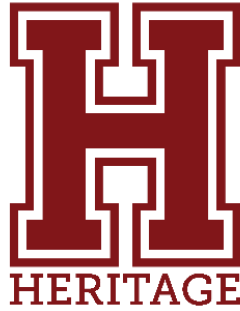




On-Site Parent Guide



2026-2027



Welcome to Heritage!

I'm Karen Lin. It is my honor to once again lead you as the Board President role this year and ask for your prayers for myself, the Board, and our families as we start this exciting year! I thank the Lord for bringing each family and child to our co-op. Our mission at Heritage is to partner with you to provide academic instruction and community in a Christ-centered environment. May we be a family together, working together, building together, and raising the next generation together!

A little about me: My husband, Johnny, and I have been homeschooling our 3 kids, Timothy (17), James (15), and Christianne (13), since they were preschoolers. 13 years ago, I stepped into Heritage feeling quite overwhelmed by the size of Heritage, but I dove in to connect with people and soon found Heritage to be a place of community and the grace and love of God!

Our wonderful host church, CBC, just completed an extensive remodel of the children's Sunday school classrooms and we have the blessing of being able to use them for the first time! Our Heritage Board, which is made up of all volunteer moms, has been working extra hard to prepare our co-op for this new space. Everything will be new to us all and there will be a period of adjustment as we begin this year. CBC will also continue renovations on the other half of the church which may cause unexpected changes on our end as furniture gets moved around and construction surprises may happen. What does this mean for our co-op body?

1. We need to be GRATEFUL and show our appreciation to CBC and our Heritage volunteers.
2. We need to be STEWARDS by taking care of CBC facilities and staff.
3. We need to be FLEXIBLE with our preferences.
4. We need to be AVAILABLE to serve when asked and when we see a need.

"Encourage one another and build each other up." 1 Thessalonians 5:11

If you have any questions, our Welcome Team is a great resource as well as our Board members. We are all here to serve! We look forward to what God has planned for Heritage and all of our families in the upcoming year!

Blessings,

Karen Lin

Heritage Board President

president@heritagehsc.org

ON-SITE PARENT GUIDE: THINGS YOU MUST KNOW

Behold, children are a heritage from the Lord. Psalm 127:30

Cooperative /kōäp(ə)r ə tiv/

Adjective

1. Involving mutual assistance in working toward a common goal.

Noun

1. An organization which is run jointly by its members, with benefits shared among them.

What is a Homeschool Co-op?

Homeschooling is family-based learning. Co-ops are a group of families who come together as a community of education and support that enriches the homeschool experience.

Partnership - A co-op is a group of _____ partnering with each other for the
_____ of our _____.

Community - Together we create _____ and _____ for the
adventurous _____ of homeschooling in the _____ of Heritage.

Grace - We _____ grace to each other as we work _____ in
community to _____ our _____.

Heritage Welcome Team

The Heritage Welcome Team comes alongside new families to help transition and welcome them into the Heritage community. The Welcome Team is available to answer questions and provide information. You can reach us at welcome@heritagehsc.org.

LIFE AT HERITAGE

Parent Cooperation (Roles/Job Assignments)

Parent cooperation at Heritage is vital to the co-op's existence, and roles are an important aspect of our shared value of partnership. Parents/legal guardians are expected to stay on campus 100% of the time for us to function as a cooperative. There are several types of roles assigned to members ranging from Board Members to Super Volunteers to Class Helpers. Most on-site parents will be assigned to fill the role of a Class Helper.

Board Members 2026-27 – Board Members are volunteers and are committed to serve in administrative roles that range from 5 to 15 hours beyond Heritage hours on a weekly basis.

