

2020-2021 School Year

# Learn Together Lowcountry

Program Handbook



a ministry of  
GRACE COASTAL CHURCH



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## Purpose Statement



Learn Together Lowcountry (LTL) is a ministry of Grace Coastal Church. It is a project focused on providing an affordable educational enrichment program for local families, welcoming students of all nationalities, backgrounds, and belief systems.

LTL will engage parents, volunteers, and students in providing biblical educational programs to community families. Students will experience God in a safe, educational environment while learning life and outreach skills alongside academics.

This project is a group project in which parents work together to create a hands-on, welcoming, safe learning environment with elective options that are group or enrichment oriented.

As a community of families, LTL acts as a support group, creates fellowship time, and offers educational classes for local homeschool families.

## Highlights

**No outside fees.** Grace Coastal Church has made LTL a community ministry. GCC values our local homeschool families and sponsors our insurance costs, supplies, class curriculum, events, website, and more. We pass the savings onto our families. Fundraising will be implemented each year to further enhance the affordability and program quality for our students, including special projects and scholarships.

**Background checks.** Our leaders must submit an application that includes child policy guidelines, references, and a background check. Leaders will also interview with leadership.

**Discounted classes.** Our program has discounted fees to the minimum required to pay for their preparation time, travel, admin, and student supply costs. There are no additional fees packed into the class costs.

**Payment options.** "Payments" are not traditionally offered, but LTL allows families to pay for one student and/or class at a time during the enrollment period.

**Biblical Perspective.** We welcome students of all nationalities, backgrounds, and belief systems. We believe in this biblical principle as well as every other principle from scripture. Please read our statement of faith and code of conduct to learn more.

**All Ages.** We have programs for all ages from birth to age 19.

## Church Affiliation

Learn Together Lowcountry is a ministry of Grace Coastal Church. However, we do not discriminate. We welcome all. Prayer will be conducted before class, meals, and snacks. Leaders are also encouraged to pray with the children throughout the day for help in our daily lives and in praise for our many blessings.

LTL does not discriminate based on race, creed, color, national origin, gender, age, religion, or genetic information. LTL fully abides by the American with Disabilities Act.

## Faith Statement



**Sola Scriptura**—We believe the Holy Scriptures are inspired by God and are the complete and final authority for living this temporal life and preparing for the next. 2 Tim. 3:16-17

**Solus Christus**—We believe Jesus Christ – by His life, death, resurrection, reign, and return – is alone sufficient for the redemption of the world unto the glory of God. Acts 4:11-12

**Sola Gratia**—We believe that the grace of the Lord is the necessary and sufficient condition for salvation and sanctification. 2 Corinthians 12:9a

**Sola Fide**—We believe that we are justified by faith alone in Jesus Christ, and that our justification is evidenced by those good works that God has prepared in advance for us. Ephesians 2:4-10

**Soli Deo Gloria**—We believe that all things realize their purpose in bringing glory to God. 1 Corinthians 10:31

## Community Statement

We wish to cultivate a healthy community atmosphere within LTL including support, fellowship, outreach, and a love for learning. To protect the vision for our group, we must ask every participant – parents, students, and children – to acknowledge and sign statements adhering to our policies. Please read through our code of conduct if you are a student. Thank you for respecting the purpose of our group and this program in your actions, words, work, attitude, and relationships.

## Code of Conduct

1. Bring an attitude devoted to learning and excellence. Col 3:23, Prov 23:23, Prov 12:1, 2 Cor 5:9
2. Respect others, yourself, and property. Phil 2:3, 2 Cor 6:20, Titus 2:7
3. Adhere to the dress code. Rom 12:1, 1 Cor 6:19-20; 10:31
4. Encourage one another. Do not allow your words to be judgmental. 1 Thes 5:11, Luke 6:37, Prov 21:23
5. Respect your teachers, parents, and mentors. Heb 13:17, Eph 6:1-4, Luke 6:40
6. Honor class time with respectful behavior. Rom 12:10, Gal 5:22-23, 1 Tim 4:12
7. Adhere to the rules. 1 Thes 5:12-13, Matt 7:12, Phil 2:13

## Rules and Regulations

1. Parents must read the handbook and sign the commitment, dispute resolution, emergency, and insurance release forms.
2. A parent or assigned guardian from each participating family must be present and volunteer while a child from the family is attending the program. A family member must contribute. Waivers are only given for extreme cases and must be approved through the director. The drop-off program, if offered during the semester, is only for ages 12+ and requires parental volunteer hours to qualify.
3. Payments should be made during the enrollment period for classes, except for special cases. We allow payment for one class or student at a time during the enrollment period to

assist with financial needs. Teachers spend extensive time preparing for class including time submitting information for the website, writing lesson plans, sending emails and virtual messages, attending meetings, and much more – not to mention time at LTL each week. Due to the investment teachers make to our students and program, we consider it proper etiquette to pay for every class in the semester – even if your student could not make it for any reason.

