

2024-2025
Member Handbook

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WELCOME

The REACH Kzoo Board warmly welcomes you to our community. We hope that by being involved with REACH Kzoo, you feel supported, encouraged, inspired, and loved. We express our deep gratitude that you are entrusting us to serve you and your families. We are trusting the Lord Jesus for an abundant harvest as a result of this endeavor to serve the Kalamazoo area homeschool community.

Introduction

In the spring of 2020, during the COVID-19 pandemic, seven local homeschool moms gathered via Zoom. Their meeting focused on their shared, prayerful desire to provide a community for fellowship as well as shared educational experiences for their families.

Their desire came to fruition as REACH Kzoo, a non-profit corporation formed to provide access to enrichment opportunities for homeschooling families in Southwest Michigan consistent with core Christian beliefs and values rooted in the Biblical Word of God.

REACH Kzoo is *as much* a mission of Christ as it is an educational organization. Without the ability to fully and clearly preach, teach, and adhere to all of Christ's Word, the organization would fail to exist. Every family and volunteer is imperative to the spiritual and pastoral mission of REACH Kzoo. REACH Kzoo's ultimate goal will always be to honor the Lord in fellowship and witness.

Statement of Faith

GOD: We believe there is one true and living God who is eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (1 John 5:4-7, John 16:13-15)

CREATION: We believe the world was created by God. (Gen. 1:1, John 1:3)

THE BIBLE: We believe the Bible is the verbally inspired, inerrant, infallible, and wholly authoritative Word of God. (2 Tim. 3:16)

SIN: We believe that all have sinned and fallen short of God's glory. (Rom. 3:23-24)

GOD'S LOVE: We believe God demonstrated His love for lost and sinful humanity by sending his only son, Jesus Christ, to die in our place to save us from our sins, was buried, and then rose again on the third day. (1 Cor. 15:4, Jn. 3:16-19, Rom. 5:8)

HOLY SPIRIT: We believe the Holy Spirit convicts people of their sin and indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service. (1 Cor. 3:16, Gal. 5:16, 20-22)

SALVATION: We believe salvation is offered as a free gift to the sinner, brought to man by grace and received by personal faith in the Lord Jesus Christ, whose death and resurrection paid the penalty for the sin of man. (Rom. 6:23, Eph. 2:8-9)

UNITY: We believe in the spiritual unity of believers through our common faith in Jesus Christ and though individual doctrinal differences may exist, they should not hinder the unity of Christian home educators. (1 Cor. 1:10, Eph. 4:11-13).

Mission and Purpose

REACH Kzoo stands for: **Reliable Educators And Community-minded Homeschoolers**

Mission:

"Enriching the Kalamazoo area homeschool community with meaningful, faith-based opportunities for parents and students."

Purpose:

"REACH Kzoo is a group of Christian families who gather together to provide educational, social, and charitable enrichment opportunities for the local homeschooling community.

The goal of REACH Kzoo is to support and encourage each other as parents/caretakers while offering our children the opportunity to participate in age-appropriate activities."

The ultimate goal of REACH Kzoo is to glorify God and be a positive witness to our community.

Statement on Human Relationships

Genesis 1:24, “So God created mankind in his own image, in the image of God he created them; male and female he created them.”

We affirm that God created man in His own image, and that He created male and female. Therefore, we respect God-ordained distinctions between parents and children, husband and wife, and male and female, and reject philosophies which seek to remove these God-ordained distinctions.

Romans 1:25, “They exchanged the truth about God for a lie, and worshiped and served created things rather than the Creator—who is forever praised. Amen.”

Our Key Verse

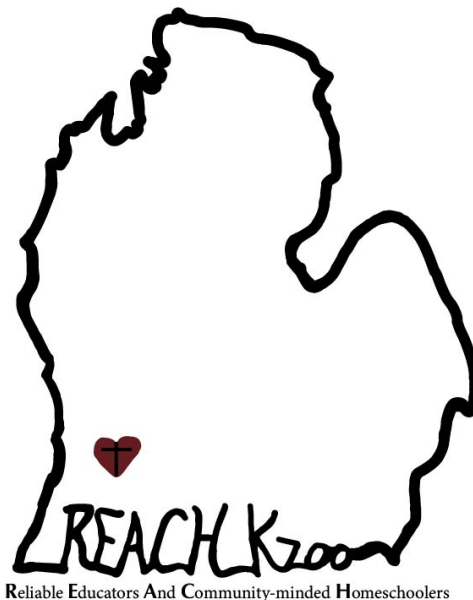
“Let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the day approaching.” Hebrews 10:24-25

