

Children of Fatima Co-op Handbook 2024-25

This Handbook is specific to the running of Children of Fatima Co-op on Tuesdays from August 2024 through May 2025. Children of Fatima may be offering an additional CGS Level 1 class through Our Lady of Fatima Co-op on Thursdays in the same timeframe. Those families who attend CGS at OLF will abide by the rules and guidelines of the Our Lady of Fatima Co-op Handbook with the following exception: payments will be made as outlined here below, as a courtesy to Children of Fatima Co-op for providing ongoing training for the Guides and for the use of materials.

Mission:

The Children of Fatima co-op (CoF) is a cooperative of families devoted to the Traditional Latin Mass and to the renewal of culture through the preservation of Catholic Tradition; 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, CoF will select co-op Guides and Assistants who have a reverence for the Traditional Latin Mass and support the traditional values of the Children of Fatima co-op members.

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 giving the upper school children experience in perennial human arts including handicrafts, homesteading, and lost arts as well as exposure to different trades through several optional presentations throughout the year. These two programs combine to provide the children with an atmosphere in which to learn and explore a variety of skills both related to our Catholic faith and to our practical everyday needs.

We pray that through their exposure to a variety of skills and continued faith formation, the Children of Fatima co-op will be of material assistance in the students' discernment of and adherence to God's will.

Governance:

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

Resolution Process: 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 full Board along with the concerned parent(s). Please initiate such concerns **in writing via email to the entire Board** and describe in detail the

concern(s) that is/are to be discussed and their proposed solution(s). Please do not bring up the concerns with individual Board members, as resolution cannot be provided by any one Board member alone.

To resolve specific concerns within classrooms, parents and Guides are expected to first communicate with each other. If no resolution is reached, the parent and/or Guide should approach the board **as a whole** in writing (i.e. via email) for assistance in reaching a resolution, as per the above.

Agreement:

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

Operation:

Children of Fatima co-op will meet on Tuesdays from 10am to 12pm.

This is primarily a "drop off" program. Parents are welcomed to stay on the Mater Dei property during classes, keeping in mind not to disrupt any of the on-going classes. However, any teen or child over 2 years old who wishes to remain on campus must be enrolled and participating in CoF classes. Unenrolled children/teens will not be allowed to remain on campus during our co-op day.

Please be aware that punctuality is important! Parents will be expected to drop off and pick up their child(ren) in a timely manner. Parents who are more than 10 minutes late for pick up will be charged \$5, more than 15 minutes late will be charged \$10, and more than 20 minutes late will be charged \$20.

All participants are encouraged to attend Holy Mass at 12:15pm together. Mass will be followed by lunch, recess, and an optional theology class for the middle and high school students. Parents who are interested in having their children do a science curriculum/experiments together are welcomed to lead such efforts after Mass; please arrange details with the board. Additionally, we plan to hold several presentations, focusing on homesteading or trades, which will be held at 2pm. These will be open to students and parents alike! Times and topics TBD.

Policies:

General:

- * The co-op does not replace, undermine, or challenge the authority of the parents over their children.

- * 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 contact person will be the Family Coordinator.
- * Important co-op communications will be made by email, text, and/or post on BAND. Parents are responsible for thoroughly reading all co-op communications.
- * 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 co-op.

Guides, Assistants, Other Workers:

- * *Guides* include the Catechesis of the Good Shepherd and Applied Learning instructors. Every Guide will have at least one *Assistant* to support them. Other parents and/or teen students may be hired to support the co-op by doing other necessary jobs (i.e. CGS set up & clean up). Teens may only work before or after class hours.
- * 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.
- * 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 30 class days.
- * Students are to be supervised by a Guide and/or Assistant at all times during the 10am-12pm co-op session.
- * To “call in sick/absent” CGS Guides, CGS Assistants, and those hired to set up and clean up CGS should contact the Curriculum Coordinator. All other guides/ assistants/ workers should contact the Family Coordinator. An email message will be fine if made before 8 pm Monday

night. The earlier you can report an absence, the better so we can begin to fill any vacancies. After 8 pm Monday, do not use email; send a text.

- * Babysitters should contact the parent of the child(ren) they care for, as well as their back up as soon as possible.
- * When absent, guides, assistants, and other workers are encouraged to help the board find a replacement, but the ultimate decision to choose a replacement lies within the duties of the board.

Attendance and Arrival/Dismissal:

CGS:

- * UPON ARRIVAL, parents will SIGN THEIR CHILD(REN) IN on the appropriate attendance sheet posted in the entrance of the classroom building. Students will line up in their appropriate line with their assistant, waiting to be brought to class.
- * Attendance will be taken by the guides in each classroom.
- * BEFORE DISMISSAL, parents will SIGN THEIR CHILD(REN) OUT on the attendance sheet posted on the outside of the classroom door.
- * DISMISSAL will be done by the guides in each classroom, releasing each student to their parent at the end of class. Parents should wait in the hallway outside their child(ren)'s classroom for the guide to release their child(ren) with a handshake.
- * Guides will mark the attendance sheet to verify that each child has been released to his/her parent.
- * Once children are released to their parents at 12pm, they are no longer under the care of Children of Fatima co-op. If parents choose to stay to participate in any additional activities (i.e. Mass, lunch, presentations), their children will be under their direct supervision.