4. Refunds are not given unless a class is entirely cancelled. Should you feel that you have a reason to request a refund, you should speak directly with the teacher.
5. Families should arrive within their assigned check-in slot so that classes may begin on time.
6. Families are expected to make every effort to attend the program each week to promote the learning progress and culture of each class. If a class must be missed, notice shall be given to program leaders in advance. It will be the parent's responsibility to arrange for a substitute volunteer.
7. All program attendees must review with their family where each member should be during their time at LTL. Review calendar, schedule, lunch, and class break rules.
8. Parents must review the "Code of Conduct" and "Dress Code" sections of this handbook as well as the COVID Manual with their children and all students are expected to adhere to these guidelines. Children are to demonstrate appropriate behavior and are not allowed to run, yell, or act in a disorderly manner while in campus buildings. Foul language is inappropriate.
9. Teachers must meet the requirements outlined in "Guidelines for Teachers".
10. Parents and Teachers should handle conflict within the coop as described in "Handling Conflict".
11. Follow all campus safety and facility rules.
12. We are guests of Grace Coastal Church. All participants are expected to treat the property of GCC with care and respect. All families will adhere to the "GCC Facility Usage Policy" and the COVID Manual.
13. As part of your choice to homeschool your child, you are responsible for their education even when they are receiving outside instruction. LTL is a group desiring to *assist* with the homeschool journey. As a group enrichment program only, our policy is that any student taking classes within our community must have an adult volunteer on Fridays during the program. There are some cases in which exceptions may be made. If you feel that you qualify for an exception, contact our program leaders.

## Campus Duties

1. Parents of LTL participate in a group program that requires parent participation to be a success. Any student on campus requires a family member or guardian to be on the premises. There are special circumstances that may qualify for an exception. Please discuss this possibility with LTL leaders if you feel this applies to your family situation. Volunteer positions will be shifted as needed for the program to proceed.
2. Students must remain in age appropriate classrooms. Students may study in approved areas that always have two adults supervising. Studying students are expected to sit and read or study without distracting other students. Students must be aware of the code of conduct as well as consequences for acting outside of this conduct.

3. Teachers conduct class and syllabus planning, make supply lists and approved purchases (or arrange with designated shopper), arrange a substitute, and teach quality approved class(es) per committed semester.  
LTL does not employ teachers. Although LTL provides a registration service for the program, teachers act as independent sole proprietors and the transaction is between the parent and the teacher. LTL acts as registration manager, venue, insurance, and sponsor of class supplies. Teachers must submit full background checks and leadership applications to serve in this capacity.
4. Substitutes lead a single class in the case of teacher absence using pre-written plans from the class teacher. Arrangements for (if any) compensation, lesson plans, and notice of need occur between teacher and substitute. Substitute roles must be arranged in advance each semester as they are required to submit a full background check and leadership application to serve in this capacity.
5. Volunteers are parents and parents are volunteers. We cannot run a successful program without the many hands of our families making light work. We also need additional volunteer work from those who can use their strengths for the group. These roles vary from data entry to community liaison but are all equally important for our group. Find out how to help by speaking with LTL leaders.
6. All Roles will be expected to participate in the overall health of the program including various volunteer duties, working together as a community to help fulfill duties, participate in fundraisers, and other associated opportunities to serve. We value comments and concerns designed to improve quality in our program. Please direct these to program leaders.

## Payment Policy and Financial Etiquette

1. Payments must be made in advance to teachers using LTL's website registration. LTL acts as registration manager for teachers, but they are not employees of Grace Coastal Church or LTL. Once paid, any financial questions should be directed to the class teacher. Refunds are not issued unless class is completely cancelled for the semester.
2. We offer "payment options" by allowing parents to enroll students at different times during the enrollment period. This allows families to space out payments if needed. Keep in mind that if a class fills up in between student enrollments, we cannot make space for your student at that time.
3. Teachers spend extensive time preparing for class including time submitting information for the website, writing lesson plans, sending emails and classroom messages, attending meetings, speaking with parents, and much more – not to mention time at LTL each week. Due to the investment teachers make to our students and program, we consider it proper etiquette to pay for every class in the semester – even if your student cannot make it to class every week for any reason. To support the work of our teachers and etiquette in attendance during the semester, we require full semester payment during enrollment.
4. If you are experiencing financial hardship or special circumstances, there may be something we can do. We conduct fundraisers to offer scholarships for those experiencing hardship. Please contact the LTL director to obtain a scholarship application.

5. Payment is due regardless of attendance or absences due to illness. Payments for events, special lunches, t-shirts, and other al la carte costs should be paid via LTL PayPal. A PayPal account is not required to complete this transaction.



## Attendance

We hope that parents will embrace the gift of community, the collective growth and progression of class, and the fellowship of the group by bringing students each week. We wish to support the flexibility that homeschooling offers the family by maintaining a willingness to allow occasional missed classes, but please take into consideration the impact these absences have on the group. Attendance etiquette includes:

- A. Submitting planned absences in advance
- B. Planning substitute volunteers for absences
- C. Communicating directly with teachers and director about the absence

In the circumstance that an illness or family situation makes it impossible for the parent to attend LTL, but the student is still able to attend, there is a process to include the student for the day.

