



WILMORE  
FOUNDATIONS  
ACADEMY

Parent Handbook

2025

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WILMORE  
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ACADEMY

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# Enrollment

## Eligibility

We welcome all homeschool families. Wilmore Foundations Academy (hereinafter WFA) partners with families to provide foundational education for your child(ren) ages 3 years through 12th grade.

## Beliefs

We at WFA are Christians. We do not teach a specific doctrine.

## Application Process

### Family Tour

The first step in our admissions process is a family visit to Wilmore Foundations Academy. Visits are scheduled in advance and typically begin at 9:30am. This visit provides an opportunity to tour our facilities, learn about our programs, and ask any questions you may have about our co-op community.

### Visit Day

Students may attend one co-op day as a guest under the following conditions:

- Parents/Guardians must complete and submit the required Medical and Media Release forms prior to the start of the session.
- The child should be dropped off for the scheduled session and picked up by the parent or guardian at the designated end time.
- Parents/Guardians must remain available by phone or text during the session and be within reasonable proximity to the co-op should they need to return for any emergency or urgent situation involving their child.

This visit day is for those wishing to enroll for the current co-op year only.

## Enrollment

After a successful evaluation, parents/guardians will be required to complete a Memorandum of Understanding (MOU). This document ensures alignment between parents, teachers, and WFA regarding expectations and responsibilities. Once the MOU is signed the enrollment fee and the tuition for the first month (if enrolling for the current co-op year) is due. These fees must be submitted before finalizing the enrollment process.

## Family Expectations

At WFA, we recognize that parents/guardians are a child's first and most important teachers. Parents/Guardians play a critical role in shaping their child's character, values, and overall development. They have the unique understanding of their child's individual learning preferences, strengths, and needs, and their influence has the greatest impact on a child's growth and well-being.

Parents are expected to instill discipline, respect, and proper classroom behavior in their children. These standards will be maintained in the classroom, but they must begin at home.

Families are expected to commit to a full school year. A 30 day written notice is required for withdrawal.

# Code of Conduct

At WFA we are committed to fostering an environment of respect, kindness, collaboration, and growth. The following Code of Conduct outlines the expectations for all members of our community.

## **Respectful Communication**

All members of the co-op (parents, students, staff, and volunteers) are expected to communicate respectfully with one another and handle disagreements calmly and respectfully.

## **Respect for the Learning Environment**

- All members are expected to support a safe, positive, and distraction-free learning environment for students and staff. This includes arriving on time, refraining from disruptive behavior, and maintaining a focus on education during class time.
- Parents, siblings, and guests attending co-op activities should respect the classroom rules and be mindful of the learning space. Children should remain with their parents or designated adult supervisor when not in class.

## **Mutual Respect Between Parents, Teachers, and Staff**

Parents and teachers are expected to interact with mutual respect, always maintaining the child's education as priority. This includes the parent's responsibility of maintaining discipline to prevent their child from causing a disruption in the classroom.

## **Safety and Well-Being**

The physical, emotional, and physiological safety of all co-op members is of utmost importance. All participants must follow safety protocols and inform co-op leadership if not in good health or unable to safely participate.

Any interaction not intended to build up and support others is prohibited.

## **Conflict Resolution**

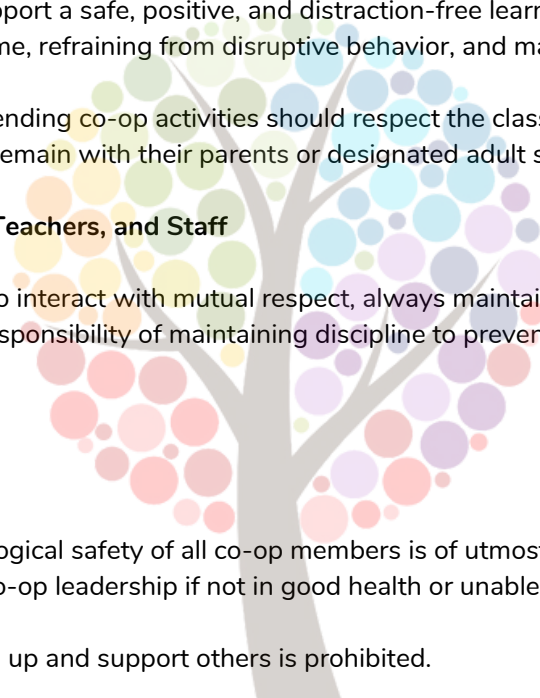
If a conflict arises, all parties are encouraged to handle it respectfully, following the co-op's formal conflict resolution process. This typically involves:

- Addressing the issue directly with the individual involved (parent, teacher or student).
- Seeking mediation through a designated co-op leader.
- Escalating the issue to the co-op's leadership if a resolution cannot be reached.

