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ARCHWAY HANDBOOK

WELCOME TO OUR
HOMESCHOOL COMMUNITY

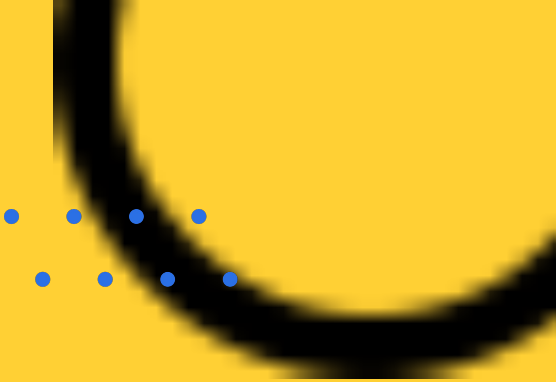
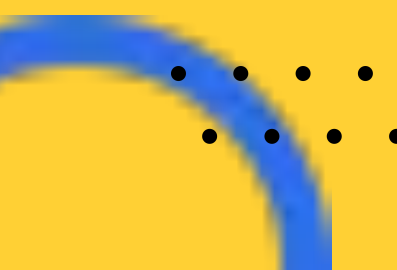


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WELCOME

01

Welcome to Archway homeschool co-op! We are so excited to partner with your family on this learning journey. This guidebook is here to help everyone—parents, students, and leaders—understand how our co-op works so that we can create a Christ-centered, joyful, and safe learning environment for all.

Our co-op is built on faith, fellowship, and a love for learning. We believe that God has called us to grow in wisdom, serve one another with kindness, and use our unique gifts for His glory. By working together, we can make this co-op a place where friendships flourish, creativity thrives, and families support one another in the adventure of homeschooling.

In this guide, you'll find important information about how we do things—our expectations, responsibilities, and the way we handle different situations. These guidelines help us stay organized, respect one another, and honor God in all we do. As with any guide, we have addressed many policies, but it is not possible to address everything that might arise. The object is to help you understand our co-op better, so please ask if you have any questions. Whether you're a student learning new things, a parent helping to teach or serve, or a visitor exploring what we're about, we pray that you feel welcome, encouraged, and excited to be a part of this community.

Let's learn, grow, and glorify God together!

Location:

1568 E Harden St.
Graham, NC 27253

Mailing Address:

1024 Mebane Oaks Road
#1026
Mebane, NC 27302

Email:

archwayenrichmentclasses@gmail.com

Note: There is no on-site office.



MISSION

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Archway's mission is to offer academic and/or enrichment classes that empower homeschooling families by fostering curiosity and life skills while building character development and faith. We support parents as the primary educators with supplementary, educational resources.

As a faith-based organization, we offer space and guidance to cultivate social interactions in a supportive, like-minded community, through our beliefs. Our vision is to strengthen the faith and goals of homeschooling families by equipping students for lifelong learning, spiritual growth, and a love for serving God and others.

Listed below are the statements of beliefs upon which Archway was founded and from which Archway operates. These are interdenominational mainstream Christian beliefs. We do not ask that you accept these as your own, that is your personal choice. Our hope is that you find Archway to be a welcoming and authentic Christ-like organization.



BELIEFS

03

God

God is the creator and ruler of the universe.

"In the beginning, God created the heavens and the earth." Genesis 1:1 NIRV

Jesus Christ

Jesus Christ is the Son of God. Jesus lived a sinless life and died for the sins of all men and women. He rose from the dead after three days and ascended into Heaven and will return again.

"What I received I passed on to you. And it is the most important of all. Here is what it is. Christ died for our sins, just as Scripture said he would. He was buried. He was raised from the dead on the third day, just as Scripture said he would be." I Corinthians 15: 3-4

Salvation

Salvation is a gift from God through the death of Jesus. We cannot earn our way to heaven by "being good" or good works. Only through Jesus, are we saved. Eternal life begins the moment we receive Jesus Christ by faith.

"God's grace has saved you because of your faith in Christ. Your salvation doesn't come from anything you do. It is God's gift. It is not based on anything you have done. No one can brag about earning it." Ephesians 2:8-9

Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me." John 14:6

The Bible

The Bible is God's word. It is the guide for Christian life.