- A. The parent must ask another parent to take charge of the child for the day.
- B. The parent must request permission from the director.
- C. The chaperoning parent must have a permission slip on hand to bring the non-family student on campus.
- D. The family illness may not include any COVID symptoms.

## Absences

Member absences affect every aspect of our community. Our program runs smoothly thanks to the intentional time investment by our community of families. When you are absent, you are missed and the need for your presence is felt. Our absence procedure is as follows:

- 1. Notify LTL leadership of absence as early as possible and plan for duty coverage. Teachers must also notify your substitute.
- 2. Ensure responses from notifications have been received from all parties and confirm plans with LTL leadership.
- 3. Last minute notifications must be conducted via phone call. Email is not an acceptable mode of communication for last-minute changes.



## No-Show Policy



We cannot operate without volunteers. If a volunteer is a “no show” (defined as not showing up for their scheduled volunteer time without the absence procedure being followed) the following policy will be implemented:

1. An email will be sent after first no-show indicating that your student is on probation due to volunteer needs being unmet.
2. If you miss a second time with a no-show status, your student will not be allowed to return to the program until the volunteer times are made-up.
3. More than two no-shows will result in a family being asked to leave the program. Special circumstances will absolutely be considered before taking this step, but families are on waiting lists and the program needs to be run efficiently. We must prioritize families who wish to prioritize the opportunity of this program. LTL does not wish to present harsh consequences but must hold our group to the high standard expected by members who value community.

## Dress Code

Appropriate dress for interacting with children and peers is required. Leaders in skirts must be able to sit on the floor with students if needed. Shorts must be no shorter than four inches above the knee. Any writing on shirts must be child appropriate. Shirts must be high enough in the front so that it is not revealing as well as long enough to cover the stomach and back. Closed-toe shoes are recommended for students, especially on the playground.

General appearance is to be neat and clean: fingernails should be kept trimmed to avoid injury to both student and/or teacher. Avoid exposing midriffs, belly buttons, pierced abdomens, or facial piercings (other than ears). Nursery workers should keep hair fixed or pulled back in such a manner that changing, feeding, or working with a child can be done without hair falling in a child’s face or space.

Boys / men should not wear low-hanging pants or shorts. Hats shall not be worn indoors. Students not adhering to dress code shall be given a shirt to be worn.

## Class Etiquette

1. Be on time. This means you should be in your class seat with all supplies ready on time (15 minutes before listed start time unless check-in slot prohibits this).
2. Come prepared for class with books, school supplies, completed assignments, fees, etc.
3. Electronics are not to be used during class time without permission of teacher. Texting is not allowed.
4. Only talk during class when directed to do so by teachers.
5. Be respectful to teachers and other students.
6. Adhere to the Dress Code.

7. Be in good standing academically.
8. Ask permission to leave the classroom before leaving.
9. Use the restroom before class.
10. Be respectful of church property.
11. Everyone needs to use gentle, kind words, and keep their hands to themselves.
12. All things should be done in an orderly fashion. "For God is not a God of disorder, but of peace." 1 Corinthians 14.33

## Media Viewing

Leadership must approve the viewing of all videos for appropriate material and length of material. Videos are used as an educational tool not for "babysitting". They also can be used on special events with approval.

## Personal Phone Calls

Phone usage should be restricted during class time and devices should be kept on silent to avoid distraction. All adults on campus during class time will have roles that should be prioritized over attention to electronics. Emergencies are understood.

## Parent Interaction

We want to encourage community, but "chit chat" and phone use by parents during class is considered disruptive and rude. We are to hold ourselves to a higher standard with a focus on learning and a safe, efficient, peaceful environment for our children. Parents will create relationships with parents while working together just as the children do.

## Planning

Learn Together Lowcountry makes every attempt to help parents include this special program into the school year by effectively communicating plans and changes. Parents have a responsibility to stay informed as a member of LTL. See the communication section.

## Supplies

All personal items should be labeled with the child's name. Parents of nursery children should provide supplies for their child including pull-ups, diapers, underwear, wipes, a change of clothing, cup, and if applicable, a thin small blanket, and a small pillow.

Please consider leaving toys at home, (unless it is show-and-tell or for a special class project). Toys from home can get lost, broken, or cause confusion in the classroom due to curiosity of the other children. LTL is not responsible for lost, broken, or misappropriated toys, blankets, or other personal items.

## Calendar



A Calendar will be issued at the beginning of the year with vacation and special event dates noted. LTL operates on a 24-week school year, but issues one semester calendar in July and another in November. Every attempt will be made to adhere to the scheduled calendar. However, venue changes or needs, unexpected weather, and other matters may dictate changes.

## Arrival and Departure

Please see our new Orientation Video and COVID manual for new check-in procedures this year.

LTL begins at 9:00 am for those who begin with the first class. Please arrive 15 minutes early, or at your assigned check-in time slot, to park, obtain your badge, check in, and find your way to class.

Children must be escorted into the building by their guardian, signed in, and acknowledged by a volunteer member in the classroom if guardian duties are not with the student.

Children must be signed out by a designated adult. This person must inform a check-out station volunteer when leaving.