## **Enforcement of the Code of Conduct**

Violations of the Code of Conduct will be addressed by the co-op leadership individually. Depending on the nature and severity of the violation, responses may include verbal or written warnings, a meeting with the involved parties, or suspension or termination of co-op participation.

Any disciplinary action will be designed to maintain a safe and respectful learning environment.



# Financial Policies

## Tuition Rates (as of February 2025)

- Regular Co-op Hours (Tuesday - Thursday 9-12)
  - Non-Church Members
    - The monthly tuition rate for families who are not currently members of Wilmore Free Methodist is \$300 per month.
  - Church Members
    - Families who are actively attending Wilmore Free Methodist are eligible for a discounted tuition rate of \$275 per month.
  - NOTE: Active church membership is determined by consistent attendance at services, participation in church activities, or other criteria as defined by the church leadership.
- After Hours Program (Tuesday - Thursday 12-3)
  - The monthly tuition for the after hours program is \$150 per child. Families who wish to utilize this service must also be enrolled during regular co-op hours.
- Electives (for high school only, Tuesday - Thursday 12-3)
  - Electives are based on interest and will change per semester. They may include things such as music, art, life skills, etc. There will be 3 electives each semester - one on each day of the week. If there is not enough interest in a particular elective, Wilmore Foundations Academy reserves the right to cancel the class and replace it with another.
  - Electives are priced at \$100 per elective per month.
- NOTE: A discount of 2% is offered for those who pay for the full year up front.

## Payment Due Dates

- Tuition is due on the 1st of each month.
- Payments should be made via check (made to Wilmore Foundations Academy), cash, or Zelle (wilmorefoundationsacademy@gmail.com)
- A late fee of \$25 per family will be applied to any payments received after the 5th of the month. Repeated late or missing payments will result in suspension of enrollment.

## Financial Assistance

We understand that some families face financial hardship. Please contact the co-op's financial office to inquire about possible financial assistance or payment plans.

## Refunds and Withdrawals

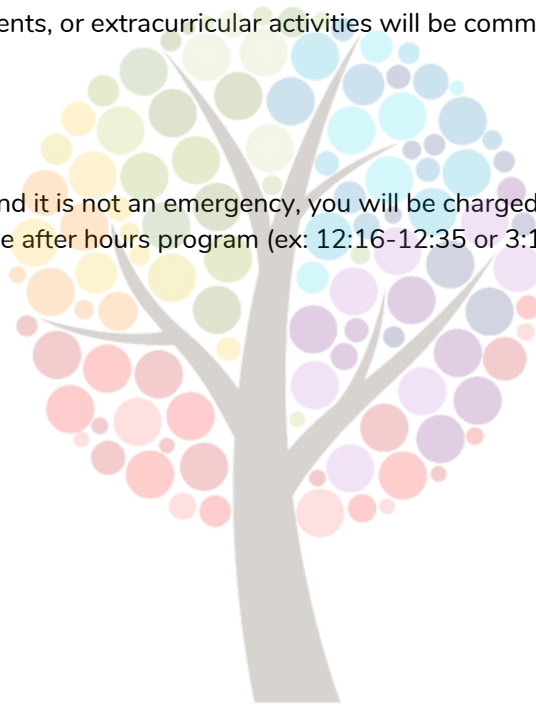
- Refunds
  - Tuition is non-refundable once the month has begun. If a student withdraws during the month, no partial refunds will be issued.
- Withdrawal Notice
  - If a family decides to withdraw from the co-op a 30-day written notice is required. This allows Wilmore Foundations Academy to make adjustments to enrollment and staffing. If a family withdraws without providing adequate notice, tuition for the following month will still be due.

