

HELPFUL HINTS FOR NEW SONLIGHT FAMILIES

Arrival Time/Morning Assembly

Plan to arrive by 8:30 am so you will have time to drop off your lunch, pick up your name tags, check your mailbox folder, check the coordinators' table area, and be ready no later than 8:40 am for morning assembly. On the first day of classes, you may want to arrive earlier than usual so you can show your children where their classrooms are located. Everyone will be searching for their classrooms. We will all be a little bit lost together!

Mailbox Table

As soon as you arrive, and before leaving at the end of the day, be sure to stop by the mailbox table. You will find this in the service area by the coordinators' table. Here you will find your name tags, special announcements, and the family mailboxes.

Mailbox

The Sonlight mailbox is a large plastic box where you will find a hanging file folder for each family. Please check this each week as the coordinators and teachers will use this to distribute memorandums, return graded tests, etc. This is for parents only (unless a teacher instructs your student to put his/her papers in the teacher's file folder to be graded).

Name tags

Everyone (adults and students) must wear their name tag the entire time they are at Sonlight. You will find all the name tags in your family's mail folder. It is your responsibility to keep up with the name tags throughout the semester. You may wish to put them back in your mailbox at the end of each co-op day or to store them in your car. If you or your child forgets a name tag or misplaces it, please come to the coordinators' table immediately to get a temporary one. Everyone's schedule will be printed on the back of their name tag.

Lesson Plans/Contingency Plans

If you will be teaching a class, lesson plans and contingency plans are due the morning of the first day of classes. Lesson plan forms are available for printing on our website under Member Documents>General. Print one out, fill it in, and turn it in on the first day of the semester. You may also create your own lesson plan (i.e. Word Document) as long as it contains the same information as the form available on our website. If you need assistance in completing your lesson plans, please contact your grade level coordinator prior to the first day of the semester. If lesson plans are not received by the first day of classes, neither you nor your children will be eligible to return to classes the following week(s) until adequate lesson plans are submitted to your coordinator. Please make a copy of your lesson plans for your records prior to turning them in, as we do not have a way to make copies at Sonlight.

End-of-Class Dismissal

A bell will be rung at the end of each class period; however, teachers may dismiss students at the proper time as determined by their phones. Please remind your students to walk (not run) to their next class. Because everyone only has 5 minutes between classes, it is important that you dismiss your students on time.

Gathering Your Family for Lunch

Preschoolers and nursery-aged children need to be picked up from their 3rd hour classes for lunchtime. Your family may want to establish a rendezvous spot in the gym where you will meet.

Lunchtime

Carry your lunch in a cooler or picnic basket and join everyone in the gym, service area or outside from 11:55 am – 12:30 pm. Please remember to bring a blanket/quilt/tablecloth to sit on that can be folded up (crumbs and all) at the end of lunch and taken home. Please - **no beverages other than water** are allowed in the building at any time, because of the stains they leave. Sonlight families are permitted to eat in the gym, the service area, the chapel or outside only. The classrooms are off-limits during lunch. If you choose to leave the church for lunch, it is *imperative* that you and your children return in time to be in your/their classrooms by 12:35 pm.

Assistants

If you are not teaching, you will be serving as an assistant in someone else's class during each hour. It is very important that you are on time and remain in class during the entire hour. If you need to leave for any length of time, please make arrangements with your coordinator. You will find an attendance folder in each classroom. Inside the attendance folder the responsibilities of assistants are detailed. Here they are for your convenience:

- Be on time to your classroom and assist the teacher in any area she needs help (i.e. hand out papers, etc.)
- Take attendance each day. *After recording the attendance, write on a sticky note the name and hour of the class and the names of any parents or students who are absent. Then put this on the door frame outside the classroom.*
- If the teacher has reserved a VCR/TV or any other audiovisual equipment, please bring it to the classroom and return it to the same area before the end of the class so they are available for the next hour. The red binder at the coordinator table will show which device they have reserved.
- Help maintain classroom discipline. It is so helpful to the teacher and beneficial to the other students if you would step in and correct any behavior problems so the teacher does not have to stop teaching to correct behavior.
- Make sure the room is straightened and tables cleaned at the end of each class.
- *Please refrain from talking with other assistants during the instructional time.* This is disruptive to both the teacher and students.
- Also, please do not interrupt the teachers during their instruction time as they have such a limited time in which to cover the material they have planned for each day. If you feel you have some information that would be helpful to them, I'm sure they would love to talk to you after class.