"God has breathed life into all Scripture. It is useful for teaching us what is true. It is useful for correcting our mistakes. It is useful for making our lives whole again. It is useful for training us to do what is right." II Timothy 3:16

"Your word is like a lamp that shows me the way. It is like a light that guides me." Psalm 119:105



Marriage

*Marriage constitutes the union between one biological man and one biological woman. Traditional gender roles and definitions are honoring to God. We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide. (2 Timothy 3:16–17) Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand, articulate, and abide by what the Bible teaches on these matters. We believe that God created mankind in His image: male and female, sexually different but with equal personal dignity.

We believe that individuals should affirm their biological sex and refrain from any attempts to physically change, alter, or disagree with their biological sex. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11) We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. Consequently, we believe that individuals should refrain from any sexual conduct or acts outside of this marital relationship. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2) It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

"Then the rib which the Lord God had taken from man He made into a woman, and He brought her to the man. And Adam said: "This is now bone of my bones And flesh of my flesh; She shall be called Woman, Because she was taken out of Man." Therefore a man shall leave his father and mother and be joined to his wife, and they shall become one flesh."

Genesis 2:22-24

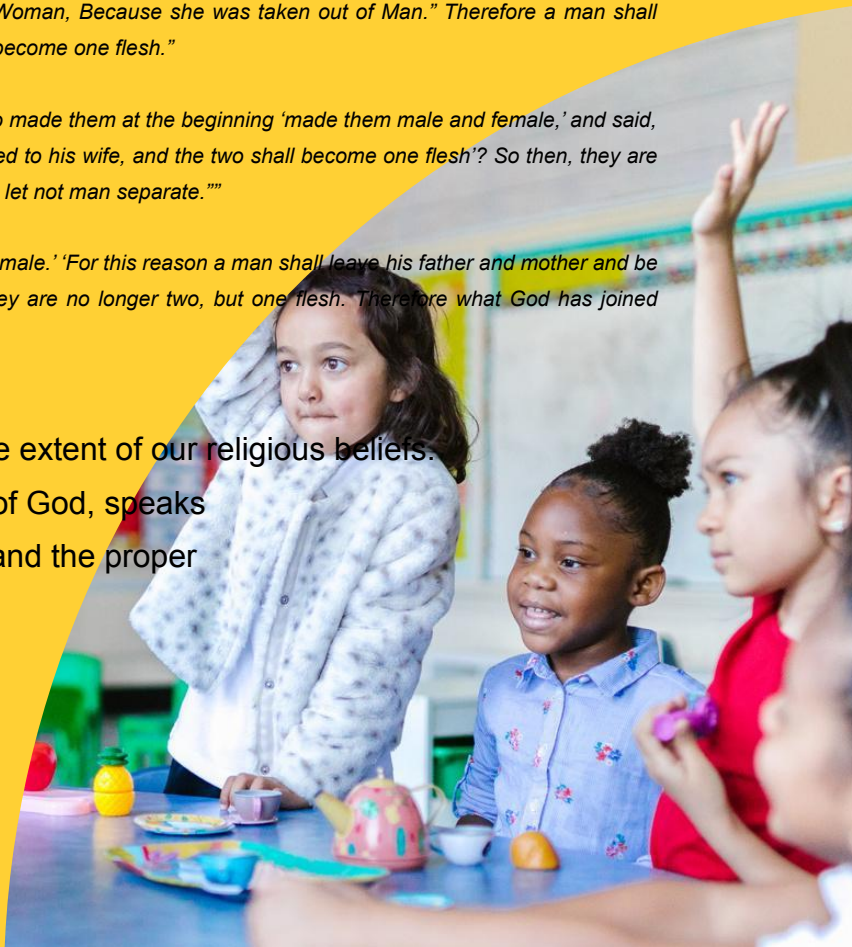
"And He answered and said to them, "Have you not read that He who made them at the beginning 'made them male and female,' and said, 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh'? So then, they are no longer two but one flesh. Therefore what God has joined together, let not man separate.""

Matthew 19:4-6

"But from the beginning of the creation, God 'made them male and female.' 'For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one flesh'; so then they are no longer two, but one flesh. Therefore what God has joined together, let not man separate.""

Mark 10:6-9

This Statement of Beliefs does not exhaust the extent of our religious beliefs. The Bible, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of human affairs.





ENROLLMENT

REGISTRATION & CLASS

DEPOSITS

At Archway, we strive to make the registration and payment process simple and clear, ensuring that all families are prepared for a great semester of learning and fellowship.