## Additional Fees

- HSLDA
  - Wilmore Foundations Academy requires families with children ages 6 or older to be members of Homeschool Legal Defense (HSLDA). Please visit [www.hsllda.org](http://www.hsllda.org) for more information.
- Additional Costs
  - Preschool
    - Preschool does not require an Instructor Guide. In lieu of that, there is a supply fee of \$35 to help with required materials that will be purchased and used within the classroom.
  - All other classes
    - Each student is required to purchase the Instructor Guide from Sonlight ([www.sonlight.com](http://www.sonlight.com)) for History/Bible/Literature. Sonlight has strict copyright laws that we do not want to break. By having your own copy, teachers are able to communicate what has been done each week for you to mark off at home.
  - All students enrolled at Wilmore Foundations Academy are required to pay a supply fee of \$30 each semester. This ensures our staff and teachers can buy anything needed for the classroom.
- Special Events
  - Fees for field trips, special events, or extracurricular activities will be communicated in advance and will be billed separately.

## Late Fees

If you are late picking up your child and it is not an emergency, you will be charged \$20 for every 20 minutes after 12:15 for regular hours or 3:15 for the after hours program (ex: 12:16-12:35 or 3:16-3:35).



# Classroom and Curriculum Policies

## Curriculum Choices

### What is Covered

- **Preschool**
  - Wilmore Foundations Academy's preschool program utilizes a variety of resources to establish a strong foundation for learning as well as helping teach students to follow directions and practice classroom procedures. There is no required curriculum purchase for this level. Instead, a classroom fee is collected each semester to cover the cost of materials used during class activities. Parents will receive weekly updates detailing the topics and activities covered in class to support record-keeping and alignment with their homeschooling goals.
- **Kindergarten through 12th grade**
  - Wilmore Foundations Academy utilizes the Sonlight Curriculum for students in kindergarten through 12th grade. Specifically, the History, Bible, and Literature Instructor Guide serves as the foundation for creating level-appropriate learning experiences in the classroom. Teachers may also incorporate supplementary resources to provide varied and engaging instruction.
  - **Parent Responsibilities**
    - Parents are required to purchase the Instructor Guide for their child's level at time of enrollment. Proof of purchase is required to confirm enrollment.
  - **Weekly Updates**
    - Families will receive weekly updates detailing classroom content to assist with record-keeping and homeschool documentation.
  - **Sharing Guides**
    - If you have multiple children at the same level, they may share the same Instructor Guide. Additionally, younger children may reuse a previously purchased Guide if they advance to a level already owned by the family.
- **11th and 12th Grades**
  - Alternatively to utilizing Sonlight at WFA, students in 11th and 12th grades in high school have the opportunity to enroll in Asbury Academy to attend classes for "dual credit" to get a head start on college credits.
  - If Asbury Academy is completed while associated with WFA a discount on tuition at Asbury is available.
  - More information is available to interested students upon request by emailing [wilmorefoundationsacademy@gmail.com](mailto:wilmorefoundationsacademy@gmail.com)

### Supplemental Learning and Homeschooling Philosophy

- At WFA, we do not offer a dedicated math or science curriculum. Families are expected to find resources needed to cover this vital subject matter.
- We encourage families to supplement their child's education at home with materials and methods that best suit their needs. Homeschooling is a unique journey that looks different for every family. It is up to you to tailor this experience to meet your child's individual needs and interests.
- Homeschooling is more than academics - it is a lifestyle. Everyday activities provide valuable learning opportunities. Cooking can teach math and science, traveling can bring history to life, and library resources can inspire deeper exploration of topics your child loves. Embrace your child's curiosity and allow their interests to flourish.

## Class Size and Enrollment

To ensure a balance between social engagement and individual attention, WFA caps each classroom size. The cap varies depending on the age of the students.

- Re-enrollment Priority
  - Currently enrolled families receive priority for re-enrollment in the following academic year before registration is opened to new families.
- New Family Enrollment Process
  - Classes are filled on a first-come, first-served basis. Once a class reaches capacity, additional students may be added to a waitlist.

## Class Cancellation

In the event of inclement weather or other emergencies, class cancellations will be communicated promptly through Class Dojo. Families are encouraged to check the platform regularly for updates.



## Volunteer Policies

### Parent Participation

Many co-ops require parents to volunteer in some capacity. We do not require this, but you are welcome to volunteer in your child's class as your child's teacher requests for specific roles.

### Volunteer Roles

If you wish to volunteer, you will be used in your child's classroom, to prep crafts, read books, share expertise, or help run events.