Our Contact Information:

REACH Kzoo
PO Box 25
Oshtemo, MI 49077

www.reachkzoo.org

Our Logo





REACH Kzoo 2024-2025 Academic Calendar



2024-2025 Class Registration Events

August 21, 2024 Family ORIENTATION
September 4, 2024 First Day of Classes

October 9, 2024 First Pizza Day
November 13, 2024 Pizza Day
November 20, 2024

Thanksgiving Potluck and Chapel

November 27, 2024 Thanksgiving BREAK

December 11, 2024 Pizza Day
December 18, 2024 **Christmas Chapel**

December 25, 2024 Christmas BREAK

January 1, 2025 Christmas BREAK

January 8, 2025 Classes Resume
January 8, 2025 Pizza Day

January 15, 2025 First Day of 2nd Semester

February 12, 2025 Pizza Day
March 12, 2025 Pizza Day

April 2, 2025 Spring BREAK

April 9, 2025 Pizza Day
April 16, 2025

Easter Desserts Potluck and Chapel

April 25, 2025 Open House from 6-8 PM

May 7, 2025 Last Day of Classes

May 14, 2025 Membership Renewals Due

April 26, 2024 Open House

Meet the Tutors, Parent Meeting,
& Schedule Reveal

May 15, 2024 Membership Renewals Due

June 3-25, 2024 Online Registration Open

August 1-14, 2024 Online Registration Open



More details to follow
in the weekly newsletter.

REACH Kzoo is an independent organization. As such, we do not adhere to any public calendar, but we do use the common Kalamazoo County Schools calendar as a guide. Our start date for the school year is the Wednesday after Labor Day. We take the Wednesday before Thanksgiving off. We take a 2-week break at Christmas time and 1 week for Spring Break. Classes run 32 weeks.



Log-in to the Website often to see the latest upcoming community events, teen events, field trips and sign ups!

www.reachkzoo.org

2025-2026 Class Registration Events ****TENTATIVE DATES****

June 2 - 30 2025 Online Registration Open
August 1-14, 2025 Online Registration Open
August 20, 2022 Mandatory Family Orientation & Service Training

Rev. 04/20/2024

Board Contact Information

Caitlin Brown (President)
caitlin.michelle.brown@gmail.com

Brittani Torrey (Secretary)
brittanitorrey6888@yahoo.com

Julie Renzema (Treasurer)
mrsr.skillz4life@gmail.com

Kayla Boyko
kbwellspring@gmail.com

Bradi Dykstra
bradi.dykstra@gmail.com

Patricia Polstra
patpolstra@yahoo.com

Mia McCarty
mia@portagepianostudio.com

Dawn Hetzel
dawnahetzel@gmail.com

Tutor Contact Information

Boekestein, Amy
amyboekestein@hotmail.com

EL Language Arts
MS Language Arts
HS Writing & Grammar

Bond, Barry
barry_bond@sbcglobal.net
EL/MS/HS/Adults Martial Arts

Brown, Shannon
sealshan@hotmail.com
EL/MS LEGO Inspired American History 1

Cripps, Ann
annmargaretpc84@gmail.com
MS STEM Lab
MS Robotics Lab

Doyle, Ryan
ryandoyle11@gmail.com
HS New Testament Survey

Tutor Contact Information (Continued)

Dykstra, Bradi
bradi.dykstra@gmail.com
PreK/K Storybook Art
PreK/K/EL Legos & Literature
EL Trekking America History & Geography

Eby, Chelsea
chelseaneby@gmail.com
EL Time Traveler History & Geography
EL Creative Writing Language Arts

Ely, Sarah
elysarahc@gmail.com
Private Music Lessons (Piano)

Hetzel, Dawn
dawnahetzel@gmail.com
PreK/K STEAM Tinkers

Kiser, Karen
karenkiser8@gmail.com
MS/HS Quick Look at Great Books
MS/HS U.S. Government and Economics
HS American Literature

