the arrangements for a sub if they are ill/absent.

Attendance:

- * CoF and CGS attendance will be taken through the Front Desk with sign in beginning at 11:30am.
- * All families should sign in when they arrive and sign out before they leave campus.
- * CGS students will line up near the Front Desk upon arrival to be taken to Atrium by a

Guide and/or Assistant. In a similar way, the Guide and/or Assistant will walk the students back to the foyer for pick up.

Visitors:

- * Visitors must check in at the front desk and, after receiving permission to visit from the CoF Coordinator, must wear a visitor name tag and abide by all of the rules in the CoF handbook while on the Mater Dei campus.

Registration:

Note: The Children of Fatima co-op offers the only Catechesis of the Good Shepherd Atrium in the Dallas/Fort Worth metroplex specifically designed for children who attend the Traditional Latin Mass. For this reason, while the co-op is committed to making every effort to accommodate all families who wish to register their children, priority will be given to TLM attendees (parishioners of Mater Dei and St. Benedict's) who have no other TLM Atrium option available.

- * New families that wish to enroll in the co-op must come for a "new family interview" to see if the family and this co-op are a good fit.
- * Normal registration will be open from May 13, 2022 until June 15, 2022.
- * All registration forms must be submitted with a non-refundable payment of at least \$100. This initial payment will be deducted from the balance of the tuition.
- * Registrations submitted after June 15, 2022 will be assessed a late fee (not credited to tuition) of \$25. After July 15, the late fee is \$50.
- * Registrations will no longer be accepted after August 15, 2022.

Wait List:

When group limits are met, students will be placed on a wait list. Wait list students will be notified as soon as possible when a spot opens for them. They will be given 48 hours to respond before the next person on the wait list is given the opportunity to accept the spot.

Tuition:

1st Child: Track 1=\$350 -or- Track 2= \$400

2nd Child: Track 1= \$335 -or- Track 2= \$385

3rd and all subsequent Children: Track 1= \$320 -or- Track 2= \$370

Additional expenses:

- * There may be a small supply list required for each family to bring, totaling between \$25- \$50.
- * A private math tutor will be available for families to hire during co-op hours
- * Students who are interested in creating personal projects (to keep instead of donate)

will be asked to supply their own materials.

CoF families will have the opportunity to pay tuition in installments.

Due at the time of registration: \$100 (minimum)

Payment 1 due: September 7, 2022

Payment 2 due: October 12, 2022

Payment 3 due: November 16, 2022

Payment 4 due: January 25, 2023

By making a payment less than the "Family Total" at registration, the family agrees to be put on a payment plan. The Registrar will be responsible for contacting families who wish to be put on a payment plan to let them know what exactly their payments will be.

Payments may be made by :

- Check made out to "Katie Guy"
- Cash
- Online via GAB PAY (coming soon)

Please see the Registrar directly to make payments. If the Registrar is unavailable, payments may be given to the Family Coordinator or to the Co-op Coordinator. Receipts will be given for all payments.

Payments are expected to be made on time. Families will have a grace period of one week, after which time a late fee of \$10 will be accrued each week the payment is left unpaid. If a family experiences a financial hardship, please ask the Board to grant an extension. If payments are more than one month overdue and an extension has not been requested and granted, the family will be at risk of losing their spot.

Families may choose to drop all or a portion of their enrollment on or before September 20, 2022 without any further obligation to make payments. All previous payments are non-refundable. If a family has already paid in full, a prorated refund will be provided as long as the drop date is met. If a family does not drop by the above date, they agree to make payments in full as agreed upon at registration. To drop, please submit a written request to the Registrar.

Dress Code:

All CoF participants and visitors (youth and adult) will be required to follow the Children of Fatima dress code while on the Mater Dei property. Anyone who is inappropriately dressed will be asked to change or leave campus. The CoF Coordinator has the responsibility to assist students in achieving a level of modesty that is consistent with Traditional Catholic teaching of modesty as

outlined by Pope Pius XI in 1930, so she will serve as the ultimate arbiter of the dress code and be respected in this role.