Volunteers can also be utilized at special events and gatherings such as the Thanksgiving meal to help set up, serve, or clean up.

### Background Checks

If you desire to volunteer more than once a month, you will be asked to complete a background check.



# Attendance and Absences

## Attendance Expectations

- Wilmore Foundations Academy is a supplemental co-op designed to support your homeschooling journey. While we do not penalize absence, consistent participation is expected to help your child stay on track with the material covered in class.
- We understand that absences may occur due to illness or family vacations. It is not necessary to provide a note for absences; however, advance communication for planned absences is expected to help teachers prepare accordingly.

## Drop-Off and Pick-Up

Wilmore Foundations Academy follows a structured schedule for student drop-off and pick-up to ensure safety and efficiency.

- Morning Drop-Off
  - Students may be dropped off in the car line beginning at 8:45 AM. The doors will close and lock promptly at 9:05 AM.
- Afternoon Pick-Up
  - Car line dismissal begins at 11:55 AM and all students must be picked up by 12:15 PM. Students in the after hours program need to be picked up by 3:15 PM.
- If you anticipate arriving later than 9:05 AM or need to pick your child up before noon, please notify staff in advance so we can accommodate your schedule within reason.



## Dress Code

WFA strives to create a respectful and distraction-free learning environment. While we value the diversity of homeschooling families, we ask that all students and parents follow the dress code guidelines during co-op hours:

### Modesty

- Clothing should be modest and appropriate for a cooperative learning environment. Avoid clothing that is revealing, overly tight, or excessively short.
  - Shorts, skirts, and dresses should reach mid-thigh or longer.
  - Shirts should fully cover the torso, including when arms are raised or when seated.

### Weather Appropriate Clothing

Clothing should be comfortable and suited for outdoor activities given the weather conditions.

The co-op staff reserves the right to address concerns if clothing is deemed inappropriate or disruptive to the learning environment. Families will be contacted to provide an alternative if necessary.

# Health and Safety Policies

## Emergency Procedures

WFA will follow the emergency procedures set forth by Wilmore Free Methodist which are available in each classroom.

## Medical Information

- If your child has substantial medical needs that may require attention during co-op hours, please bring these to the staff's attention.
- Please note that we do not employ a nurse, and some medical needs may be beyond our capacity to manage. If the required care can be handled by non-medical staff, we will collaborate with you to create an Individual Care Plan for your child, which will be kept on file.
- The safety and care of all students are our priority, and we appreciate your cooperation in providing thorough and accurate medical information.

## Illness Policy

### Stay home if your child has

- A fever of 100.4°F (38°C) or higher within the past 24 hours (without the use of fever-reducing medication).
- Vomiting or diarrhea within the past 24 hours.
- Unexplained rashes or contagious skin conditions.
- Persistent coughing, difficulty breathing, or other respiratory symptoms.
- Pink eye (conjunctivitis) or other contagious infections that require antibiotic treatment (child must have completed at least 24 hours of treatment before returning).
- Symptoms of contagious illnesses such as strep throat or flu.
- Live lice.

### Notify the Co-op

If your child is diagnosed with a contagious illness after attending the co-op, please inform staff immediately so appropriate precautions can be taken, including notifying other families as necessary.

### Return to Co-op

- Your child may return to co-op when:
  - They have been fever-free for at least 24 hours without medication.
  - They are free from vomiting or diarrhea for 24 hours.
  - They have been on antibiotics for at least 24 hours (if applicable).
  - They are symptom-free or cleared by a healthcare provider.
  - After treating lice, students can return when there are no live lice present. Nits (eggs) alone don't require exclusion, but parents should continue to remove them.

### During Co-op Hours

If a student becomes ill during co-op, parents or emergency contacts will be notified to pick up the student promptly.

# Field Trip Policies

## **Purpose of Field Trips**

- Enhance education objectives
- Encourage social interaction and teamwork among students and families.
- Provide exposure to diverse environments, cultures, and experiences.

## **Parent and Student Participation**

- Field trips are open to all co-op families unless otherwise specified.
- Parents are required to accompany and supervise their children unless prior arrangements are made with another parent or guardian. Parents are expected to actively participate and assist with group management as needed.

## **Registration and Fees**

- Advance registration is required for all field trips to ensure proper planning.
- Any associated costs, including admission fees, transportation, or meals, will be communicated beforehand. Payment deadlines must be met to secure participation.