Karen Lin	President	President@heritagehsc.org
Joyce Hodge	Secretary Prayer & Care Coordinator	Info@heritagehsc.org Prayer@heritagehsc.org
Sally Man	Treasurer	Treasurer@heritagehsc.org
Michelle Damour	Community Life	Connect@heritagehsc.org
Desiree Ferguson	Jobs Coordinator	Jobs@heritagehsc.org
Tara Hirjak	Security	Safety@heritagehsc.org
Nicolle Schulz	Teacher Coordinator	Teach@heritagehsc.org

Super Volunteers 2026-27 – We currently have 20 super volunteers who assist board members and commit to serve in key functions that go beyond Heritage hours. If you have been blessed by Heritage, consider asking and seeing if you'd like to serve in one of the below roles.

- Registration Team
- Set-up Team Lead
- Nursery Coordinator
- Class Slating Assistant
- Community Life Assistant
- Yearbook Team
- Tear Down Team Lead
- Treasurer Assistant
- Teacher Care Assistant
- Graphic Designer
- Welcome Team
- Tech Admin
- Jobs Assistant
- Secretary Assistant
- Cafe Team Lead

Class Helpers:

All classes at Heritage have a teacher and at least one Class Helper. (Larger/younger classes may have multiple helpers.) Class Helpers assist the class by:

- Arriving 5 minutes prior to class start
- Taking charge of safety procedures for the class
- Taking attendance using the provided Classroom Binder
- Proactively engaging with students and not with their phone
- Cleaning-up and resetting the classroom for the next class
- Assisting in whatever ways the teacher needs/requests

Heritage Two-Adult Rule

"We want to provide a safe, loving classroom with enough caring volunteers so that children feel comfortable and real learning can take place. Our goal is to have a minimum of two adults in any room with children, except in the event of an emergency. At least two adults will be present for all classes."

Heritage 2026-2027 Handbook

Other Roles

Our Jobs coordinator painstakingly assigns every parent a role according to many factors. Please prayerfully consider the roles assigned before asking for a job change. A full list of role responsibilities can be found on our website, under the *Parent Cooperation (Roles)* menu tab. The current year's role assignment lists can also be found under this menu.

Your assigned role is the minimum expected job assigned to you, but each of us has a higher calling and that is to love one another well as a community. Let's show God's love for one another weekly by lending a helping hand when we see our fellow sister or brother serving, and we have the hands to help.

Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. Philippians 2: 3-4

General Substitute Process

When filling a role as a Class Helper and in need of a substitute, knowing how to use the general Substitute process properly is important. Detailed information on the sub process can be found on the website, under the *Parent Cooperation (Roles)* menu tab, and at the end of this guide. Some roles will have their own sub process. If filling one of those roles, you will be given information about their specific processes.

Detailed information regarding roles can be found in the Heritage Handbook, page 3

Please contact jobs@heritagehsc.org for any questions regarding your role/job assignments.

Facility

While Heritage rents space at Crossroads Bible Church, we are also stewards of the facility. To that end, members should always strive to treat the Crossroads campus with respect and to follow the rules designed to protect the facility.

All classrooms are always food-free, nut-free, and colored drink-free. Nuts are allowed only in the MAC and Student Center eating areas. Coffee with lid is allowed.

LEAVE NO TRACE: Please clean up crumbs, wrappers, spills, and trash in all eating and gathering areas. **WE DO NOT HAVE JANITORIAL STAFF, SO PLEASE CLEAN UP AFTER YOURSELF!**

We also ask that all families spend 5 minutes more at the end of the co-op day to help with clean-up efforts, resetting tables and chairs in the classroom, picking up trash and lost & found items, and generally lending a hand when you see others who are serving as well. Many hands will make light work!

Main Gathering Spaces

😊 Lunch locations ** Nuts allowed

😊 ** **Student Center:** This is Heritage's main gathering place for lunch and central hub for special events. If seats are not available, please bring a picnic blanket and join your friends here for lunch! Theater classes are held here and thus, will not be available during class periods.