- * Women and girls will wear skirts**
- * Skirts must fall below the knee when standing and sitting; no slits above the knee**
- * Women's/girls' shirts will come within two inches of the top of the sternum; loose fitting, not form fitting; sleeves should reach half-way to elbow; no sheer/lace fabrics**
- * Women and girls should be mindful of how their clothing may reveal the body when moving (i.e. bending, squatting, lifting arms)**
- * Men and boys will wear pants (shorts and jeans are not allowed)**
- * Men's and boys' shirts will be collared and tucked in neatly**
- * No unnatural hair colors**
- * No ads/printed clothing**
- * No flip flops; no heels over two inches**

Student Conduct:

- * Students will be expected to show proper respect for adult authority at all times, in front of them, as well as behind their backs. Instructors and staff should be addressed with Father, Dr., Mr., Mrs., or Miss along with the last name. Students are encouraged to stand when a priest enters the room or passes by.
- * Students should use the restroom between classes and before or after Mass, not during classes or during Mass, if at all possible.
- * Students are to be aware that excessive talking or any other disruptive behavior in a class merits a trip to the front desk for 15 minutes; distracting behavior will not be tolerated.
- * Students will be expected to be respectful of other students and their property. When damage is accidental or otherwise, one ought to face up to the problem, apologize and offer to make up for or repair the damage.
- * Disrespect for rightful authority, inappropriate language or conversations, and boy-girl situations are not acceptable.
- * In all conversations, teasing and insulting others will not be permitted. Since CoF is designed around group activities, student conversations should always aim to include all the others participating in the group work and should not be exclusive. Best friend/private conversations are a good that are nevertheless not appropriate during group activities.
- * Hall noise is very disruptive to classes as well as to the Mater Dei staff. Necessary front desk or hallway conversations should be done in a whisper.
- * In transitions between classes, all students under age 10 must walk with their adult supervisor to their next class; those age 10 and up who walk on their own are expected

to arrive promptly at all classes. All are expected to maintain quiet and order in the halls. The halls are not a social area for co-op.

- * Students are not to bring electronic equipment (iPods, laptops, cell phones, game boys, etc.). Electronic devices, including phones, should be left in the car or at home during co-op hours. A punishment or monetary fine will be given if any of these devices are used without permission. If a student needs to use a phone for a good reason, they may ask at the Front Desk.
- * Pranks are not allowed.
- * Each person is responsible for cleaning up after himself while on campus, including in the classrooms, parish hall, outside, bathrooms, etc.
- * Gum is not allowed on campus.

Disciplinary Action:

Being a member of the Co-op is a privilege. The Board, Donors, Guides, and Parents are generously giving of their time and resources to enable this Co-op to take place. Therefore, violations will result in a meeting with the CoF Coordinator and a punishment will be agreed upon between the parent and CoF Coordinator. You can expect a cleaning job or a \$10 fine for most infractions.

Allergies:

If your child has a peanut or other life threatening allergy, please inform the CoF Coordinator, so that she can make guidelines for snacks/lunches. This will be on a year to year basis, depending on the student body, but it is the parent's ultimate responsibility to oversee this concern.

Weather:

If the weather is bad enough for schools in the area to close, we will also be closed. An email will be sent out from a CoF board member by 7:00 AM, but try to listen to the radio or check for school closings in Irving via the internet at :

<https://theinsider.irvingisd.net/2022/01/05/staying-connected-and-safe-during-winter/>

Safe Environment:

Every adult working/volunteering at the co-op needs to be safe environment certified. We use the safe environment program of the Dallas Diocese. Please follow these directions from Andrew Walters:

Please login to <http://dallas.setanet.org/obligations.php> to renew; if you are new, please contact Thomas A. Walters, Safe Environment Coordinator safe@materdeiparish.com

HSLDA

The co-op is an HSLDA member group so, as a member, you have access to a group discount code through HSLDA for certain products and services. Contact any member of the Board for the code. HSLDA provides legal support for homeschoolers; learn more at hsllda.org

Contact Information:

Board of Directors:

CoF Coordinator:

Katie Guy, katie@childrenoffatima.com, 817-727-6856

Curriculum Coordinator:

Tamara Kuykendall, tamara@childrenoffatima.com, 214-460-7710

Family Coordinator:

Christine Montes de Oca, christine@childrenoffatima.com, 336-782-2762

Registrar: Erica Ordonez, registrar@childrenoffatima.com

Website: <http://www.childrenoffatima.com>