

Teaching a Class at the Family Center

I. Get a Topic

- A. Let your own kids inspire you
- B. Enrich your current curriculum
- C. Share your talents, interests or something you already have developed
- D. Look at past classes
- E. Troll the internet for other co-ops' ideas
- F. Listen to what other families would like to see offered
- G. Get a packaged curriculum, guide or lesson plan
- H. Bring a Christian to the Family Center to share a skill, and co-teach with them
- I. Borrow a box from the Anita Purves Nature Center, Krannert, Farm Bureau, etc.
- J. Borrow the notes from a past Family Center Teacher and reteach a class
- K. Adapt a class that someone is teaching for an older or younger age group
- L. Explore websites like Currclick.com, homeschooling.gomilpitas.com, homeschoolshare.com
- M. Look at 4-H, scouting, etc. merit badges

II. Topics that Work Well

- A. Topics that many moms would like to do, but some have a hard time implementing
Art, music, science, writing, poetry, speech, PE, unit studies, geography, cooking, crafts, drama, computers, foreign language, domestic arts, nutrition, logic
- B. Hands-on activities that get kids out of their seats
Legos, K'nex, engineering, drama, nature, experiments, building, weapons, dance, creative music, kid concoctions, animals, sign language, martial arts, group games, photography, cake decorating, Lego robotics, recorder, Dangerous book for Boys, yo-yo/juggling/magic tricks, destruction (take apart appliances), puppetry, jewelry making, backyard ballistics (potato cannons, rockets, etc.), rockets
- C. Topics that tie in with your curriculum that is going on at home
 1. *History, science, writing*
 2. Enrich what you are already doing, and people will jump in
 - A. For example, If in the Middle Ages, do *Knights*
If in the 1800's, do *Little House* books or *Lewis and Clark*
If in Early America, do *Colonial Crafts*
If in the Ancients, do *Egyptian Art*
 - B. Or, If doing a science book at home, bring the main ideas and experiments to class
If studying Botany, do *Amazing Plant experiments*
If studying Astronomy, do *Constellations or the Solar System*
 3. At the 8th grade/high school level, develop a class that ties into a credit level class for a group
 - A. For example, if taking a Communications class, do the 'labs'/speeches together
If taking Apologia Biology, do the *labs* together
If taking *Composition*, share your work with each other
If taking *Literature*, select 1 or 2 books from your book list to study together
If taking *Worldview*, debate conflicting viewpoints in class
If taking Social Studies, teach the *Constitution*
 - B. Or make the class at the Family Center the lecture and feedback time, and give enough assignments for it to count as a full course. It's possible to require some outside of class group time, too, just as long as everyone knows up front.
- D. Topics that work best with a group
Holidays, drama, band, speech, Bible studies, character development, games, book club, choir, chess, strategy games
- E. Timely topics
Olympics, Elections

- F. More specific, academic topics can be great, too, you may just want to explore interest before submitting, and have it be something that would not replace, but supplement studies at home
Grammar overview, cool geometry topics, speed reading, analyzing literature, writing a 5 paragraph essay, interpersonal communication
- G. Topics that teach a skill
Red Cross Babysitting, first aid, investing club, knitting, auto repair, paper airplanes, SAT prep
- H. Tap into something that you enjoy doing
Chocolate, scrap booking, Stampin' Up, genealogy, orphan ministry, tea parties, decorating on a budget, calligraphy
- I. What would your own kids want to sign up for? What would you as a mom sign your kids up for?
Most likely there are others that are interested

III. One Teacher or Co-teach?

- A. If you are doing the planning and implementing, you do not need a co-teacher, just utilize your helpers
- B. Reasons to co-teach
 - 1. Different strengths
 - 2. Will divide the work
 - A. Can work together all along
 - B. One person 'owns' the plan and delegates a bunch to the other person