Lieber, Tim
tim@lieberlearning.com
MS/HS Cooking with Mr. Lieber
MS/HS Video Production
HS World History

Lindmark-Stepanski, Sarah Daisy
sarahdaisy3@hotmail.com
EL Art World
EL Historical Girls Book Club

Mallery, Maggie
maggiemallery5678@gmail.com
PreK/K/Early EL Ballet
EL Ballet

Maybee, Steve
psychtutorkzoo@gmail.com
HS Psychology

Tutor Contact Information (Continued)

Mom, Liesl

lieslismom@gmail.com

MS/HS Yearbook

Mom, Sherese

shereseemom@yahoo.com

Private Music Lessons
(Piano, Violin, Cello)
Group Violin Ensemble Lesson

Norman, Virginia

dweedler@gmail.com

HS Physical Science
HS Biology
HS Geology

Ohland, Sarah

ohlandmath@gmail.com

MS/HS Pre-Algebra
MS/HS Algebra 1
HS Algebra 2
HS Geometry

Polstra, Patricia

patpolstra@yahoo.com

EL Earth Science
MS Earth Science
MS World History
MS/HS Intermediate Math

Rhoades, Danielle

micountrymama@gmail.com

EL Cooking

Rhoades-Huizar, Stacey

stacey.rhoades.huizar0511@gmail.com

EL Sparks & Stars Science

Rogers, Jaime

jaimerogers714@gmail.com

PreK/K Reading Passport
PreK/K Nature & Me 1
EL Nature & Me 2

Russell, Emily

emilyrussellphotography@gmail.com

EL Math Games
MS/HS American Sign Language 1

Ryan, Sean & Jennifer

connectwithjen@gmail.com

EL Gym Games
MS/HS Gym Games

True, Gail

thetrues@att.net

EL/MS/HS Co-Ed Volleyball
EL Gym Games
MS/HS Gym Games

Webb, Peter

peter@worshipartskalamazoo.com

Private Music Lessons
(Bass Guitar, Guitar, Piano, and Voice)

Wolz, Marie-Clare

mcwolz02@gmail.com

EL Bible Foundation
MS/HS Mixed Media Art

Fees & Membership

REACH Kzoo charges an annual, non-refundable membership fee of \$60 per family.

Membership runs from May 15th - May 14th of the following year. We do not prorate for partial year membership. To renew your membership, update your family profile and pay the membership fee each year by May 14th. A family's account must be current and active in order to participate in class registration.

The membership fee allows for access to our interactive website and all the information it contains including our event calendar, member discussion & question forums, a classified section, a photo gallery, online class registration, classroom dashboards and forums, and participation in all REACH Kzoo sponsored events including Mom's groups, prayer groups, park days, field trips, teen events, and more. The fee also goes towards administrative and material costs to run the organization.

Please note, the membership fee as well as any outstanding debts, fines, or expenses due to any damage caused by you or your child(ren) must be paid before you can register for classes or participate in co-op activities.

Tuition fees are set by tutors who use the building to hold classes. Each individual tutor determines the price and supply fees for his or her class. All class tuition fee transactions happen between the tutor and the family.

Parent Expectations

To help keep all children safe, we ask that all parents actively keep a lookout for children who are running, rough-housing, or being disrespectful to church property. If a parent observes unsafe behavior, we ask that he/she gently remind the child/children of the importance of behaving in a manner that is safe and respectful to all and to report dangerous behavior to a REACH Kzoo Board member.

We ask that parents help keep our premises clean and tidy. We ask that food only be consumed within designated areas. We also ask that if a parent sees a trash can that needs to be emptied, he/she will report that to the Welcome Center in order to remedy the situation.

Parents are ultimately responsible for the safety of their children while at the facility. Neither REACH Kzoo, the REACH Kzoo board, any LEADs, or GRACE TEAM members are able to maintain constant supervision of your child during REACH activities. There is no sign-in/sign-out system and no means or intent of restricting your child from leaving the facility or requiring your child to stay in tutor classes.

To keep children under the age of 10 safe, we expect parents to be onsite and available, unless they are in a class. If the child is not in a class, due to liability requirements, they must be accompanied by their parent or designated responsible adult (siblings do not count) anywhere inside or outside the building.