- A **\$40 registration fee per family** is required each semester.
- Classes are \$85 per class.
- A **50% deposit of total class fees** is required at the time of registration to secure your child(ren)'s spot in their selected classes. You may also pay your classes in full.
- These fees must be received within 48 hours of registering for classes for new members OR on campus at a selected date if you are a returning Archway member.
- Payments can be made on campus to the Treasurer or by mailing a check (postmarked within 48 hours of registration). Cash is also taken.

Please Note: Paypal payments are available with a 3% service fee.

Final Payment

- After registration closes, you will receive an email receipt confirming your class selections and remaining balance.
- The remaining balance is due on the first day of class and must be paid in cash or check (exact change preferred)
- The **remaining 50% of class fees** is **due on the first day of classes** at the registration table.
- If payment is not received by this date, **your child's spot may be given to a student on the waiting list.**
- All payments to Archway are non-refundable.
- If you need assistance verifying your total amount due, please email: archwaytreasurernc@gmail.com.



ENROLLMENT REGISTRATION & CLASS DEPOSITS

Important Communication Reminder

All co-op communications, including payment confirmations and updates, will be sent via email. Please ensure you provide a regularly checked email address on your Family Membership Form.

Class Fees

Our pricing is based on the total number of classes per family per semester, not on individual class costs.

50-55 Minute Classes:

- 1 Class - \$85
- 2 Classes - \$170
- 3 Classes - \$255
- 4 Classes - \$340
- 5 Classes - \$425
- 6 Classes - \$510

Example Family Costs:

- A family with 3 children, each taking 1 class → \$295 (3 classes = \$255 + \$40 registration fee)
- A family with 2 children, each taking 3 classes → \$550 (6 classes = \$510 + \$40 registration fee)

Large Family Discount

- Families taking more than 6 classes will receive a 30% discount on each class beyond 6.
- **Example: 7 Classes = \$510 (first 6) + 30% off the 7th class \$59.50 + \$40 registration fee = Total: \$609.50**
- **For questions about large family discounts, please email us!**

Supply Fees

- Some classes may require additional supply fees, which must be paid directly to the instructor.
- Supply fees should be placed in an envelope labeled with your child's name and given to the teacher on the first day of class.
- See class descriptions on our website for specific supply costs.



ENROLLMENT REGISTRATION & CLASS DEPOSITS

Dropping Classes and Refunds

At Archway, we value the commitment of our families and the dedication of our teachers. To ensure financial stability and fairness for everyone involved, we have established the following payment and refund policies.

- All payments to Archway are non-refundable. Please carefully consider your commitment before submitting payment.
- Class fees are paid per semester and are non-refundable.

Class Withdrawals & Placement Changes

- If a student encounters difficulties with a class after the first day, families may request a class change by contacting the Board. We will do our best to place the student in another class with available space.
- Financial commitments are made by semester, so refunds cannot be issued if a family decides to withdraw unless approved by the Board.

Exceptions for Class Cancellations

If a class is canceled before the semester begins due to low enrollment, families may: Receive a full refund for that class.

- Transfer to another class with available space.
- If the family is not enrolled in any other classes, the registration fee will also be refunded.
- If a teacher cancels a class after the semester has started, Archway will make every effort to find a replacement teacher.

Special Refund Considerations

- If we are unable to place your child in any of the classes you selected at registration, we will issue a full refund.
- If you have a specific class that is essential for your family's participation, please note this in the comment section at registration or email the Board when registering.
- If you would like to appeal your payment for special circumstances, please email the Board for individual consideration.

Our goal is to support homeschooling families in a way that honors Christ and fosters a strong, responsible community. Thank you for communicating with us and honoring your financial commitments!



ATTENDANCE & ABSENCES

At Archway, we strive to create a structured and respectful learning environment. To ensure classes run smoothly, please keep the following guidelines in mind:

Arriving on Time

- Please arrive a few minutes early so your child has time to use the restroom, greet friends, and settle in before class begins.
- Our schedule is tight, and teachers will begin and end on time whether all students are present or not.

Absences & Notifications

- If your child will **miss class due to illness or family travel**, please **notify the teacher in advance**, if possible.
- Many teachers plan lessons based on class size, so notice of absence helps them adjust if needed.

Missed Work & Make-Up Classes

- Parents may request missed assignments from teachers.
- Archway does not offer make-up classes or refunds for missed classes.