Parents and students must sign in and out each week using their campus badge available before the check-in station. Teachers also keep a class roster and aides will record student locations. Students are counted at class beginning, during transitional times, out of the room, and on the playground. The hall monitor takes a morning count every morning by visiting the classrooms to see who is present on campus. If a child is absent and leadership has not been notified, parents may be contacted to ensure the safety of our members.

Any changes in campus guardianship need to be communicated to leadership immediately. Campus closes at 3:00 pm.

## Inclement Weather

In the event of inclement weather and/or the LTL campus loses power, we will remain closed until power is restored and/or travel is safe. LTL will operate in accordance with openings and closings of Beaufort County Schools, or as Beaufort County and the State lift all emergency evacuation advisories. LTL will provide you with current information regarding our inclement weather schedule via social media and our text service.

Our policy for outside play will follow all advisories for heat, storm, and chill factor. Outside play will be allowed in above 32-degree temperature.

We will not play outside in the rain, under 32 degrees, or in an extreme heat advisory. In the case of a severe thunderstorm, LTL will hold classes if there is no loss of power or lightning hit.

Weather makeup days are not a requirement of the program but will be considered by the board and announced.

## Communication



LTL uses multiple methods of communication to ensure every member is updated. Please follow social media and sign up for semester text messages for the most up-to-date news. You may find contacts via Facebook, Instagram, email, Text, [learntogetherlowcountry.org](http://learntogetherlowcountry.org), G Suite Education apps, and Hobnob.

## Last Minute Updates

Inclement weather, last minute schedule delays, or sickness related cancellations will be posted on Instagram and Facebook. Attempts will be made to send out emails, but parents should follow LTL's social media accounts and sign-up for alert text messages.

## Handling Conflict

If a member has a problem with another member, please work it out directly with each other (Matthew 18: 15 –19). Do not discuss it with other members. If the members in the disagreement cannot come to a solution, then involve leadership. If the situation is too intimidating, then include leadership immediately. If a member has a grievance with leadership, please resolve the issue in the same way. If needed, a board member will be present.

At times, working in a close environment leads to grievances, but God calls us to work them out for a result of forgiveness and grace toward one another. We need to set this example for others. Appropriate professional behavior applies to not only to teachers and leaders, but to parents and children as well. Respect each other's personal life. In all relationships confidential information is to remain confidential. Proverbs 16:28 says ".... gossip separates the best of friends."

## Class and Campus Discipline

Teachers and volunteers shall use positive techniques in guidance such as redirection, positive reinforcement, problem solving, encouragement, and elimination of potential problems. When there is a discipline problem, the teacher or campus leader will take the child aside and discuss the choices that were made. If another person is involved, there will then be an opportunity to ask for and receive forgiveness from each person. We will then pray with the child/children asking for God's forgiveness, accepting His forgiveness and love, and then asking Jesus to help him/her to make better choices. Infractions of the rules may require the following disciplinary procedures in order of severity:

1. Time apart from the group,
2. Conversation with parents or guardian,
3. Conference with the leadership and parent / guardian,
4. Student probation, or
5. Dismissal from the LTL program.

## Classrooms and Playground



At least two volunteers must be in any class or on the playground while children are playing. This includes outdoor classes. There should be one adult for every twelve children in any space (one for 6 in the nursery), including the playground. If more than two volunteers are on the playground at once, each volunteer is to position themselves where they can see the children. Volunteers should not cluster together and hold a conversation with one another. The safety of the children is the primary goal. When a parent joins to talk, volunteers must maintain watch of the children and continue helping the other volunteers on the playground. Follow restroom and safety policies.

Conversations with other volunteers concerning a child or a personal nature should be discussed away from the children. Topics that may cause anxiety for children, such as COVID, should also be withheld from children. The children around you are listening to every word you say. These discussions should not be discussed in the classroom or on the playground.

Playground monitors will not be scheduled during class breaks. We ask that only small children be allowed on the playground during these times and they must have parent supervision.

## Guests

In general, only children who are registered with LTL are to attend classes. This is necessary for insurance and safety procedures. However, you may find guests on the LTL campus in these circumstances:

1. On the rare occasion that an LTL family is temporarily ministering to another family with the care of their children, an exception may be made. If all other options have been exhausted, please contact LTL leadership to request guest approval. After receiving approval, the parent must contact each teacher for permission for guests to attend classes. Each teacher is free to tell you that he or she cannot allow your guest in class, in which case your guest is to stay with the check-in team.
2. Another circumstance in which guests may be on campus is to observe classes to decide if campus is a good fit for their family. This may be on a case-by-case basis or on designated "open house" days, but both circumstances will be approved and monitored by the director.
3. During our 10:00 am workshops and our 11:00 am bible hour, we invite guests who are not members to join our program. Al la carte registration is required for these guests to attend and we do our utmost to have increased volunteer campus presence during these hours for safety reasons.

For safety reasons, no visitors outside of members of your household or approved guests are allowed during the LTL program. If homeschooling families want information not obtained from the website, contact the leadership so they can schedule a guest visit.