😊 ** **MAC Lounge & Hallway:** Located by the front entry and the gym, all members are welcome to enjoy this space when not in class or filling a role. During class periods, students are expected to work quietly in this area. This is also a secondary lunch location, but please do not move the furniture. If seats are not available, please bring picnic blankets to catch crumbs.

MAC Gym: The gym is open for play during lunch hour and after co-op lets out at 3:20pm until our closure at 4pm. Parent supervision and sign-in is expected. No food or drinks are allowed in the gym.

😊 **Nut-Free Lunchroom:** A nut-free lunch location is available in room CBC 702, located in the MAC by the elevator. Please be sure all wrappers, crumbs, and spills are cleaned up when finished.

😊 ** **Backyard & Outdoor Playground:** A great place to lunch in good weather, children must be supervised by an adult at ALL TIMES, and playground equipment is to be used by children aged 8 and under only. Use exit doors next to the "Backyard" to access the grassy area. Use exit doors next to toddler bathrooms to access the playground.

Indoor Playground: Wonderment Park is available for those with toddlers and babies who need a space to play and for moms to hang out with their kids and find community with other moms. Children may not be left unattended in this space. **NO FOOD OR COLORED DRINK ARE ALLOWED** in this area. Playground equipment is to be used by children aged 8 and under only.

😊 **Teen Area (age 13+) - MAC 800:** This area allows teens to connect, play board games, plan projects, and listen to special guest speakers. Teens are responsible to clean-up this space. Please be sure all wrappers, crumbs, and spills are cleaned up when finished. The room must be vacated by 1:05 PM in preparation for 4th Hour class. **Absolutely NO nuts in lunches to be consumed in this space.**

H Café: Located in the MAC Foyer, across from the gym, the H Café offers coffees, Italian sodas, pre-packaged snacks, and other beverages for member purchase. Organized as a fundraiser for the co-op, it is managed and run by volunteer Heritage parents.

Blessings Table: Find the Blessings Table outside the Student Center. As a fundraiser for Heritage, members may bring in new or gently used items that they wish to donate and "bless" other members with. Members then donate any dollar amount they would like for the items they take. All unclaimed items are donated to a local charity at the end of the day. No furniture, large items, used baby equipment like strollers/car seats, food, or toy weapons, please. Please label the bag/box with your name and phone # in case our Blessings Table monitor needs to contact you for items that cannot be donated.

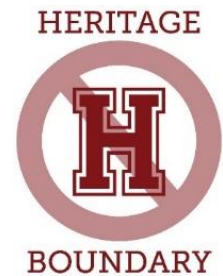
Welcome Table: Located by the entrance of the co-op, the Welcome Table is staffed every hour with parent volunteers to answer questions, provide general assistance, and to check visitors in and out. A great place to ask questions and get help, or just to stop by and say hello!

Board Room / Table: You may find your friendly board members in room 307! Come and chat with us!

Toddler Play Area: We invite our parents with little ones to gather in the Toddler Play Area, Room 310. It's a great chance to meet other parents. Please clean-up and leave the room better than you found it.