Thank you for respecting our teachers' time and helping us maintain a well-ordered, Christ-centered learning environment!



POLICIES

PARENT RESPONSIBILITIES

Archway is a **family-centered learning community**, not a drop-off program. To ensure a safe and Christ-honoring environment, please follow these supervision guidelines:

Adult Supervision is Required

- **Children of all ages must be supervised by a parent or designated adult at all times while on campus.**
- Parents are not required to attend classes with their children but must remain on-site or assign another trusted adult to be responsible for their child.
- If a parent cannot be on-site, they must email the Board and notify all teachers of the designated on-site adult contact for their child.
- **All adults on campus must have a signed liability waiver on file.**

Guidelines for Students Onsite

- All children must be supervised before and after classes.
- Children under 8 will remain in the classroom until a parent picks them up. Parents should maintain **visual supervision** of children ages **0-8** when they are not in class.

Behavior in Common Areas

- Parents are responsible for helping maintain a **calm and respectful atmosphere** in the common areas.
- If a parent stays on-site with a younger child who is not in class, please bring a **quiet activity (such as books or worksheets)**.
- **Outdoor play is allowed** but only under direct parental supervision.

Transitioning Between Classes

- Hall monitors are available to assist students ages 9 and older in moving from class to class.
- After a student's final class, **a parent or designated adult must meet them.**



POLICIES

STUDENT RESPONSIBILITIES

At Archway, we seek to create a learning environment that honors God and encourages respect, kindness, and responsibility. We ask that all students, parents, and teachers work together to uphold these values.

Respectful Behavior

Students are expected to be respectful toward:

- Teachers – Listen attentively, follow instructions, and participate appropriately.
- Peers – Treat classmates with kindness and respect. No bullying, threats, or inappropriate physical contact.
- Facility & Property – Keep the building clean and orderly; no running or yelling indoors.
- Archway Families – Be mindful of others in words, actions, and attitudes.

Please review appropriate classroom behavior with your child before classes begin, including:

- Staying in their seat and raising their hand before speaking.
- Speaking kindly and avoiding disruptive noises or movements.
- Keeping hands to themselves and respecting personal space.
- Conduct that honors Christ in both words and actions.

Bullying, threats, or inappropriate displays of affection (kissing, handholding, etc.) will not be tolerated.



POLICIES

Addressing Inappropriate Behavior & Discipline

Our teachers are patient and understanding, especially since many students are experiencing a classroom setting for the first time. However, consistent **disruptive or disrespectful behavior will not be allowed.**

If an issue arises, the following steps will be taken:

- **First Offense:** The teacher will give a verbal reminder to the student.
- **Second Offense:** The teacher may remove a privilege (such as participation in an activity) and will notify the parent.
- **Third Offense:** The teacher may request that the parent sit in class with the student.
- **Continued Issues:** A **meeting with the teacher, parent, and board members** will be held to discuss a resolution. If the behavior persists, a final meeting will determine whether the student should be removed from the class or if the family should be asked to leave Archway. **Board decisions are final.**

Special Considerations & Physical Altercations

- We recognize that some children may need additional support in the classroom. While our teachers are not professionally trained in special needs education, we are happy to discuss reasonable accommodations. Please communicate with the Board if your child may need modifications.
- Violence or physical altercations will result in immediate removal from campus.

Role Models in the Community

- Parents, caregivers, and students should use language and discuss topics appropriate for a family environment—no profanity or inappropriate discussions.
- Older students should set a godly example for younger ones.
- Parents should model Christ-like behavior, treating all members of the Archway community with respect.

We ask all families to honor the spirit and letter of Archway's policies and beliefs, fostering a loving, respectful, and faith-filled co-op community. Thank you for partnering with us to create a Christ-centered learning environment!



POLICIES

Dress Code

At Archway, we seek to honor God in all that we do, including how we present ourselves. While there is no formal uniform, we ask that students and staff dress in a way that is modest, comfortable, and respectful of others. The following guidelines are provided to help maintain a Christ-centered and distraction-free environment:

- Tops: No bare midriffs, spaghetti straps, or low-cut necklines.
- Bottoms: Shorts and skirts should be at least fingertip length when arms are held relaxed at the sides.
- Undergarments: Should not be visible at any time.
- Shoes: Must be worn at all times.
- Headwear: Hats, hoods, and sunglasses should not be worn indoors.
- No costumes or pajamas except on special occasions hosted by the program.