## Facility Use and Safety Reminders



1. Use the restroom closest to your classroom. Children should make sure they use the restroom facilities prior to class, during breaks, and/or at lunch to prevent visiting them during classes.
2. Students should keep noise in the hallway to a minimum. They should avoid congregating in the hallways. Students shall not wander the halls or campus during class.
3. Outside doors must always be closed and never propped open. Doors facing the road shall remain locked and unused.
4. Do not wander campus outside the vicinity of the education or church buildings.
5. Bring your own school supplies. Avoid using church supplies. The LTL program has allotted supplies. Ask for help if needed to obtain proper supplies for a specific project or class.
6. Treat the facility with respect. Do not deface church property.
7. Please do not allow children over age 10 to use playground equipment. Remind children that the playground is primarily for young children and they must help make it a safe place for them.
8. Eat and drink only in the Fellowship Hall or outside around the picnic tables.
9. Two adults must always be in each classroom or student space, including outdoor classrooms. Students must always be supervised by two qualified adults.
10. If your children are older, consider choosing parking spots further away from the building to make it safer for parents of younger children to park near the entrances. Teen drivers should park on the grassy or gravel areas.
11. Drive very slowly when choosing a parking spot. There are small children on campus.
12. Students must not touch or access the kitchen door, the fellowship closet, utility closet, thermostats, alarms, pastor offices, sanctuary piano, facility equipment, or areas not used for LTL programs.

## Fire Drills

Fire drills are a required safety procedure. They will be conducted randomly, and fire evacuation routes are posted throughout campus buildings.

## Restroom Policy

When there are only two volunteers on the playground and a child needs to go to the bathroom or has an injury, the first step is to contact a volunteer stationed indoors from a mobile phone. If this is not possible, one volunteer assists the student to the restroom with supervision from the hall monitor, floater, or check-in volunteer. The volunteer remaining on the playground is to be positioned where they can see all gates. If possible, one volunteer takes the child to the door nearest the playground to see if another volunteer can assist with the child.

Most classrooms at Grace Coastal Church have restrooms. For those without restrooms adjoining the classroom, one volunteer should ensure the student heads to the restroom just outside of the classroom. The volunteer will monitor the situation with the help of the hall monitor, but does not enter the restroom with the child unless the child is a young child requiring help and the door can remain cracked within hearing of a second volunteer.

## Campus Cleanliness



1. Everyone works together as a team to keep the campus clean and neat. We are guests at Grace Coastal Church.
2. Each day the kitchen should be left clean and neat. Counters should be wiped down. Dishes should be clean, dry, and put away. Trash should be taken out.
3. The bathrooms should be left tidy after they have been used. Wipe down counters and toilet seats when necessary. Ensure paper products are refilled if required.
4. At the end of the LTL day, rooms should be left neat with floor clear of debris. Counter areas should be wiped down and kept organized. Trash should be taken out. Sanitizing should occur as needed, especially during cold and flu season. Vacuum and mop as needed. Close blinds and curtains. Straighten or put away furniture.
5. All manipulatives, centers, toys, and supplies should be clean and organized with items in their appropriate places. Children should be encouraged to help keep their room neat and organized.
6. Supplies that do not remain in classrooms, such as PE equipment, shall be moved back to LTL designated space in the attic or storage closet each week.
7. Upon leaving the playground or other outdoor campus areas, all trash should be picked up and area scanned for personal items.
8. Trash should be put in trash cans by the kitchen; that trash should be collected and taken out to the dumpster at the end of the day.
9. Families should check the lost and found area upon leaving for the day.
10. The cleanup team should work together to complete the church clean-up checklist and sign it before leaving.

## Break Time

Teachers attempt to give a 10-minute break between each class. Classrooms and hallways will be monitored by parents and teachers. Parents must remind students in advance that if they are in a place without two adults, they are not in the right place. Cleanup should be occurring as messes are made during break, snacks, and movement to the next class. This shall be a community effort. Students should be quiet and respectful in the hallways as some classes may still be in session.

## Lunch Time

1. Unless weather prohibits it, lunch must be held outdoors. If weather does not allow this, students must have lunch in their 11 am class to make a committed effort to uphold the COVID policy. If the student did not have an 11 am class, they must have lunch in the narthex. This situation will also require lunch to conclude at 12:25 so that 12:30 classes may resume. See the Campus Cleanliness section as well.
2. Students shall be monitored by parents during lunch hour. Arrangements may be made with another family if this is not a possibility for your situation but be sure that these arrangements include constant supervision for your student(s). *If it is found that a parent is using this*



*allowance to leave campus regularly, the family will be suspended from leaving their student(s) with another parent.*

3. Students are not allowed in the kitchen area. Parents may use the facilities responsibly (clean, safe, conscientious).
4. Cleanup should be occurring as messes are made during lunch time and movement to the next class. This shall be a community effort. Clean up lists are not posted in each area of campus. Work as a team to ensure a clean and respected environment.
5. Food in the church is set aside for other ministries. LTL will have a specific space for program supplies which can be accessed by campus leaders. Members should bring their own food for their time at LTL and then leave campus with it.
6. Please notify leadership and the campus security volunteer if food delivery has been ordered.

