

TEACHER INFORMATION



Priority Registration

Teachers have priority class registration which typically occurs the Monday prior to general registration. If a teacher does not register during this time, they lose their priority registration. Priority registration information is announced via e-mail the week before registration opens.

Teacher Discounts

Teacher discounts will not show on the family dashboard on the website, it will be reflected in your invoice. Teachers receive two discounts when enrolling their child(ren):

- \$10 off all non-contracted classes.
- Teachers are only responsible for the \$7 IMPACT registration fee if their child is placed into a class in which they are teaching. Please keep this in mind:
 - You must still register your child through the website during registration.
 - The class being taught must be age appropriate for your child.
 - The class budget will **not** include your child. If you exceed the budget during the session, *you will be responsible* for your child's supply cost.

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:

- All children must be registered in an age-appropriate class during the hour that you are teaching. Children may **NOT** sit in your class.
- 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.
- Fulfill your clean-up duty and any volunteer assignments.
- Be dependable and available to fulfill your commitment, when possible.
- 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 base your budget until you have received a final roster. After the third week, you will receive a final roster that includes your class budget.

- All class changes must be done through the website.
- No child is to be admitted or switched without approval by the board.

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.*

Teacher Absence

If you plan to be absent for any reason, we ask that you try to arrange for your parent volunteer to substitute for you and that you contact our Teacher Support Coordinator as soon as possible.

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.

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 other parents teach classes. Parent taught classes are typically cheaper and often have more interest from our co-op families.

Class Budgets & Reimbursement

Class budgets are established by you and the Curriculum Coordinator and approved by our Program Director prior to each session. You will only be reimbursed for this set amount, regardless of how much you spend for your class.

Class Budgets:

- The class cost listed online includes a \$7 registration fee that will not be included in your budget.
- If you are unsure of your remaining budget, please speak to our Treasurer before making a purchase.
- Any extra money at the end of a session that is not used for your class will be placed in a general fund to help with scholarships and future co-op activities.

Class cost must be justified and verified for reimbursement. Items that will **NOT** be reimbursed:

- Gift cards, toys, treats and special awards for students.
- Items such as pencils, crayons, scissors.
 - These items should be listed on your “required supplies” and students should be bringing these items each week to class.
- Any item over \$30 that did not receive prior approval from the treasurer.
- Items that do not accompany a receipt.
- Items and costs that are not directly related to your class and class subject.

When requesting reimbursement, please:

- Complete a reimbursement form. You may find this on the website under resources -> co-op forms -> Expense Reimbursement Form.
- Include all receipts or other approved documentation, **no exceptions**.
- If you need immediate reimbursement, please speak the treasurer prior to purchasing.
- Submit your reimbursement request by the 5th week for 6th week reimbursement.
- Submit all remaining reimbursement requests by the 10th week.
- Any expenses anticipated after the 10th week **MUST** be approved prior to the 10th week.

Photocopies:

- Receipts from copy stores will be reimbursed in full from your class budget.
- Copies made at home will be reimbursed as follows:
 - Color copies: 34¢ each
 - B&W copies: 5¢ each
- We will not reimburse for printing cartridges.