UPPER SCHOOL:

- * UPON ARRIVAL, parents will SIGN THEIR CHILD(REN) IN on the appropriate attendance sheet posted in the entrance of the classroom building.
- * Attendance will be taken by the guides.
- * The Applied Learning guide will dismiss the students to Mass. If the student and parent are unable to attend Mass, the student will be dismissed to the front desk area to be picked up by their parent.
- * Students who opt in to participate in the Theology class will remain signed in as a way to verify their attendance for the guide.
- * BEFORE LEAVING THE MATER DEI PROPERTY, PARENTS MUST SIGN THEIR CHILD(REN) OUT on the attendance sheet posted in the entrance of the classroom building.

Visitors:

- * Visitors must receive permission to visit from the CoF Coordinator, 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 March 10, 2024 until July 31, 2024.
- * Since CoF is tentatively offering two sessions for CGS Level 1 (Tuesday and Thursday), the registration form will allow a place to mark preference for which session you'd like to attend. We will do our best to honor scheduling preferences.
- * Please note the Thursday Level 1 session does not run concurrently with Level 2 and 3. If you have multiple siblings needing CGS, mark Tuesday on the registration form.
- * All registration forms must be submitted with a non-refundable payment of at least \$375, which is the full tuition payment listed for "Child 1."
- * A child's/family's registration will not be confirmed until the initial payment has been made.
- * Registrations submitted on or after August 1st, 2024 will be assessed a late fee (in addition to tuition) of \$50.
- * Registrations will no longer be accepted after August 20, 2024.

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: \$375 (due at registration)
2nd Child: \$350
3rd and all subsequent Children: \$325

CoF families with more than one child being registered will have the opportunity to pay tuition in installments.

Subsequent payments will be due on the first of each month beginning August 1st and will be in the amount equal to one child's registration. Full payment structure outlined below:

Due at registration= \$375 (The amount of Child 1's registration)

August 1, 2024= \$360 (The amount of Child 2's registration)

September 1, 2024= \$345 (The amount of Child 3's registration)

October 1, 2024= \$345 (The amount of Child 4's registration)

(Families will continue to make payments in this way until all of their children's registrations have been paid in full.)

By making a payment less than the "Family Total" at registration, the family agrees to follow the payment structure as outlined above. The Registrar will be in contact with families who have an outstanding balance to ensure payment obligations are understood.

Payments may be made by :

- Check made out to "Katie Guy"
- Cash
- Zelle- katie@childrenoffatima.com

Please see the Registrar directly to make cash or check payments. If the Registrar is unavailable, payments may be given to the Family Coordinator or to the Co-op Coordinator.

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 August 1, 2024 without any further obligation to make payments. All previous payments are non-refundable. 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 and/or Family Coordinator.

Additional expenses:

- * There may be a small supply list required for each family to bring, totaling between \$25-\$50.
- * Applied Learning students who are interested in creating personal projects (to keep instead of donate) will be asked to calculate the cost of the materials used and reimburse the co-op. Applied Learning students will get to use materials at no cost for most projects, at least once. All of this is up to the discretion of the Applied Learning Guides.

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 and adults 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 low voice.
- * All are expected to maintain quiet and order in the halls. There should never be running 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 of the Student Conduct policies will result in a meeting with the CoF Coordinator and a punishment will be agreed upon between the parent and CoF Coordinator (with the exception of class disruption, which results in a 15 minute trip to the Front Desk). 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 area 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 trained via the Children of Fatima guidelines. To fulfill this training please watch the documentary "It's Happening Right Here". Currently this is only available to rent/buy on YouTube or Apple TV.

<https://www.youtube.com/watch?v=OysFvNbLBCK>

BE ADVISED!!! This documentary is NOT FOR CHILDREN!!! Please use headphones and/or watch it when the kids are not around and can not hear the movie.

We HIGHLY recommend ALL parents take the time to watch this documentary, even if you are not working/volunteering at CoF.

See Katie Guy and/or the Safe Environment Coordinator with questions about coming up to date.

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 hslida.org

Contact Information:

Board of Directors:

CoF Coordinator:

Katie Guy, katie@childrenoffatima.com

Curriculum Coordinator:

Tamara Kuykendall, tamara@childrenoffatima.com

Family Coordinator:

Christine Montes de Oca, christine@childrenoffatima.com

Registrar: Erin Antosh, registrar@childrenoffatima.com

Safe Environment Coordinator: Robin Manthei

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