## Meals and Snacks

Families bring their own lunches, drinks, and snacks. We may provide snacks for sale at times as a fundraiser for LTL. Please bring cold lunches as multiple parents in the kitchen cannot happen without COVID policy. Only parents can use the microwave. No students, except for teen volunteers, are allowed in the kitchen.

Please do not allow your student to have candy or sugary drinks (sodas, etc.) in class as this would serve as a distraction. Exceptions may be made for holiday celebrations at the teacher's discretion, but only water should be served for drinks in any carpeted area. LTL has scheduled breaks between classes to serve as restroom and snack time. *Parents should ask the teacher before offering a student snacks during class time as they often serve as a distraction to other students.*

All lunch boxes, plastic food containers, drink bottles, or any other items you would wish to have returned should be clearly marked with your child's name. **Please make us aware of ANY food allergy your child may have.**

## Birthday Celebrations

Children are welcome to celebrate their birthdays at LTL. It is required that the celebration be held during lunch time unless a class teacher has approved the time for a small celebration during class. Celebrations should be kept simple (cookies, cupcakes, or a healthy alternative) with minimal clean up. Be considerate of possible campus allergies and remain peanut-free.

## Health and Medical Emergencies Policy

### 1. Illness and Symptoms

For the protection of your child as well as others, we ask that you **NOT** attend classes if a family member exhibits, or has exhibited in the last 72 hours, any of the following symptoms (see COVID manual for more details):

- Fever of 100 degrees and above
- Constant diarrhea or vomiting (more than two times)



- Red, runny eyes (conjunctivitis)
- Rash that is unknown or contagious
- Any contagious disease or illness, such as COVID or chicken pox, from incubation through outbreak
- Evidence of head lice
- Cough or shortness of breath
- Other signs of illness such as flushed cheeks, rapid breathing, or difficulty breathing (without recent activity), fatigue, or extreme fussiness.

If any of these symptoms should occur in your child during the day, we will contact you to arrange immediate care of your child. If, for some reason, your child does not seem to be “himself / herself”, we may speak with you just to make you aware. Please notify LTL leadership immediately if your child contracts a contagious or communicable disease that may have been passed during LTL class time.

We also cannot allow any family who has a member with a known COVID-19 diagnosis (until at least 72 hours of no fever without using fever-reducing medications, AND at least 10 days after the start of symptoms, AND symptoms are improving).

If your child requires medication and/or breathing treatments multiple times a day, we require the parent to administer treatments, and we will provide a volunteer exemption.

## 2. Injury and First Aid

Should your child receive a slight injury on campus, he/she may receive first aid from a volunteer. An accident report will be filled out and presented to the family member on the premises or placed in your child’s backpack for your information.

Should it be a serious injury, he/she may immediately receive the necessary first aid from a volunteer and additional treatment from the nearest medical facility. The on-premises family member will be notified of the situation immediately. If a child has a serious injury, “911” is immediately called to provide an ambulance for transporting the child to the hospital. A volunteer will not transport a seriously injured child to the hospital. The on-site family member will go with the injured child. If this member is unavailable for some reason, the LTL campus leader will go in the ambulance with the necessary permission forms and medical information on file. If leadership is not available for some reason, the child’s teacher will accompany the child to the hospital with the necessary paperwork for the child. In either case, someone from LTL will remain at the hospital until the parent arrives to be with the child.

## 3. Medicine Policy

Over-the-counter medication may be administered by parent to child at the discretion of the parent. Keep medication in its original container with original label on the bottle. Do not leave medication on campus.

Any items such as sunscreen, cough drops, antiseptic creams, etc. that bear the words “keep out of the reach of children” on the label, should be kept in a child resistant bag or container.



## Guidelines for Teachers

1. Teachers are not employees of Learn Together Lowcountry or Grace Coastal Church. LTL provides the means for teachers to provide teaching and enrichment to local families, but payments are a transaction between parent and teacher. Parents directly “hire” teachers to instruct their children, even though they use the LTL website to do so. Please refer to the LTL Payment Policy and Financial Etiquette.
2. Teachers who terminate services in affiliation with LTL shall give a minimum two-week notice (longer if possible).
3. Parent-teacher communication is extremely important. As a leader with LTL, keep the line open and be considerate to parental concerns and comments. Let us know both positives and negatives so we may improve as a community.
4. If you are uncomfortable discussing a situation with a parent, please refer them to leadership - **but** be careful to adhere to Matthew 18 by continually asking yourself if information being shared is out of safety and adherence to rules or to simply speak about it with another. If you anticipate a negative response from comments you may make to a parent, arrange to have another teacher or aide present, or let leadership know in advance of your concern.
5. Immediately communicate to leadership any concerns you or a parent may have regarding safety, possible liability, or any cases of suspected child abuse or neglect.
6. Refer program procedure, rules, and policy questions to the handbook. If this does not satisfy the concern or question, refer the parent to leadership.
7. In your role as a teacher, you are a professional and should remain neutral in many situations. Do not engage in conversation or state opinions concerning a less involved (with LTL) parent or family member such as in families dealing with separation, divorce, custody battle, or other family concerns. Discussions should be geared to what a child is accomplishing or struggling with in the classroom. If a parent makes a comment about another family member you are not to discuss the comment. Teachers are not to write any letters or affidavits.
8. Teachers must attend an active shooter training once every three years. LTL will provide one annually, but the teacher may attend an outside training if they cannot attend the date selected for our group. See the active shooter protocol.
9. If a teacher violates any of the above-mentioned procedures, they may go on probation or be released from their commitment with LTL.
10. We understand that teachers are also parents and will be involved in fellowship with parents and families outside of the class setting. However, remember that you are still a leader and professional who has been asked to serve with Learn Together Lowcountry. You help model our community. Discussion concerning other teachers, parents, volunteers, or students are not to be discussed unless it is uplifting or positive. Negative conversation leads to gossip. This reminder is not only for the protection of our group but for you as well.