If you choose to have another adult be designated as the responsible party for your child/children, we have forms available on the website and at the Welcome Center. You must complete, sign and turn the form into the REACH Kzoo Board releasing all care to the designated supervising adult of your choice. If a parent does not follow this rule, someone will contact the parent by phone one time. If that parent offends again, their family's participation at REACH Kzoo may be ended with no refunds available.

At no time will a non-related teen, adult, or couple be alone in a room with two or fewer minors unless the door is open or the minor's parent or guardian is present.

Parents are asked to maintain the 5 mph speed limit in the parking lot and be aware of pedestrians or small children that may dart out into their path.

Student Expectations

We love our students! We believe the Lord has great things in store for each child, and view our students as people who have great potential and purpose. In order for REACH to function safely and responsibly, we have the following guidelines for our students:

- We ask that our students show thoughtfulness and respect to all tutors/parents, other students and church staff, as well as the building and premises.
- We ask that our students be willing to accept guidance and correction from adults and/or teens in charge of classes and activities.
- We expect healthy, intelligent language. We do not allow foul language, rude jokes, or bullying. No sexual harassment will be tolerated. In addition, climbing on/being disrespectful to church property, kicking, slapping, and/or pushing is not permitted.
- *Students are not allowed on the stage or sound booth at any time per the request of the church.*
- We do not allow cell phones, electronic games or personal music during class, unless given permission by the instructor.
- We ask that students eat ONLY in permitted areas.
- Students are expected to stay within the facility or lawn near the building and not loiter in vehicles in the parking lot.
- Students that drive themselves are asked to maintain the 5 mph speed limit in the parking lot and be aware of pedestrians or small children that may dart out into their path.
- No vehicular horseplay will be tolerated.
- The changing pods in the gym are available for students who are enrolled in soccer, ballet, martial arts, or volleyball classes. Pod usage rules:
 - The pods are only for changing clothes. One student per pod.
 - Students should plan to wait their turn and NOT harass anyone already in a pod.
 - There will be no warnings. Any violation will result in an immediate suspension for two consecutive co-op sessions. A second violation will result in expulsion from REACH Kzoo. REACH Kzoo reserves the right to bypass suspension, and move directly to expulsion, depending upon the severity of the violation.

A failure to adhere to the above guidelines will result in removal from co-op at the discretion and review of the REACH Kzoo Board.

Illness Policy

REACH Kzoo implements a strict illness policy. Please be considerate of others as these rules are for the protection of all of our families. Please adhere to the following expectations:

- Do not come to the co-op if anyone in your family has had the stomach bug in the last 48 hours.
- You and your child must be fever-free for 24 hours without the aid of an antipyretic (Tylenol/Ibuprofen). A fever is defined as a temperature greater than 99 degrees.hour period before the day of co-op: Sore throat, rash, severe coughing, severe nasal discharge requiring frequent nose blowing, eye discharge, lice, or any other communicable disease (including but not limited to: skin infections, chicken pox, and measles).
- Do not come to co-op if you or your child have shown any of the following symptoms in the 24
- If you have been prescribed an antibiotic, we require 48 hours of medication before you attend co-op.
- If a child shows signs of sickness while at co-op and a parent is not present, they will be quarantined in a designated area of the lobby and immediate notification of parents will occur.

Dress Code

I Corinthians 6:19-20, “Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.”

In our desire to honor God above all else, we ask that students and parents who attend REACH Kzoo dress respectfully. If you are questioning whether you should wear an item of clothing (for example a revealing top, very short shorts/skirt, or cross-dressing), we ask that you pick something else to wear that would be more respectful to God and yourself.

I Peter 2:9, “But you are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.”

Discipline

At REACH Kzoo, we aim to foster a peaceful, safe environment. In order to create this environment, we must create guidelines for discipline.

If a parent or child’s behavior violates our parent/student expectation policies, the student and family will receive a warning by the tutor and/or a representative of the REACH Kzoo board.

If the behavior continues and the parent or child has already received a verbal warning, a written warning will be issued from the class tutor or REACH Kzoo Board, and the student might be asked to leave the premises for the remainder of the day. A student must submit the parent-signed warning to a board member before the student is allowed to return to his/her class. If a child continues to disobey the rules as outlined in the handbook, the student and/or family may be dismissed from that class or from REACH Kzoo, and no fees will be refunded.