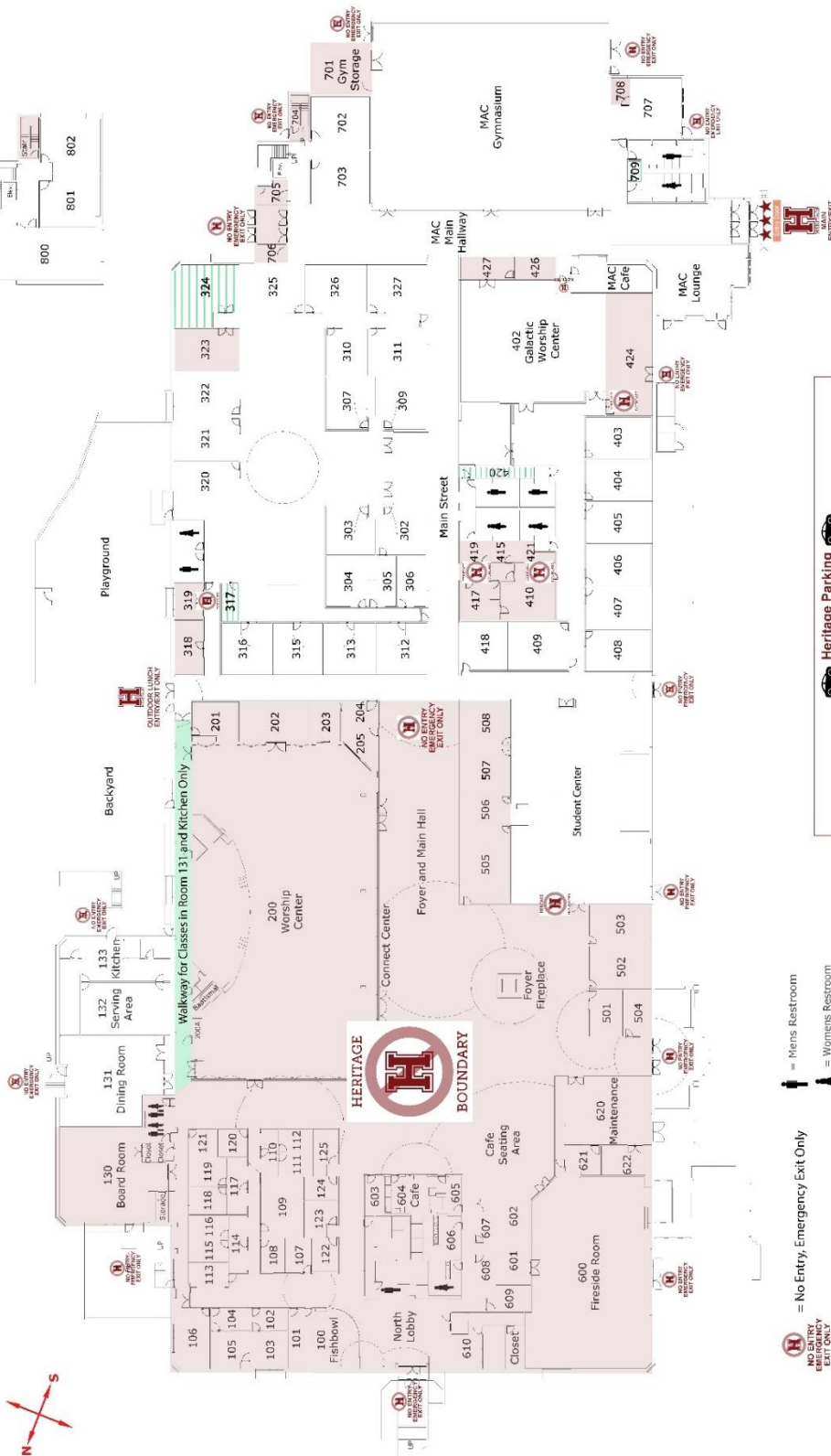
Heritage Boundaries

Certain areas of the Crossroads campus are not open to Heritage members. Boundary signs mark these areas, and it is important that all members, children and adults, respect Crossroad's request and uphold these boundaries. When you see this symbol, it indicates a boundary for all Heritage members. Please review the map with your family to ensure they are aware of the boundaries. An online copy of the Heritage Facility Map can be found on the website under the *Information* menu tab.



NO HERITAGE PARKING

MAC Second Floor



- = No Entry, Emergency Exit Only
- = No Entry, Heritage Boundary
- = Mens Restroom
- = Womens Restroom

Heritage Parking
Crossroads has requested that Heritage park in the WEST and SOUTH parking areas only. Please DO NOT park in spots by the hotel nor the north or east parking areas.

Heritage Parking
Please DO NOT park in spots by the hotel nor the north or east parking areas.