## Background Checks



Leaders must have completed the Grace Coastal Church application for ministry worker. Background checks must be complete before leadership work may be conducted.

## Protocol for Disruptive Members

1. Children will not be allowed to leave with anyone who appears to be intoxicated or smells of alcohol. The emergency contact for the student(s) will be called. If the person becomes disruptive, offensive, or combative, members or leaders involved should walk away and call 911. The volunteer caring for the child(ren) while the other volunteer is dealing with the situation should be engaging the children in play or distraction. Always call 911 if you feel that you are in danger or a child's safety is compromised. The primary concern is for the safety of the children, but any intoxicated person will be asked to wait outside the building for the situation to be rectified. Volunteers dealing with this situation should remain calm and act as discreetly as possible.
2. The binder with emergency contact information for each child is located in the GCC storage closet by the men's bathroom in the education building.
3. Leaders must keep a mobile phone on their person during any incident. An incident report must be submitted with leadership once the situation has calmed down.

\*(DSS 114-505(3) Health, Sanitation and Safety

People who appear to be under the influence of alcohol or other drugs should not be on campus.

## Protocol for Active Shooter or Intruder

Active shooter A.D.D. procedures are to be followed if an active shooter is on campus. These strategies are to be followed in whatever order makes sense in the moment, but typically in the A.D.D order. To best determine this, you must:

1. Know the people around you,
2. Know your surroundings, and
3. Plan to make a decision.

Your decision strategies from which you will choose are:

1. **Avoid:** Widen the area between the shooter and you by any means necessary - run to the restroom, closet, etc. Dial 911, even if you just leave the line open.
2. **Deny:** Using any means necessary, deny access. Make it look like no one is there and deny entry. Barricade the doors and do not rely on locks. NEVER open the door to anyone - even if you know who is speaking. Law enforcement will retrieve you when it is safe.
3. **Defend:** You have the ability and the right to defend yourself. There are weapons all around you. What do you possess that can be used to defend yourself? Do not give up and play the victim. Do not play dead. If necessary, use the swarm technique and charge the shooter as a group. Fight like your life depends on it.

Fight, flight, or freeze\* - which will you do? The less time spent in this stage, the more likely you are to survive. You will potentially have tunnel vision, auditory exclusion, limited motor skills, etc. Use calm breathing, willpower, conscious shifting of emotions, and make the decision to **avoid**, **deny**, or **defend**.



Each adult is to conduct these actions caring for the children in their charge as if they were their own. Do not waste precious time - make a decision and protect your classroom.

*\*Each teacher and team leader must attend CRASE training and walk the premises each semester to mentally deliberate and plan ahead.*

#### Additional Playground Notes for Active Shooter/Intruder on Campus

- Always have your cell phone with you when outside.
- Always be looking around the environment for anything suspicious.
- If a teacher feels something is not right, gather the children calmly and lock the children in the building.
- If children are unable to get into the building, do not run in “plain sight”. Find a place to hide or run close to the building away from the shooter/intruder.
- Pick up a rock or stick along the way to use as a weapon if necessary.
- The children are your priority. Find a safe place.
- Once in a safe place, remain there until a first responder comes and says it is safe to come out.
- Follow the instructions of the police officer the same as if you were inside. They are following their protocol to find the shooter.

### Privacy Policy

All personal information is filed in the GCC Children’s Ministry Director’s office. The only people allowed to view the personal files or student files includes the board approved LTL directors and a SC DSS representative. The door to the Director’s office remains locked.

## Dispute Resolution



As a condition of Learn Together Lowcountry membership, participant acknowledges and accepts that they are waiving their rights to bring legal action against Grace Coastal Church, their officers, board, directors, or staff in a court of law, by either judge alone or by a jury. Any dispute between member and the Learn Together Lowcountry program or Grace Coastal Church shall be resolved by binding arbitration in accordance with the Rules of the American Arbitration Association. In any such proceedings the church shall be entitled to recover all costs, fees, and expenses, including reasonable attorney fees.

I have read the handbook and COVID manual procedures and expectations for Learn Together Lowcountry, a ministry of Grace Coastal Church. I understand and will follow these procedures as a member of the Learn Together Lowcountry. I understand that I am a participant at will, subject to dismissal for cause or no cause, at the church board discretion and the policies are not a contract.