Exceptions to this rule: Behaviors that include overt physical aggression or sexual misconduct will result in an incident review by the board and an immediate removal from REACH Kzoo classes with no refunds.

Conflict Resolution

Unfortunately, conflicts and misunderstandings can happen. It is important that we address how to deal with these situations, should they arise.

Based on Matthew 18, if conflict arises, parents and tutors should seek to resolve the issue on their own. Please, immediately discuss your concerns without accusations with the person who has offended you (James 4:11-12).

If a tutor and a student or family are having a difficult time finding a resolution, a representative of the REACH Kzoo board may act as a third party mediator if requested to do so.

Parent & Student Service Commitment

“Each of you should use whatever gift you have received to serve others as faithful stewards of God’s grace.” ~ I Peter 3:16

REACH Kzoo is a cooperative, meaning parents and teens have an integral role in the organization’s ability to provide a clean, safe, and effective learning environment. In order for our cooperative to function, we require parents and students (grades 6-12) to sign up for a service commitment at the time of registration. We appreciate your help in making this great community run well, and we hope you find it enjoyable.

Service commitment is based on the total number of classes taken by all students in the family.

1-2 Classes = 5 hours
3-4 Classes = 10 hours
5+ Classes = 15 hours

A parent from every family serves the amount of hours per year according to the service commitment breakdown.

All students grades 6-12 will serve approximately 20 minutes per week. They will choose an opportunity to serve based on a time that works with their class schedule. Service attendance will be recorded, and parents may use this as a community service opportunity on their student’s transcript.

In the event that you cannot be present to complete your service duties, you are responsible to secure a substitute in order to avoid a monetary penalty.

While we believe in grace if your duties are not fulfilled, you may be reassigned to another service task at the discretion of the Service Coordinator.

Consequences for missing service duty:

An “Unexcused Absence” is defined as the failure to complete a service task.

Adults, if you are unable to fulfill an assigned duty due to an unexcused absence, you will be assessed a \$25 fine. If it is a repeated offense, you will be charged a prorated opt out fee. If fines are not paid, your family will not be able to register for future REACH Kzoo classes until the balance is paid. In addition, you will be required to pay the opt out fee the following year.

Students, if you do not fulfill your duty due to an unexcused absence, for the first occurrence you will receive a verbal warning from the LEAD of that service area. The second occurrence will result in notification to your parents. The third occurrence will result in a \$15 charge. Any occurrence after this you will be charged a prorated opt out fee. If fines are not paid, your family will not be able to register for future REACH Kzoo classes until the balance is paid. In addition, you will be required to pay the opt out fee the following year.

PARENT SERVICE COMMITMENT CHOICES

WELCOME CENTER

The REACH Kzoo Welcome Center is an important and vital job to our co-op. Co-Op members are a welcoming face to families and visitors and are key to answering questions and directing people to the appropriate person/place. Welcome Center duties also include: general sanitation of lobby tables, disinfection of high touch surfaces, safety checks, basic first aid, concession sales, and other assigned duties. Shifts are based on class periods, approximately 1.5 hours.

SET UP

Each parent on this team will help prepare the building to open for classes on Wednesdays. Set-up duties include: posting signage, setting up white boards, tables, and chairs. The commitment is approximately 20 minutes (from 8-8:25am) each week for ONE semester (the first few weeks, parents will be asked to arrive a little earlier until a routine is established).

TEARDOWN

We want to leave LCC as clean as we found it, so the main goal of this team is to reset the facility. Teardown duties include: cleaning floors, windows, bathrooms, etc. The commitment is approximately 20 minutes (various times at the end of the day) each week.

OPT-OUT

While REACH Kzoo exists and functions as a **co-operative** organization, we recognize not all families have the ability to have a parent or background-checked family member fulfill their service commitment due to work or extenuating family circumstances. In order to cover these service gaps, parents may pay an opt out fee of \$150.00.

STUDENT SERVICE COMMITMENT CHOICES

SET UP

The main duty of this group is to prepare the building for the day by setting up tables and chairs. The commitment is approximately 20 minutes (from 8-8:25am) each week for ONE semester (the first few weeks, students will be asked to arrive a little earlier until a routine is established).

