

CONTRACTED TEACHER INFORMATION



Mission Statement

IMPACT exists to bring home school families together to learn in a loving environment. Our desire is to create an educational experience with all subject matter approached from a traditional perspective. We want to be an encouragement and example for our fellow home schoolers in all that we do. We encourage discussion, study of the word of God, and prayer for God's direction for your personal life with respect for others.

Teacher Expectations

Thank you for being so awesome and helping us provide amazing class choices for our children. While we appreciate you, please keep in mind we do expect the following:

- Please handle yourself in a 'professional' manner during co-op hours.
- Do not ask for favors or exceptions to our rules for your children and/or friends.
- Do not give or suggest approval of a child to be in your class, this must be done through the website during open registration periods.
- Be dependable and available to fulfill your commitment.
- NEVER leave your class unattended, if assistance is needed you may send a student to the adjacent classroom for backup.
- Be at least 5 minutes early to your class and be prepared to stay 5 minutes late to cleanup and prepare the classroom for the next class.
- Do not allow children out of class early, **no exceptions**.
- Follow and enforce our co-op rules and policies.

Register to Teach

Each session our Curriculum Coordinator searches and work hard at creating a schedule for the following session. Typically, by the end of the current session, the next session schedule is planned out so that we can be sure all age groups are covered. We ask that you only sign on and register to teach a class if you are able to fulfil the commitment or let us know at least 2 weeks before the end of the current session if you are unable to teach for the following session. This will give our coordinator time to find a replacement for that age group.

Student Placement

On the first day of co-op you will receive a class roster. This roster will be your attendance sheet for the first two weeks. You will **NOT** receive a new roster unless a change has been made to your class. Please be aware that changes do happen and you should not determine your contracted rate until you have received a final roster. After the third week, you will receive a final roster that includes your contracted rate.

- No child is to be admitted or switched without approval by the board.

Class Cancellation Policy

Families may request to drop your class at any point during the session. Any students who drop before your final roster is issued will not be counted in your contracted rate.

Sickness Policy

Use common sense when deciding whether or not you are too ill to attend co-op. The following is a list of guidelines that we expect our families and teachers to follow. Please keep stay home with any of the following symptoms and/or illnesses:

- Fever greater than 100°
- Conjunctivitis (Pink Eye)
- Croup or excessive cough
- Vomiting or Diarrhea within the last 36 hours
- Skin rashes, Impetigo & Hand & Foot
- Chicken Pox, Measles & Mumps
- Runny nose (color other than clear)
- Started antibiotics in the last 24 hours

If any child is in your class and exhibits any of the symptoms above, please send them to the board table.

Parent Communication

If for any reason you need to send information home to the parents of your students, please email the student's parents with the email provided on your class roster. Please notify the Board of any visitors or extracurricular activities, including field trips, performances, and holiday activities. *Note: IMPACT will **NOT** coordinate or be responsible for any off-site activities.*

Please do **NOT** send home information regarding your business and or the upcoming session without prior approval from the board.

Teacher Absence

If you will be absent for any reason, it is your responsibility to provide a substitute teacher. Please contact our Teacher Support coordinator to let her know who will be coming in your place. If you cannot find a replacement, please let us know as soon as possible. If we have to find a substitute, you will not be compensated for the missed week.

Classroom Volunteers

Each class **must** have at least one classroom volunteer on hand to help the instructor with moderating or facilitating emergencies. The Volunteer Coordinator will assign volunteers for each class.

- If your class has an abundance of helpers at any given time, please refer them to a Volunteer Coordinator to be reassigned for that day (be sure at least ONE other adult in the room with you).
- At the end of class volunteers and students should help clean up the room, pick up trash, and wipe tables.

Discipline and Sick Policy

If a student is sick or will not respond to your authority, please send the student with a parent volunteer to the board table. The matter will be addressed with the parent immediately and a decision will be made regarding the student's return to class. If no volunteer is available to act as an escort, please seek help from an adjacent classroom.

Guests and Visitors

Guests and visitors must check in at the board table. Non-enrolled children may not attend any co-op day without prior approval from the board. If any parent sees a suspicious person during co-op hours, please report it to the board table immediately.

Board Communication

If at anytime your job as a teacher has any issues please get in touch with our Teacher Coordinator. We want to make sure you have a good experience teaching at IMPACT and if something comes up, we want to do our best to help remedy the situation. As always, we are open to suggestions and feedback on how to encourage and help others to teach classes.

Dress Code

We observe a modest dress code for both children and adults.

- **NO** Strapless, backless, midriff, sheer or low cut dresses or tops.
- Undergarments **must be covered** at all times. Sleeveless tops must cover bra straps (*no spaghetti straps!*)
- Dresses, skirts and shorts must be longer than 4 inches above the knee.
- **NO** clothing depicting crude slogans, words, or pictures.

Impact Co-op Safety Protocols

To ensure the safety of our families the following protocols have been put in place and will be followed during co-op hours:

- Entrance must be through the worship center doors. Do not let others in through locked doors.
- Children must be supervised at all times while on property. Children must be in a classroom or with their parent at all times.
 - Children without a class must remain with their parent in the foyer or outside.
 - No child may not be left during co-op hours without board approval.
 - Children (ages 14-18) must be placed in “study hall” during a class hour in which they have no class unless they are directly supervised by their parent.
- Lock blocks should be used on all classroom doors.
- No adult shall enter a bathroom or classroom alone with a child other than their own.

Fire Drill Instructions

When the fire alarm is triggered:

- Teachers will have students line up by the door.
- Classroom volunteers will line up behind the students.
- The teacher will lead students to the nearest exit.
- Everyone will meet outside, in the parking lot, by the dumpster.
- Teachers take roll call of students.
- Students must stay with their class and families until the board announces otherwise.

Co-op Rules

Please make a point to discuss the rules of our co-op with your child(ren) prior to the first day.

- Use walking feet and inside voices while in the church building.
- Do not climb on the trees or handrails outside.
- Only water is allowed in classrooms. (No other food or drink)
- Clean up your mess following lunchtime and when using the restroom.
- Respect and listen to teachers and all other adults during co-op time.
- Practice good hygiene and wash your hands.
- Always use your manners.

While we have a clean-up committee, please be helpful by cleaning up after yourself and your children. Our goal is to leave the building in better condition than it was when we arrived.

Building Policy

Please do not contact the church regarding IMPACT. We operate independently from the church. We use their facilities, but we have no affiliation with them.

- **NO PARKING ALLOWED** in the parking spots *directly* in front of the church (by sidewalk/grass).
- No scooters, skateboards, roller skates etc. are allowed on the church property.
- Food and drinks may only be consumed in the foyer area, in a kitchen class and/or outside. Water bottles are allowed in classrooms.
- Vending machines, refrigerators, microwaves and other church property may not be used without prior approval from the board.

Financial Information

An official invoice must be submitted to our Treasurer no later than the fifth week of the session.

On your invoice, please include the following:

- Class Name
- Business Name
- Name of Instructor
- Contact Information (Address, Phone, E-mail)
- Per Student Fee and Current Student Count
- Whom the check should be made payable
- Payment Address (if different than contact information)

If you are teaching multiple classes, we will need an invoice for each class, **no exceptions**. The agreed upon fee will be paid to you in two installments. The first payment will be made to you on the sixth week of co-op with the balance paid in full by the last week.