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Participant Printed Name

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Participant Signature

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Date

## Conduct Agreement



Learn Together Lowcountry, a ministry of Grace Coastal Church, commits to partnering with parents in a manner that is consistent with biblical principles as reflected in our mission, vision, statement of faith, and core value statements. We trust that our students will respond with positive attitudes and conduct. Learn Together Lowcountry students should be personally committed to standards of behavior guided by I Timothy 4:12, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity."

By signing this agreement with Learn Together Lowcountry,

- I will abide by all rules and policies of the program and will do so with a positive, appropriate attitude.
- I will display courtesy and respect for other students, parents, faculty, and staff.
- I will behave in a manner so as not to bring disrespect upon my parents, the program, or the Lord.
- I will abide by the guidelines as set forth in the Learn Together Lowcountry Handbook.
- I will exhibit responsibility by protecting church and public property.
- I will maintain high standards of integrity and honesty in academics, relationships, and accountability.
- I will voice any Learn Together Lowcountry concerns first to my teacher and then, if not resolved, will seek guidance from my parents and the administration of the program. I will take these actions in a positive, professional manner.
- I will conduct myself in such a way as to reflect the biblical principles of modesty, purity, obedience, and respect in both my dress and speech, always, whether on or off campus.

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Student Signature

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Date

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Printed Name

By signing this agreement with Learn Together Lowcountry,

- I will accept the primary responsibility of ensuring that my student adheres to the Code of Conduct.
- I will abide by all rules and policies, will support the decisions of Learn Together Lowcountry, and will do so with a positive, appropriate attitude.
- I will treat all students, parents, and volunteers in a courteous, respectful manner.
- If I/we have any concerns regarding policies, procedures, or actions, I/we will address them in a manner as instructed in Matthew 18:15.
- I will refrain from malicious, destructive behavior including parking lot gossip.

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Parent/Guardian Signature

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Date

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Parent/Guardian Signature

---

Date

LEARN TOGETHER LOWCOUNTRY

MEMBER PAPERWORK CHECKLIST

- ☐ Handbook
- ☐ Dispute Resolution
- ☐ Conduct Agreement
- ☐ Insurance Release
- ☐ Medical Card

Email forms to [hannah@learntogetherlowcountry.org](mailto:hannah@learntogetherlowcountry.org)





**HEALTH INFORMATION**

Name of Physician/Clinic: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

**Health Alert**

Does child have any health condition that may affect participation in physical activities? Yes \_\_\_\_\_ No \_\_\_\_\_

Limitations \_\_\_\_\_ (e.g. participation in playground or PE)

Allergies \_\_\_\_\_

My child has (X any that apply): Private health insurance \_\_\_\_\_; Medicaid \_\_\_\_\_; No health insurance \_\_\_\_\_

If none of the named contacts can be reached, what do you wish LTL to do if your child is sick or injured? \_\_\_\_\_

It is understood that in the final disposition of an emergency case, the judgment of program authorities and volunteers will prevail. The recommendation of the parent as indicated above will be respected as far as possible. \_\_\_\_\_

**Siblings:**

Last Name First Name Programs of Attendance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**FOR LTL USE**

List below contacts made for emergency, illness, or injury. Relevant records from Health Record \_\_\_\_\_

Date Contact Reason Disposition

/ / \_\_\_\_\_  
/ / \_\_\_\_\_  
/ / \_\_\_\_\_  
/ / \_\_\_\_\_

Learn Together Lowcountry  
**RELEASE OF LIABILITY**

In consideration of being allowed to participate in any way in Grace Coastal Church or Learn Together Lowcountry related events and activities, the undersigned:

1. Release, waive, discharge and covenant not to sue Grace Coastal Church or Learn Together Lowcountry, its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors or premises used to conduct the event, all of which are hereinafter referred to as "releases," from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including COVID or other communicable disease, death, and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.
2. Agree that the parent(s) and/or legal guardian(s) of the participant should inspect the facilities and equipment to be used, and if the parent or guardian believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
3. Acknowledge and fully understand that each member/participant regardless of age will be engaging in activities that involve risk of serious injury, including permanent disability and death and possible exposure to COVID or other communicable disease, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
4. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, disease, permanent disability, or death.
5. Grant, voluntarily and with full understanding, a license to the use and storage of my name and image, by means of digital or film photography, video photography, audio recording or other documentation, with respect to the activity, namely in relation to Grace Coastal Church and Learn Together Lowcountry. This includes storage and use for/in printed publications, electronic publications, any website affiliated with, created by, or for benefit of Grace Coastal Church and Learn Together Lowcountry.
6. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family, spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge, and covenant not to use the above-named releases, I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of South Carolina.
7. If I am signing this agreement on behalf of a minor child, I hereby warrant that I am the legal parent or guardian of the child and that I have the legal authority to sign this agreement on behalf of the child.

I HAVE READ THE ABOVE WAIVER AND RELEASE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.

Name of Member/Participant (print) \_\_\_\_\_

Name of Parent/Guardian (print) \_\_\_\_\_

Parent/Guardian Relationship (print) \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Address of Member/Participant \_\_\_\_\_

Phone Number of Parent/Guardian (    ) \_\_\_\_\_