TEARDOWN

Students will serve to reset the building at the end of the day (Team A 2:30-3 or Team B 4-4:30). Emptying trash, taking down and putting away tables and chairs, and vacuuming are some of the responsibilities of this team. This commitment will be approximately 20 minutes per week all year long.

MID-DAY TASKS

These jobs are reserved for students whose schedules don't allow them to do set up or tear down. Duties include: wiping off tables, taking down/setting up tables, emptying trash, bathroom tidy, helping tutors carry totes to their cars, putting the microwave away, etc.

OPT-OUT

While REACH Kzoo exists and functions as a co-operative organization, we recognize not all families have the ability to have their student fulfill their service commitment due to extenuating family circumstances. In order to cover these service gaps, parents may pay an opt out fee of \$150.00 PER STUDENT.

Facility Use

REACH Kzoo is extremely grateful to Lighthouse Community Church for allowing us a place to gather for classes on Wednesdays. We seek to build and maintain a mutual respect with the church, and therefore expect the following guidelines to be followed by all students, parents and tutors:

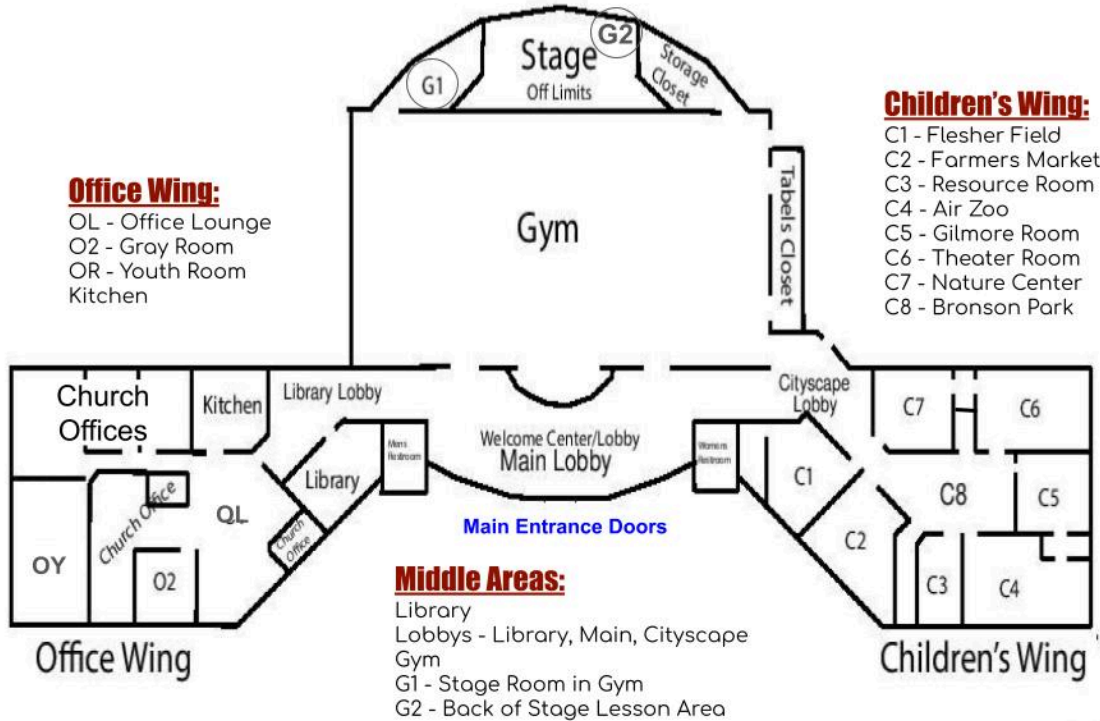
- Food is only permitted in the main lobby area. No red, purple, orange, or green Kool-aid, soda pop, sports drinks or punch may be used in the building. Gum is prohibited on church grounds. No food is allowed in the classrooms unless being used for class instruction and deemed appropriate by the tutor.
- **The kitchen is off limits at all times**, unless being used by the cooking class. Microwaves can be found on either end of the lobbies for student and family use.
- All classrooms are off limits unless class is in session and students are registered for that particular class.
- The main, open lobby area is open to parents and children for free study who are not taking classes at any particular hour.
- **Bronson Park** is a designated quiet study location all day long. **This is not a social area**, rather a quiet area for students and parents to work. Please be respectful of others using this area. This area will not be supervised, however, if a tutor, board member, parent, or security personnel notices loud or distracting behavior, the offending person will be asked to remove themselves to the lobby for the remainder of the day. Repeated misbehavior will result in a person not being able to use this area.

