

# Prospective Co-op Class Form

Teacher Information	
Name	
Phone	Email
Class Information	
Class Name	
Which grade will you be teaching to?	
Which grades levels are acceptable for this class?	
Max number of students:	
Class requirements such as: Student must read and/or write independently? Prerequisites (prior classes, math level, etc.)? Textbook Required? Supplies required? Will there be homework assignments? # of hours of homework: _____ per day / week. Please indicate type of homework (reading, writing, memorizing, notebooking, etc.): Other?	
Class Description	
Material Fee _____ per child (if any). This will be a one time cost.	
Additional Class Information: Please let us know if any supplies are needed such as tables/chairs, white board, DVD player, sink, etc.	
Additional Teacher information: Is there a particular hour you need or want to teach? Are you flexible in regards to your classroom? Any other information please explain here:	
Helper information: Each classroom receives an assistant. Some classes may also require an additional helper. How many helpers will you need? Do you already have an assistant and or helper?	

**We want to thank you for your help. Co-op would not be possible without the help of each parent. For the 2016-17 school year, we are asking each parent (one from each family) teach one class. If you have more than one class idea, feel free to fill out a form for each idea. Due to limited space, right now we can only have one class per hour per age group. Each class will need at least two adults. You can choose a helper for your class, or leave it blank and we can find you a helper. If your life circumstances (illness, new baby, etc) prevent you from taking on a class, please speak with an admin and we can find a position for you to help in. We will have a nursery available for teachers with kids 0-3 years. Pre-K classes will be for children 4-5 years. If you have a child in the nursery and are not teaching a class you will be required to stay in the nursery with them.**

**Please turn in class forms by March 21. Admins will create our 2016-17 schedule and hopefully have the new schedule available by April.**

**Statement of Faith:** As a Christian homeschool co-op, we base our guidelines on precepts from the Bible, and classes are taught from a Christian worldview. **Nevertheless, as an inclusive group, we welcome all families from diverse backgrounds, beliefs, and homeschool styles.**

**Teachers:** Please turn in the completed Teacher Information and Class Application forms so that your class is considered for the next co-op year. We understand the weight of teaching at the co-op and appreciate your sacrifice. Please be in contact your assistant teacher regarding lesson plans and substitute teaching ideas. Please use your assistants and helpers as they truly want to serve you rather than observe. Allow them be active in your class.

**Assistant Teachers/classroom helpers:** The assistant teachers are very important to the classroom environment. For liability reasons the co-op requires two adults in all classrooms at all time. In addition, the teachers rely heavily on their assistants for help. The assistants and helpers are not observers, but are active participants.

**Absences:** If teachers, assistants or helpers have a planned absence, please communicate with each other and plan accordingly. In the case of a teacher's absence, the assistant becomes the substitute. Back up worksheets, activities or DVDs should be discussed or prepared.

**Reimbursements:** Material fees are above the cost of the regular co-op expenses. The material fee covers any expenses or supplies that are not already provided by the co-op. Please check with an admin for supplies first. Material fees incurred will not be reimbursed without prior approval, therefore all material fees must be in your Class Application form. Please speak with an admin before purchasing supplies.

**Supplies:** NHCH coop supplies everything each class needs. Please check with an admin if materials are needed. Do NOT remove supplies from the church classrooms. Teachers may present their students with a list of needed materials, i.e. small notebook, pens, crayons, etc. If you purchase supplies, you may be reimbursed.

**Instructor Fee:** Most teachers are members of the Co-op and do not charge a fee to teach. Occasionally, non-member teachers are brought in from outside the Co-op and may charge a minimal instructor fee.

**Weather Days:** In the event of inclement weather, classes may be canceled for the day. We will follow the Haleyville City schools for closures. If they have closed, we will cancel co-op for that day. If Haleyville schools are delayed, we will start on time. As always, if you do not feel it is safe to travel, please stay home.

**Guests:** Guests are always welcome. Teachers are not responsible for assigned work for guests, but are encouraged to provide a pleasant classroom experience for the guest. For security reasons all guests must sign in.