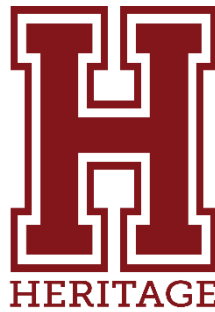
Safety

The safety of our students, parents, and teachers is of the utmost priority at Heritage. To that end, we have the following safety requirements:

- **Closed Campus:** All visitors, including spouses who are not the on-site parent, must sign in and out at the Welcome Table. They will receive a temporary name tag to be worn while on campus. On-site parents should notify the Welcome Table of planned visitors by e-mailing the name of the visitor and date to safety@heritagehsc.org prior to the visit day.
- **Entry/Exit Doors:** The MAC West main entry door is the only door unlocked during co-op hours. Members and visitors must use only the MAC West entry door for entry into AND exit out of our campus.
- **Marked Boundaries:** All students are to stay within the marked boundaries both inside and outside of the building. Because we are located beside a hotel and there are people who park for shuttle services, we all need to work together to keep our children within the marked boundaries. NO STUDENT is allowed to leave campus without parental consent at the Welcome Table. Parents assume responsibility for their kids who decide to leave campus.
- **Lunch Period & Free Hours:** We encourage all families to find community during lunch at the Student Center, MAC Hallway, Outside Backyard, and the Outdoor Playground. We have a wonderful gym for kids to get their jitters out after they finish lunch. **No food or colored drinks are allowed in the indoor playground. Parental supervision is required for backyard lunch, gym play, outdoor play, and indoor play.**
- **Name Tags:** Printed name tags are provided for all on-site parents and teens and are a vital part of our safety protocols. They are also great for learning people's names! *All members are required to wear a current-year name tag for entry into the co-op and for the duration of time on campus. Temporary name tags can be picked up at the Board Table in the Student Center.*
- **Emergency Drills:** Once a year, in the fall, Heritage performs an emergency drill during one of the class hours.
- **Emergency Text Alert:** Heritage utilizes an emergency text alert system for closures and delays, as well as for emergencies.
- **Health:** Students may come to campus if they are fever free for 24 hours without the use of fever-reducing medicine.

Prayer and Care

A group of parents pray for the needs of students, teachers and families at Heritage on Mondays corporately, and individually throughout the week. Please drop your prayer requests in the golden prayer box located on the Community Life Table or online on our website. We also provide meals and other needed assistance for families. We want you to know you are not alone and will be supported at Heritage during your family's trials.



Personal Conduct

Students and adults are expected to follow the codes of Personal Conduct found in the Heritage Handbook. Students aged 10 and older sign the Student Contract at registration. Parents are expected to ensure their children respect the facility and follow the codes of Personal Conduct. Please review with your student(s) prior to the first day of co-op.

Tuition

Please refer to the 2026-27 Heritage Handbook, Finances section, for a complete explanation. Tuition is due on the last business day of each month, September through March, and based on the number of co-op weeks (3-5) in the following month. Therefore, tuition amounts vary from month to month. A \$20 late fee will be incurred per week. Heritage accepts credit card payments through the Heritage website, Zelle payments, check, and exact-change cash. Zelle payments can be sent to TREASURER@HERITAGEHSC.ORG. Checks and cash can be made in person at the Welcome Table on Mondays. Checks can also be mailed to the Heritage MAILING address, found on the Heritage website.

Communication and Connection with others:

There are many ways Heritage and our members regularly communicate:

- **Weekly Update (aka TTK or Things To Know):** This weekly email arrives on Fridays and features announcements and information for the upcoming Monday and beyond. **Please read!**
- **The Monday Whiteboard:** Each week an announcement board near the Welcome Table will alert members to any last-minute news, class cancellations, room changes, or special events for the day.
- **Website:** A great resource for all things Heritage. It is also a good place to look for closure/delay information and other special announcements, including our FAQ page.
- **Heritage Forums:** Located on the member-side of the Heritage website, Forums is a discussion board that allows members and teachers to post about and discuss various topics within the Heritage community, such as field trips and summer park dates.
- **Mentor moms:** Mentors are available to new and returning families. Our goal is to foster relationships among our members and support each other on this homeschooling journey.