- **No playground supervisors** will be on duty during the entire co-op day. ***If the child is not in a class, due to liability requirements, they must be accompanied by their parent or designated responsible adult (siblings do not count) if they are outside of the building anywhere within the church grounds including the playground areas.***
- The Gym is off limits with the exception of the lunch half-hour, where children can play IF supervised by a parent/guardian. No food or colored beverages are allowed in the gym area, unless the co-op is having a community potluck for any given celebration.
- Parking a motor vehicle is only permitted in the parking lot. All grassy areas are off-limits for parking.
- If Lighthouse Community Church or REACH Kzoo property is damaged, the parent/family of that child is responsible to fix the damage.
- Students are expected to WALK in the hallways. Running and horseplay are not permitted.
- No students are allowed on the gym stage or in the sound booth at any time. No children/adults are allowed to sit on the stage, as this damages the face of the stage.
- Due to liability, damage, and safety issues, no recreational ride-on or wheeled devices will be permitted at co-op. This includes: skateboards, scooters, roller skates, "Heelys" tennis shoes, Segways, hoverboards, and bicycles.
- If your child eats lunch outside, please make sure they throw away all trash in the garbage cans.
- REACH Kzoo is a drug-free, alcohol-free, weapon-free campus. This is a zero-tolerance expectation. All violators will be removed from co-op.

Room Numbers and Names

AT LIGHTHOUSE COMMUNITY CHURCH

4321 S. 11th Street, Kalamazoo, MI 49009



Rev 042724

Facility Map & Room Names

Office Wing Classrooms:	Children's Wing Classrooms:	
OL Office Lounge Room	C1 Flesher Field (Kite)	C5 Gilmore Car Museum
O2 Gray Room	C2 Farmers Market	C6 Theater Room
OY Youth Room	C3 Resource Room	C7 Nature Center
Kitchen	C4 Air Zoo	C8 Bronson Park; quiet study area
GYM:	Common Areas Include: Main Lobby Library Lobby Cityscape Lobby	
Gymnasium Classroom		
G1 - Stage Room		

Inclement Weather

REACH Kzoo follows the Kalamazoo Public Schools for weather-related closures. If KPS is closed for inclement weather on Wednesday, co-op is closed as well. REACH Kzoo is part of WWMT Channel 3's Closings network and you may sign up for their alerts at www.wwmt.com/weather/closings.

Visitor Policy

REACH Kzoo warmly welcomes visitors. Visitors that are interested in our program may contact a Board Member to schedule a tour (at reachkzoo@gmail.com) prior to the day they are interested in attending. An unenrolled child may not attend the co-op as a "visitor" unless that child's parent or responsible adult is present in the building and at the discretion of the class tutor. All visitors must check in and out at the Welcome Center.

Concessions

As a service to our students and families, REACH Kzoo will host a small concession stand. The Welcome Center oversees the concession stand between the hours of 10 and 2:30. If at any time there are not enough helpers to service this stand, it will be suspended.

Pizza Day

REACH Kzoo will hold Pizza Day once monthly, on the second Wednesday of the month, beginning in October. Families may pre-order (at a reduced price) on the website. All orders must be paid online or at the Welcome Center on or before 4 pm the first Wednesday of the month to secure their order. We will order only 1-2 extra pizzas to be purchased on a first-come, first-served basis so pre-ordering is strongly recommended.

Lost and Found

REACH Kzoo has a designated lost and found area near the Welcome Center. If you have found an item, please bring it to this location. If you have lost an item, please check the lost and found before you leave. Items are able to be saved for two weeks before donating them to charity.

Building Use Schedules

The most current listing of class opportunities can be found at www.reachkzoo.org.