If you're unsure whether an outfit may be a distraction or objectionable, please encourage your child to change before class. We appreciate your cooperation in helping maintain a respectful and God-honoring atmosphere at Archway.

Backpacks

Students may bring a backpack or bag to class to make transporting class materials, supplies and class work easier on the student and teacher. These should be unadorned with slogans or characters. Any color is fine.

Supplies

Students should bring general supplies such as a notebook and pencil. Each class will provide a supply list and/or supply fee from the class teacher. Please be sure your student brings the required supplies.

Cell Phone & Electronic Policy

Please leave all electronic devices at home or in your vehicle unless they are being used for educational purposes. Students are not to use electronic devices in classes unless asked by the teacher. All cellphones and other devices should be turned off and put away for class.

Weapons

Weapons of any sort (including pocket knives) are prohibited on campus, as are matches/lighters, tobacco, alcohol products, and illegal or unauthorized drugs. If any of these items are found, they will be confiscated and the student will be expelled from the program without refund.

Wheeled Items

Please leave all wheeled items (bicycles, scooters, roller-blades/skates, skateboards, and 'Heely' shoes) at home.



SAFETY & SECURITY

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Adult/Child Safety and Background Checks

- Your child's safety and well-being is our primary concern. If a child is hurt, we will notify you immediately. See above that all parents should remain onsite.
- All Archway teachers will need to complete a background check.

Emergencies

- Your child's safety and well-being is our primary concern. If a child is hurt, we will notify you immediately. See above that all parents should remain onsite.

Visitors and Guests

- If you bring a guest one week, please have them stay with the parent in the Common Room and let a Board member know in advance. If you would like to bring a guest to class, you must receive approval from the Board and Teacher in advance.
- Everyone who will be on campus at Archway needs to fill out our waiver beforehand. If you did not put a guest who is a minor on your form at registration they will need their parents' to fill out a liability waiver for them before arrival. All adults on campus must check-in and sign a liability waiver upon arrival. Please contact the Board for them to send you the waiver. **Guests who do not fill out the waiver will not be allowed on campus.**



FACILITY USE

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*As a Christian homeschool co-op, we are grateful for the generosity of the church in allowing us to use their facility. As guests, we are committed to treating the church and its property with the utmost respect. **This is a no smoking, no drug use, and no alcohol campus.** To ensure we maintain a positive relationship with the church and continue to have a welcoming space for our co-op, all members—students, parents, and volunteers—are expected to follow these guidelines:*

1. Stewardship & Respect

- Treat the facility as if it were your own home, with care and gratitude.
- Do not touch or move church property (e.g., decorations, sound equipment, instruments, supplies) unless given explicit permission.
- Keep noise levels appropriate, especially in shared spaces.

2. Cleanliness & Order

- Clean up after yourself and your children. All trash must be disposed of properly, and all areas must be left cleaner than we found them.
- Return chairs, tables, and any other items to their original arrangement after use.
- Bathrooms should be kept tidy—flush toilets, wash hands, and report any issues to co-op leadership.

3. Food & Drink

- Only eat and drink in designated areas.
- This is a no smoking, no alcohol, no marijuana, and no drugs community.
- If a co-op member provides snacks, ensure all wrappers, crumbs, and spills are taken care of. Clean up all spills immediately.

4. Supervision & Safety

- Children must be supervised at all times. Running, roughhousing, or loud play inside the church is not permitted.
- Do not enter rooms or areas of the church that are off-limits to the co-op.
- Outdoor play is only allowed in approved areas, and children must be monitored.

5. Respect for Worship Spaces

- Please do not enter or play in spaces other than designated Archway spaces.
- Do not remove hymnals, Bibles, or other church materials from their designated places.

6. Accountability

- Any damages must be reported to co-op leadership immediately. Families responsible for damages may be asked to assist in repairs or replacement.
- Members should report all concerning and/or dangerous behavior. Failure to adhere to these policies may result in a family being asked to leave the co-op.



LOGISTICS

Schedule

- Classes are held on Fridays between 9:00am and 12:00pm
- We offer a spring and fall semester
- Please review our website for semester and registration dates at www.archwayclasses.com

Classes

- Please see our website: www.archwayclasses.com for information and descriptions of our latest classes.