- **Prayer Hour:** Heritage is a loving Christ-centered community that prays and cares for each other. We will have a dedicated period for a drop-in prayer time led by our Prayer and Care coordinator. You may also submit a prayer request on our website.
- **Facebook:** Heritage has a private Facebook group for members to connect and share information. Search for Heritage Homeschool Co Op (Bellevue, WA) and click join.
- **Welcome Table:** Located by the front entrance of our co-op, the Welcome Table is staffed every hour with a parent volunteer to answer questions and provide general assistance.
- **Community Life Table:** Located by the front entrance of our co-op, parents may find information of upcoming community events such as gym nights, spirit days, fundraisers, golden prayer box, etc.
- **Board Room:** Come and find members of the board in room 307. We'd love to get to know you and help answer any questions!
- **Teen leadership / Teen events:** throughout the year, our teen leadership committee will plan and host events like lunchtime assemblies, game nights and holiday parties.
- **Directory:** Located on the member-side of Heritage website under Community/Directory, you will find a list of our families at Heritage On the top right-hand side, there is a "Google Map" view to see who might be living near you that you can hopefully connect with.

Heritage Traditions

There are many aspects of life at Heritage that are fun traditions our community enjoys!

- **Pizza Day:** The last Monday of each month is Pizza Day at Heritage! Pizza is sold by the slice through the H Café as a fundraiser for the co-op. You may also order pizza by emailing: pizza@heritagehsc.org.
- **Harvest Party and Pumpkin Competition:** As summer ends and fall sets in, we welcome all the good smells, colors and festivities with a dress up day, thanking God for his provision. Members enter their decorated pumpkins for the community to vote for their favorite in three different age categories. Members can also bring a dish to share with the community.
- **Christmas Party & Annual Gingerbread House Competition:** Held on the last day of Heritage before Christmas break, students and families gather to celebrate our Saviour's birth with festive wear and a gingerbread competition. Members enter their yummy creations for the community to vote for their favorite in three different age categories.
- **Drama Productions:** Drama classes at Heritage perform several times a year, showcasing their hard work. Productions are on Monday afternoons, following co-op, and are free and open to friends and family.
- **End-of-Year Celebration:** Each year, on the last day of classes, we take the opportunity to celebrate the past year, thank God for His many blessings upon us, and wish each other a restful summer break.
- **Dress up days:** They range from Pajama Days; a Dapper Day, Crazy Hair Day, Spirit-wear Day, Valentines Day and Christmas.
- **Back to Class Party:** Held right before class begins; all families are welcome to come for a potluck and Pow Wow, visit classrooms, and particularly meet new friends!
- **Gym Nights:** Various Friday nights when the Teen Leadership reserves the gym or the Student Center at CBC to host an event.
- **Volunteer-Hosted Socials:** Boardgame or movie nights hosted by families in their homes, or park playdates organized by parents. The Heritage Community Life Coordinator can help you share the information and collect RSVPs online.
- **Volunteer-Hosted Field Trips:** Group outings to museums and other venues with an open invitation for others to join. Examples include: The Burke Museum, The Bellevue Botanical Gardens, The Undersea Naval Museum, The Capital Tour, and many more.

RESOURCES

As Heritage members, we have several resources at our disposal to help answer questions, locate information, and stay informed.

Heritage Handbook

The official guide to life at Heritage and a great resource (https://www.heritagehsc.org/heritage_handbook)



Heritage Handbook

"Behold, children are a heritage from the Lord."
Psalm 127:3



2026
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2027

Partnership | Community | Grace

Heritage Website

The Heritage website (<https://www.heritagehsc.org/>) is packed with great information. We encourage new families to take a look around!