## **Transportation**

- Families are responsible for their own transportation.
- Carpool arrangements should be made directly between families.

## **Behavioral Expectations**

- Students are expected to follow co-op behavior guidelines during field trips.
- Parents are responsible for attending to their own children's medical needs.

## **Cancellation and Refunds**

- Field trips may be canceled or rescheduled due to unforeseen circumstances. Notifications will be provided as soon as possible.
- Refunds for paid activities will be issued if the co-op receives a refund from the venue or service provider.

# Recess Policies

Recess is an important part of Wilmore Foundation Academy's schedule, offering time to engage in physical activity, socialize with peers, and recharge for learning. To ensure recess is safe, enjoyable, and inclusive for all, all Code of Conduct policies apply during recess, with the addition of safe and respectful use of playground equipment.

# Communication Policies

Effective communication is essential to the smooth operation of our homeschool co-op. To keep families informed, address concerns, and foster collaboration, the following communication guidelines have been established:

## Parent Meetings

- Over the summer, WFA hosts an optional informational meeting for families to learn more about homeschooling.
- Prior to the start of the co-op, there will be a mandatory parent orientation. At this meeting we will go over important decisions and updates for the upcoming co-op year.

## Updates Through ClassDojo

- Wilmore Foundations Academy uses ClassDojo as the primary platform for communication. This includes announcements, event reminders, and updates from teachers or coordinators.
- Parents are required to join the co-op's ClassDojo group in July and ensure notifications are enabled for timely updates.
- ClassDojo may also be used for individual messaging between parents and teachers or coordinators, but please respect the work-life balance of the teachers. Teachers may have delayed responses and are not expected to respond on weekends or evenings.

## General Communication Guidelines

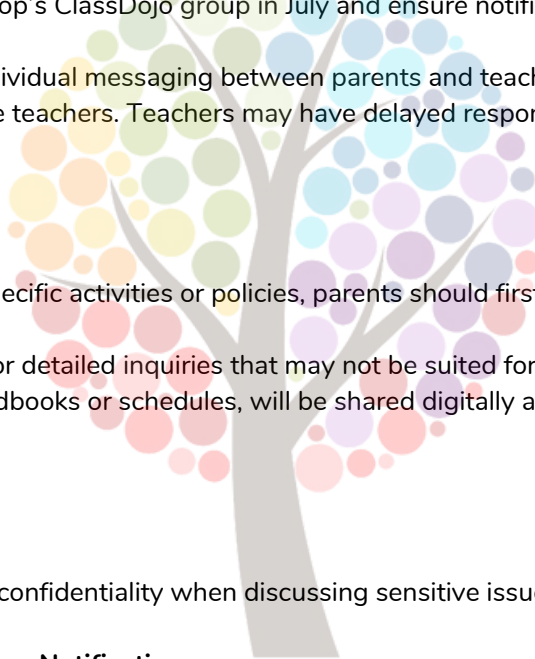
- For questions or concerns about specific activities or policies, parents should first reach out to the appropriate teacher or coordinator.
- Email communication is available for detailed inquiries that may not be suited for ClassDojo.
- Important documents, such as handbooks or schedules, will be shared digitally and, when necessary, in printed form.

## Confidentiality and Respect

All members are expected to maintain confidentiality when discussing sensitive issues within the co-op.

## Special Announcements and Emergency Notifications

WFA will communicate special announcements or emergency notifications via ClassDojo as soon as possible.



# Technology and Social Media Policies

## Use of Technology

We do not allow phones or tablets to be used during co-op. If students need to reach a parent while at co-op they can come to the office and request permission to use a phone to reach a parent/guardian.