IV. Information needed to submit class

- A. Title- short, descriptive, inviting
- B. Description- give examples of activities, overview, consider what you would want to know if you were signing up your child
- C. Homework, supplies- include any outside work the parents/students would need to do
- D. Grade range- make it as wide as you can. Grades are an easy way to balance classes, but a poorer predictor of ability and interest
- E. Prerequisites- if helpful, include info like attention ('Will be working in a seat for the class'), reading ('Be able to read *Magic Tree House* independently'), skills ('Work a sewing machine independently')
- F. Supplies-anything needed from home or to purchase.
- G. Hours willing to teach
 - A. The more hours you can teach, the easier it is to schedule.
 - B. Gym is set: grades 1-4 (1st hour), grades 5-12 (3rd hour)
 - C. If the topic is conducive, consider teaching it 2 hours for different age children.
 - D. If the class is popular, but allows a small number of children, consider teaching 2 hours
- H. Class size- This has a lot to do with what we have available for space and the nature of your class.
Please be bold and think bigger- you can pretty much have as many helpers as you would like.
- I. Number of helpers- put what you need, but will almost always get more
- J. Room needs
- K. Cost
 - A. **Don't** underestimate- you can always refund
 - B. Think about your main projects, copying, etc., then add some
 - C. Keep your envelope in which you receive your money. Toss in receipts for everything and notes for items that don't have receipts (color copies at home, garage sale items, etc.)
 - D. Remember to reimburse your helpers if they spent money
 - E. You should **not** have to spend out of pocket- you are preparing and teaching a semester long class. Your time is valuable!
 - F. If you think you can do the class for free, consider at least charging a few dollars for copies and the unexpected
 - G. Historically, most classes run \$7-\$15, but more expensive ones are totally fine (cooking, etc.)
Everyone knows up front and can make their own decision.
 - H. Some teachers charge a smaller amount and then ask for a more extensive supply list. Consider that if you can get it for cheaper in bulk or for the same price, it saves moms from running around.

- I. Near the end of class, see how much money is left over. If it's less than \$1 per child, make it easy and get a class treat. \$1 or more, you can reimburse on the last day.

V. Benefits

- A. Multiplies your time
 1. For example, if you have 4 kids and teach **one** class, you will be getting **twelve** classes in return.
- B. You know that there will be something offered that your family will like.
- C. You get to sign up your children before the rest of the Family Center families.
- D. You get to sign up for parent helper spots for the hours you are not teaching before everyone else.
- E. Keeps your teaching fresh as you're working with other great moms and dads.
- F. Shares the cost with others. (Guest speakers, bulk supplies, class materials, etc.)
- G. Holds you accountable for doing those things you always want to do but never seem to be able to squeeze in.
- H. You bless the children and their families.

VI. Submit a class

- A. Go online when class submissions are available (Usually the last few weeks of the current semester for the following semester) and the computer will walk you through it.
- B. Once submissions are in, you may get a call from a coordinator to tweak your submission
 1. More information needed, willing to adjust age, class limit, or hours, etc.
 2. This is simply to give you more information once the big picture is in.

VII. Plan it

- A. Brainstorm the topics you want to cover
- B. Get it down to 12 weeks/topics
- C. Set the order
- D. You will usually not get everything done you would like, but consider a back up activity just in case you need it sometime -logic puzzle, word search, book to read aloud, etc.
- D. Delegate jobs
- E. Use summer and winter break to gather supplies and plan

VII. Sign up night

- A. You will be able to sign up for parent helper spots first.
- B. Come with ideas ready for your helpers. It's so much easier to have moms agree to help you with specific jobs before they sign up than to ask them for their help midway into a busy semester.
- C. Ideas: bring a list of shopping items, prepare for a specific activity, sign up for a small weekly job, etc.

VIII. Communication

- A. While some teachers have success posting on the website, consider a direct email. Plug in your class's emails once at the beginning.
- B. A syllabus is nice to pass out so everyone knows what to expect.
- C. If you have any problems, feel free to ask a coordinator for help.

IX. Discipline

- A. Mostly just use the Golden Rule
 1. You would probably want to know right away if something was sticky while it was small, not 4 weeks later hear "We haven't been able to get anything done with Susie's behavior."

2. How would you want your child treated?
- B. Do the easy stuff first
1. Move physically closer, change up your plans a bit, have a parent helper be a buddy.
 2. Talk to the parent directly.
 3. Remember the children have tags with where Mom or Dad is each hour. Many times, once the child knows Mom is on call anytime with a well-timed look during class, things settle down.
 4. If needed, feel free to bring in a coordinator to help
- C. There is specific protocol in the Family Center Policy for larger issues.

X. At the end of the Semester

- A. Turn in your receipts and money spent to Financial Coordinator
- B. Whatever you can easily collect, the Teacher Liaison can keep for future teachers
 1. Syllabus, CD, outlines, etc.
- C. IF you would like, bring some class projects to presentation night.
- D. If your class would like, you can have them participate in a short program the last night.
- E. Relax and celebrate - you made it!