- News & Updates
- New to Heritage
- Policies & Procedures
- Information
- Parent Cooperation (Roles)
- Registration & Payments
- Community
- Get Involved
- About Us

Monday Whiteboard

Hello, Heritage Family! We hope you've had a fun and restful summer!

It is my honor to once again lead you as the Board President role this year and ask for your prayers for myself, the Board, and our families as we start this exciting year! I thank the Lord for bringing each family and child to our co-op. Our mission at Heritage is to partner with you to provide academic instruction and community in a Christ-centered environment. May we be a family together, working together, building together, and raising the next generation together!

Our wonderful host church, CBC, just completed an extensive remodel of the children's Sunday school classrooms and we have the blessing of being able to use them for the **first time!** Our Heritage Board, which is made up of all volunteer moms, has been working extra hard to prepare our co-op for this new space. Everything will be new to us all and there will be a period of adjustment as we begin this year. CBC will also continue renovations on the other half of the church which may cause unexpected changes on our end as furniture gets moved around and construction surprises may happen. What does this mean for our co-op body?

- Be GRATEFUL and show our appreciation to CBC and our Heritage volunteers.
- Be STEWARDS by taking care of CBC facilities and staff.
- Be FLEXIBLE with our preferences.
- Be AVAILABLE to serve when asked and when there is a need.

Speaking of serving one another, we plan to post your **job assignments on Sept 9** on our website. Please humbly pray over these jobs and recognize that our Jobs Coordinator, Desiree Ferguson, has been working tirelessly and lovingly to assign jobs for 250 parents! It's a masterpiece puzzle with huge domino effects! Some of you might be assigned to come in early to help set-up. Please know that I'll be coming in at 7:30am (and I'm a night owl)! Some of you may be assigned to stay late to tear down. Please know that I'll be with you to close up. We are in this together!

"Therefore, encourage one another and build each other up." 1 Thessalonians 5:11

With love,

Karen Lin on behalf of the Heritage Board

Announcements:

- Registration is open till 6PM Monday, August 31st
- Back to Class Party: Friday, September 11th
- 1st Day of Heritage: Monday, September 14th

See you at our Back-to-Class Party on Friday, September 11th!

[Your Heritage Board](#)

My Classes	My Instructors
CURRENT CLASSES	Shawna Alexander shawna@alexander-fam.com
Beginning Guitar Sep. 14, 2020 - May 24, 2021 09:00 AM - 10:00 AM (Mon)	Perry Jones mpermydavidson@gmail.com
Accounting & Personal Finance Sep. 14, 2020 - May 24, 2021 11:20 AM - 12:20 PM (Mon)	Peletania Ratukalou taniafafo@gmail.com
Christian Apologetics Sep. 14, 2020 - May 24, 2021 01:10 PM - 02:10 PM (Mon)	
FUTURE CLASSES	

[VIEW ARCHIVED](#)[ALL INSTRUCTORS](#)

Find a Sub

Prayer & Praise

Help Wanted

Heritage Homeschool Co-op

Page 14
rev. 9/2025

Substitute Process

The very nature of a co-op means that role assignments are crucial to our community, thus finding a sub when needed is important.

Heritage Sub Process:

As soon as possible once the need for a sub is known, use the following process:

From the website, click on **Substitute Process**, located under the *Parent Cooperation (Roles)* menu tab (or the graphic with the apple on the home page).

Click on “Request a Sub” and you will be taken to a new page.

Request a Sub

Please use this form to report your absence from your required job.

Absent Parent *

Name of the parent requesting a sub

Wampler, Susan (425) 351-9208

Date of Absence *

Sep 25

Job *

Advanced Chess, Class Helper - 5th Hour (2:10-3:10 PM)

Notes

Use this section to let the community know if there are any special instructions for this job.

No special instructions

Reason for Absence

This information is for the Jobs Coordinator's reference only and will not be visible to the community.

Doctor appointment

Submit

Do not submit passwords through Airtable forms. Report malicious form