Snow/Bad Weather Policy

- We often follow the Alamance-Burlington School System schedule for inclement weather. In the case of a delay being announced, we will decide that morning and email families by 8:00 am with our final decision.
- The first day of Archway that must be missed will be made up "virtually" by your teacher in either an email with alternative, optional activities or an online class instead of an in-person class.
- The second day will be made up in person by extending class times one of the upcoming Fridays. Information will be send as needed.

Lost and Found

- Please label jackets, hats, mittens, lunchboxes, lunchbox containers, water bottles, pencil boxes, and all other personal items. Lost and Found items will be available for parents and students to check and will be donated periodically.

Communication and Notifications

- The Archway teachers and board will communicate via email, please keep updated on your email messages for important information.

Grievances

- If you have a problem with your child's teacher or another individual associated with Archway, you are encouraged to speak directly to them about it either in person, by phone, or by email. If the issue cannot be resolved, please contact the Board for mediation. All decisions by the Board are final.



SOCIAL MEDIA

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Archway Social Media and Photography Policy

At Archway, we love to celebrate our students' learning and growth, and we often capture these moments through photos and videos. We also recognize the importance of privacy and parental choice in these matters. The following guidelines ensure we respect each family's preferences while also maintaining a positive and encouraging online presence for our homeschool community.

- **Photography and Video:** During classes, events, and activities, photos and videos may be taken to share on Archway's social media pages, website, or other promotional materials. These images help highlight the wonderful experiences of our students.
- **Opting Out:** If you do not wish for your child to appear in photos or videos shared by Archway, please inform the co-op director in writing before the start of the school year or upon enrollment. This request will be honored for all Archway-related events.
- **Social Media Posts:** Any photos shared on Archway's official social media pages (e.g., Facebook, Instagram) will be posted with the intention of celebrating our community's achievements. We will make every effort to respect privacy and ensure that students are portrayed in a positive and appropriate manner.
- **Confidentiality:** Archway respects the privacy of all families. We will not share personally identifiable information without consent, and we encourage families to be mindful of their own social media posts regarding Archway students and events.
- **Declining Photos:** If your child's photo is taken and shared by accident or without prior consent, please notify the co-op director immediately, and we will remove the photo promptly.



HEALTH & WELLNESS

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Archway Snack and Allergy Policy

At Archway, we strive to create a safe, healthy, and nurturing environment for all students. As we recognize the importance of dietary needs and allergies, we ask that all families adhere to the following snack guidelines:

Snacks on Campus: For young children or any students, snacks between classes should be eaten with the parent in the Common Room or outside and completely cleaned up including any trash and crumbs.

Allergy Awareness: Some students may have food allergies. Please be mindful of the following:

- If your child has food allergies, please inform the co-op director and teachers so that accommodations can be made.
- If your child brings a snack that contains common allergens (such as peanuts, tree nuts, dairy, gluten, etc.), please clearly label the snack to help others avoid cross-contamination.
- Allergy information like no peanuts, etc. will be posted on campus each semester depending on the allergies on campus for that semester. If so, please avoid bringing peanut-based products. If you are unsure, please avoid all peanut items or peanut-based products.

Snack Sharing: For the safety of all, please do not share snacks with other students unless you have received prior approval from a teacher, especially when food allergies are a concern.

Drinks: Water is the preferred drink during class time. If you provide juice, please make sure it is in a sealed, spill-proof container. No open containers are allowed on campus. Any drink spills should be reported immediately.

Illness

If your family has any virulent and extreme illness please keep the entire family at home including Covid-19, RSV, the flu, etc. and please do not bring well family members who have been exposed, but not sick yet, until all are well.

·Do not bring students or family members to campus for 24 hours if they have the following conditions: fever, vomiting, diarrhea, being treated with antibiotics (at least 24-48 hours), severe cough, any other infectious or contagious condition until clear for 24 hours.

We recommend that protocols by the CDC and local health department should be followed. Please email the Board for any questions.



TEACHERS & VOLUNTEERS

Teacher Information

Our instructors are carefully chosen by the board of directors each semester. Each instructor brings a special expertise or passion to the class they teach.

