

Important Information for the 2018-2019 BCHE CO-OP

Thank you for attending this meeting! Your attendance shows that you desire to hear what the BCHE Co-op has to offer your family and/or you desire to potentially teach a co-op class. Both groups of people are appreciated!

REGISTRATION:

- Registration for the entire co-op year takes place in June. First priority will be given to teachers and second priority to families signing up for both sessions. If space is still available, a final week of registration will be opened for families wishing to sign up for only one session. Below are the tentative registration dates:

June 4th - Registration begins for **teachers**

June 11th - Registration begins for **year-long attendees**

June 18th - Registration begins for those attending **fall only or spring only**

Note: Enrichment Co-op requires a Contract of Commitment to be filled out prior to registration. This contract is mandatory for you to be able to register your child/children for Enrichment Co-op. It can be completed during the month of May prior to registration for the classes. High School Co-op Requires an application and Contract of Commitment to be filled out before the time of registration

- **Cost:** We try to keep the cost of co-op as close as possible to \$25 per child, per semester **plus** any special supply fees that a teacher might require. Parents will know of any extra fees that a class may require by the time of registration. We hope that nursery children will continue to be free, but this is contingent on final approval by Westwood.
- **Membership Renewal:** BCHE membership renewal will be open May 1 for the following year, and will need to be taken care of prior to registration otherwise you will not be allowed to register for Enrichment Co-op.
- **Payment deadlines:** Payment for both sessions is due in June at the time of registration. **To make the job of the Co-op Treasurer, Ellen Gill, much more bearable, the use of Paypal is strongly encouraged. If payment is made by check, please mail the check with a printout of the family's registration page to Ellen Gill, BCHE treasurer. If the treasurer has not received your check within two business days, the registration will be canceled so that we can offer that spot to another student.**
- **Refunds:** *We will no longer issue a refund if you decide to cancel your registration.*
- **Personal Information:** Prior to registration, **PLEASE** make sure that all of your personal information is correct and up-to-date on the BCHE website. Just select "Edit My Profile" and make all necessary changes (address, phone numbers, new additions to the family, and FULL NAMES of all your children). Having your correct information is crucial to your successful registration. Make sure all your children's allergies are accurately listed as well.

CLASS DIVISIONS:

- Class divisions will be as follows:

Nursery (2-year-olds and under)	1 st /2 nd grade
2 ½-3-year-old Preschool (potty trained)	3 rd /4 th grade
4-year-old Preschool	5 th /6 th grade
Kindergarten	6 th - 8 th grade
	High School

- There will only be one path for the nursery, and preschool classes. There will be two paths to choose between for kindergarten through 6th grade.
- Preschool through 5th/6th grade will continue to have three classes which last one hour each.
- In the 6th- 8th grade class, to allow for more in-depth study, the students will take 2 classes which last 1½ hours each to allow for a more in depth study. As they work to prepare the upper middle

school students for the rigors of high school, the teachers of the 6th- 8th grade classes may also assign required homework.

CO-OP SCHEDULE:

- The fall session will last 9 weeks, which includes a **mandatory orientation** day for all co-op members the morning of September 13th at Westwood. While parents attend a short meeting, students will meet their teachers during an abbreviated class session. The spring session will last 8 weeks. The high school classes will meet longer than this, according to the schedule and discretion of the high school teachers (**Contact Elizabeth Pace for more details concerning our High School Co-op Classes**).
- Proposed dates for fall: September 13th (First Day/Orientation), 20st, 27th October 4th, (11th fall break), 18th, 25th, November 1st, 8th, and 15th. These dates are very probable; however, they are dependent on final approval by Westwood.
- The proposed dates for the spring 2018 session are still very tentative, but these are the dates that we will be submitting to Westwood: January 24th, 31st, February 7st, 14th, 21st, 28th, (March 7th Spring Break), March 14th, 21st, (28th possible snow date). Again, please remember that these dates are tentative and will be finalized as soon as possible. Check the BCHE calendar later for approved dates. I will send an email if spring dates change.

TEACHERS:

- **Class Proposals:** We are requiring teachers to fill out a Class Proposal I-Form prior to approval for teaching a class. This information will allow us to see the big picture and to make sure that teachers are prepared and well suited to teach a particular class.
 - The Class Proposal I-Form is available on the website, under the link for “Co-op Information”. This will automatically be submitted to Dedra Ludwig the Co-op Administrator at buywizer3@gmail.com.
 - Proposals are due to Dedra by **April 13th**. Once the classes are selected, we will be contacting you and asking for firm teacher commitments and class descriptions by **April 30, 2018. These are firm Deadlines.**
 - We are STRONGLY encouraging teachers to teach twice in the 2018/2019 year. This means that you may teach once in the fall and the SAME class in the spring to the other path of students. OR you may teach twice during the same session to two different paths in the same grade level. (We will still have 2 paths each for k and up.)
- **Teacher Requirements:**
 - Must have attended the BCHE Co-op or another similar co-op **OR** held a leadership position within BCHE (led a field trip or organized a special event, etc.)
 - (We can waive the above requirement if you choose to teach a class at the preschool or kindergarten level)
 - Must have homeschooled for at least one year
 - Must e-sign a BCHE Statement of Faith
- **Co-teachers:** If you desire a co-teacher, you are responsible for finding one. A co-teacher must share the responsibility of the class and the workload from the beginning; a co-teacher is not a classroom assistant.
- **Homework Policy:** From Preschool through 5th/6th grade homework or uncompleted work may be sent home by the teacher; however, completion is optional. Parents may decide whether they feel their student needs to complete the assignment. Teachers of the 6th- 8th graders, however, may assign required homework.
- **Teacher Orientation:** There will be a **mandatory orientation** for all teachers on August 30th during the regularly scheduled park time at Westwood.
- **First Day/Orientation:** Designated teachers should be prepared to meet their class for a class period on September 13th during the mandatory orientation meeting. This is the perfect time to meet your students, introduce your class and handout any schedules or folders. A shortened version of a regular Co-op day, Orientation day helps the first day of Co-op to run more smoothly.

Questions: If you have any questions, please contact the Co-op Director, Holly Earhart, at hnearhart@bellsouth.net or 423-284-2238.