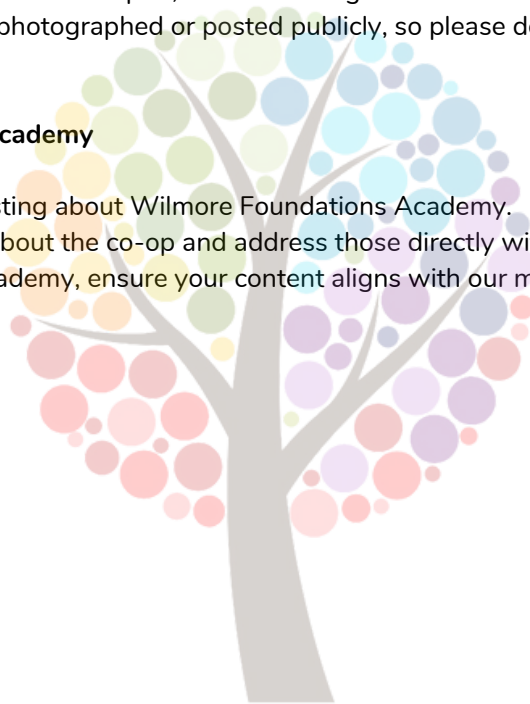
## Social Media Guidelines

### Respecting Privacy

Feel free to share what your own child has been up to, but don't bring other students into posts. Some of our students do not have permission to be photographed or posted publicly, so please don't share photos from students outside of your own family.

### Representing Wilmore Foundations Academy

- Use co-op approved graphics if posting about Wilmore Foundations Academy.
- Avoid sharing complaints publicly about the co-op and address those directly with co-op staff or leadership.
- If you tag Wilmore Foundations Academy, ensure your content aligns with our mission.



# Termination and Withdrawal Policies

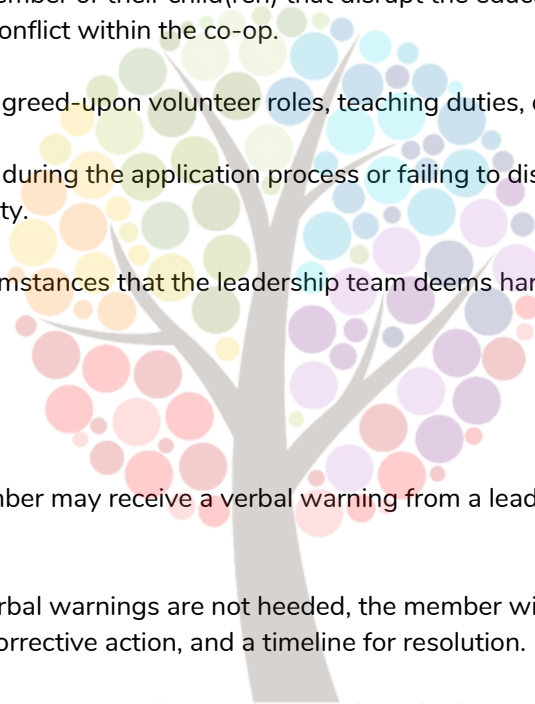
## Termination of Membership

### Grounds for Termination

- Membership at Wilmore Foundations Academy may be terminated for the following reasons:
  - Violation of Wilmore Foundation Academy's Policies
    - Repeated or severe breaches of the co-op's code of conduct, bylaws, or other established rules.
  - Non-Payment of Fees
    - Failure to pay membership fees or other financial obligations within the designated time frame, despite reminders.
  - Disruptive Behavior
    - Actions or behavior by a member or their child(ren) that disrupt the educational environment, threaten the safety of others, or create conflict within the co-op.
  - Failure to Fulfill Obligations
    - Consistent failure to meet agreed-upon volunteer roles, teaching duties, or participation requirements.
  - Misrepresentation
    - Providing false information during the application process or failing to disclose critical information that affects membership eligibility.
  - Other Serious Issues
    - Any other behavior or circumstances that the leadership team deems harmful to the co-op's mission, members, or reputation.

### Notification Process

- Verbal Warning
  - In cases of minor issues, a member may receive a verbal warning from a leadership team member to address the concern.
- Written Warning
  - For more serious issues or if verbal warnings are not heeded, the member will receive a written notice detailing the concern, require corrective action, and a timeline for resolution.
- Review Meeting
  - If the issue persists or is of a severe nature, the member may be asked to attend a meeting with the leadership team to discuss the matter. The member will have an opportunity to present their perspective during this meeting.
- Final Decision
  - Following the review meeting, the leadership team will make a decision regarding the member's status. This decision will be communicated within a specified timeframe.



## **Immediate Termination**

In cases involving threats to safety, illegal activity, or other extreme circumstances, the leadership team reserves the right to terminate membership immediately without prior warnings or review.

## **Withdrawal Process**

Written notice of withdrawal must be submitted 30 days in advance. The leadership team will provide further instruction upon receipt.

## **Confidentiality**

All matters related to membership termination or withdrawal will be handled with discretion and confidentiality to protect the privacy of all parties involved.