The purpose of Archway Classes is to provide fun and educational classes taught from a Christian worldview. We welcome families of any faith and do not require that teachers use an explicitly Christian curriculum for their classes; however, materials must not contradict traditional Christian teachings (for example, evolution-based curriculum should not be used, traditional gender roles are honored). We expect teachers to be at ease discussing God/Jesus/the Bible in their class when appropriate. In areas where Christians may have differing opinions (such as the age of the earth, celebrating Halloween, belief in Santa, appropriate dating guidelines, etc.), we ask that teachers encourage students to discuss any conflicting views with their parents. Please check with the board for any questions regarding Archway policies. Note: Those considering teaching should first be an Archway parent to be a teacher. Please email Archway if you are interested and have questions.

All employment decisions of Archway are made to further Archway's mission. Archway is an equal opportunity employer and does not discriminate on any basis covered by applicable law. As a nonprofit faith-based employer, Archway reserves the right to carefully and fully explore the religious values, faith, personal conduct, and convictions of applicants and employees in order to employ only those individuals who support, advance, and live in a manner consistent with our Statement of Beliefs and a faith-based Code of Conduct.

Teacher Pay Information

Teachers are paid \$300 per semester in two payments, on week 6 and week 11 or 12.



TEACHERS & VOLUNTEERS

Volunteer Information

Hall Monitor

Requirements:

Availability from 9am-12pm*

Your own children must be able to sit independently so you can focus on your area

Job includes:

monitoring assigned area 10 minutes at the beginning of each hour, overall safety during class hours

Additional Misc help at events or on campus

Perks:

receive Early Registration

pick of position (areas include downstairs lobby, upstairs door, and outside door/sidewalk)

Waived Registration fee

Clean Team

Requirements:

Need to be available after the final class at 12pm*

Jobs: Include light cleaning (Jobs Take an Average of 20 minutes after Archway ends. Details to follow once semester gets closer.)

Perks:

Registration Fee waived

Early Registration

***you don't need to take a class at the 11am hour, you just need to stay until Archway ends and do the job required.**

Volunteer Hours and Positions

Archway requires parents to volunteer 2 hours per semester. Volunteer roles are chosen by you on the Family Membership form. We will contact you if you are needed. Otherwise, feel free to email if you are willing to help out and want a job.

Conflict Resolution

We, The Parties must resolve any dispute, controversy, or claim arising out of or relating to this Agreement (the “Dispute”) under the procedures and provisions set out in this Agreement. Those procedures and provisions are the exclusive mechanism for resolving any Dispute between the Parties.

Notice. A party must send written notice of any Dispute to the other party. The Parties must then consult and negotiate in good faith in an attempt to resolve the Dispute set out in the Dispute Notice. If the Dispute is not resolved promptly, the Parties must then consult and negotiate in good faith in an attempt to resolve the Dispute set out in the Dispute Notice at an in-person meeting at a mutually agreeable place and time.

Mediation and Arbitration. If the Parties do not resolve the Dispute within 7 business days after the in-person meeting, the Parties must proceed to mediation and, if necessary, to legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (complete text of the Rules is available at www.iccpeace.com). Judgment upon an arbitration decision may be entered in any court of competent jurisdiction.

Waiver and Attorney’s Fees. The Parties waive their right to a jury trial and to file a lawsuit in any civil court against each other for any Dispute, except to enforce an arbitration decision. If a party files a civil lawsuit except to enforce an arbitration decision, and the other party successfully compels arbitration regarding the Dispute, the compelling party is entitled to recover its reasonable and necessary attorney’s fees and court costs for having had to compel arbitration.

Survival. The obligations of this section survive the expiration or termination of this Agreement.



ACKNOWLEDGEMENT

We, the undersigned, acknowledge that we have received, read, and understand the guidelines and expectations outlined in the **Archway Christian Homeschool Co-op Handbook**.

We understand that participation in the co-op requires adherence to these guidelines, including those related to academic, behavioral, and faith-based expectations.

By signing below, we affirm that:

- We have read the entire handbook and have had the opportunity to ask questions regarding its contents.
- We agree to support the mission, values, and policies of the Archway Homeschool Co-op.
- We understand the co-op's expectations for both parents and students, including behavior, attendance, and participation in events.
- We have received the student responsibilities and behaviors with all our children who will be on campus.
- We will abide by all safety and conduct guidelines as set forth in the handbook.
- If we have any further questions or need clarification regarding the contents of the handbook, we will seek assistance from the Archway Board.
- You will sign that you agree to these policies on the Family Membership form. However in addition you may print this to sign and/or have your student to sign.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name(s): _____