Wi-Fi Usage Policy

The following actions are strictly prohibited on the Lighthouse Church Wi-Fi system:

- Any actions that are not consistent with biblically-based beliefs of our organization
- Any activities that violate the church's, local, state, or federal statutes
- Viewing, downloading, or distributing any indecent, obscene, pornographic, or other offensive images. REACH Kzoo reserves the right, in its sole discretion, to determine what images or materials are deemed indecent or otherwise offensive.

Violations of this policy will result in a removal of internet privileges (for the offender) while participating in the co-op.

Use of Electronics

As for cell phones and devices that can connect to the internet, we remind parents, students, and all tutors of Psalm 101:2-3 "I will walk in integrity and with a blameless heart. I will set before my eyes no evil thing." We ask that you use discernment regarding what you look at and show to others, especially with many young students at co-op.

Cell phone use is not allowed during classes, unless deemed necessary by the tutor of that class. All cell phone use must be free from inappropriate content.

Website & Email

Public Website: www.reachkzoo.org

General Inquiries may be directed to reachkzoo@gmail.com

Please use the **CONTACT US** form found on the website for questions, concerns, announcements, etc.

Website Use, Multimedia, & Photos Policy

I. REACH Kzoo Website Use Policy

Family Directory

- Any information found in our REACH Kzoo (RK) Family Directory is not for public use, mailing, or solicitations.
- No member contact information should be given to non-RK members.

Photo Gallery

- Photos found on the RK site must not be copied and shared elsewhere. They are intended for the RK members' enjoyment only.

Business Directory

- Business must be that of a registered RK member or where an RK member works.
- No courtesy postings accepted for non-members.

Member Forum Posts

- To respect member privacy, please contact the author of a forum post for permission to share posted information to non-members outside of this member site.

Online Classified Ads

- The online classified service is offered free of charge to users.
- Each individual user is responsible for their ads and its contents.
- We reserve the right to refuse any ad we feel is not appropriate.
- We will not be held liable for any damages of any kind relating to any ad.
- We reserve the right to terminate any ad at any time for any reason, including if we learn that the user has provided false or misleading information.

- We make no claim or representation regarding, and accept no responsibility for, the quality, content, nature, or reliability of web sites accessible by hyperlink from the site, or web sites linking to the site.
- **Please monitor your posts. Items listed more than 6 months will be removed.**

Thank you for being respectful on this page. Our purpose is to glorify God, even in this.

II. Multimedia & Photo Sharing Policy

REACH Kzoo members use photos of students, tutors, and parents participating in RK activities, such as classes, performances, field trips, and social activities in order to **promote REACH Kzoo**. Such photos may appear in our co-op's yearbook, slideshows, activities, events and/or classes.

A. Our website has **Member-Only** sections that only current logged-in members can view.

B. Our website also has **Public** sections that are accessible to everyone.

C. Currently, the only **Social Media** in use are the REACH Kzoo Friends, REACH Kzoo Teens, and REACH OutREACH Facebook pages, but other forms of social media might be used by future volunteers. **Names are not used** on **public** social media or in the **public** sections of REACH Kzoo's website, except for those of our tutors and lead service members. Should there ever be a reason to use a person's name, then permission would be requested separately for that context only.

You can choose to opt out of REACH Kzoo using your child(ren)'s photos on **our public website** or **public social media**. It is your responsibility to monitor for any pictures of your child(ren) that may be inadvertently posted. If you see a picture of your child(ren) on **our** public website or public social media groups please contact reachkzooweb@gmail.com.

REACH Kzoo members cannot hold REACH Kzoo board members responsible for what other co-op members or tutors may do with their own photos/videos that they capture throughout the co-op day.

Note: If you choose not to have your child's photograph taken on Picture Day or for their picture not to be published in the Yearbook, you must contact the Yearbook class instructor directly (see tutor list for contact information).

Social Media: Facebook, Instagram, etc.

Community Facebook Pages:

- REACH Kzoo (Public page)
- REACH Kzoo Marketplace (This page is geared towards the sale of items that are homeschool related. No soliciting allowed.)

The pages below are for the current year's members only and will be updated annually:

- REACH Kzoo Friends (Members ONLY)
- REACH OutREACH
- REACH Kzoo Teens & In-Betweens

Online Membership & Other Forms:

All forms can be found at our website www.reachkzoo.org

ADDENDUMS