Please review these when you take attendance. At the end of the 5th hour class, our Director may ask that assistants wipe down tables, stack the chairs, fold and lean tables up against the wall, etc., so the cleaning crew can vacuum quickly after school. Students may assist in this as appropriate.

Coordinators' Table

The coordinators' table is where you will find the director, secretary, treasurer, and the grade level coordinators throughout the day. Please feel free to stop by if we can assist you. This is also where you will come to reserve audiovisual equipment, notify us if any of your children are absent, notify us of an upcoming absence, pick up or drop off expense report forms, borrow any office supplies we might have (paper punch, stapler, etc.), get a visitor/temporary/replacement name tag, etc.

Dry Erase Markers & Erasers

In an effort to keep our expenses down, we do not provide dry erase markers or erasers. If you anticipate using these boards for classroom instruction, please bring your own markers/erasers.

Floater

If you are scheduled to be a floater, please report to the coordinators' table at the very beginning of the hour you are scheduled to float. A Floater Sheet will be taped to the coordinators' table for you to choose where you would like to go for that hour. These positions need to be filled as quickly as possible each hour. Open positions occur if someone is absent or if the class has labor-intensive activities scheduled and they need an extra pair of hands, etc. In addition to open positions listed, there is a checklist of other duties which a floater can complete. Read through the short list and put your initials by the ones you are going to do.

People Locator

If you need to locate someone in Sonlight during any time of the day, stop by the coordinators' table. We have a book called the People Locator. It shows where everyone is scheduled to be each hour of the day. This document is also located on our website for you to look at prior to the first day of classes to determine room assignments for each class.

Equipment Reservation Book

If you need to schedule the use of a TV/VCR, CD player, overhead projector, or a laptop projector, please reserve these in advance. A red 3-ring binder is kept on the coordinators' table. Record your equipment needs in this book. You can reserve items as far in advance as you know your schedule. Reservations are on a first-come, first-served basis. You or your assistant will need to stop by the coordinators' table or the storage room to pick up the item and return it to the same area when you are finished using it.

Visitors

Family members are welcome to visit Sonlight, but they must have prior approval by the Director. If you know in advance that your husband, grandparents, etc., are intending to visit Sonlight, please let us know so we can expect them. Please email the coordinators prior to a visitor attending (coordinators@sonlightcoop.org). Often dads like to come just for lunch and they are always welcome. You don't need to let us know ahead of time if that is the case. When any guest arrives, escort them to the coordinators' table so we can check them in and give them a visitor name tag.

Absences

If you know in advance you will be absent a particular week, please let us know. If you are teaching a class, it is your responsibility to arrange for a substitute teacher and notify the director or secretary and your grade level coordinator of who will be teaching the class. Your classroom assistant might be the first person you would approach, but they are not required to teach in your absence. If you need assistance finding a substitute, please discuss this with your coordinator. If you are a cleaner, it is your responsibility to find someone willing to cover your cleaning responsibilities. If you attend Sonlight but one or more of your children are absent that day, please let us know at the coordinators' table so we don't spend time trying to determine why your child isn't in class.

If you discover on Wednesday morning that you or your child is ill and you can't attend Sonlight that day, please contact the director, secretary or your coordinator. Do *not* rely on voice mail to deliver your message. Be persistent until you reach one of us. Coordinators' cell phone numbers are listed on the first page of your New Families folder and also at the bottom of every weekly email which you will receive during the semester.

Should you need to leave Sonlight for any portion of the day, you must take your 0-5th grade children with you. Only children in the 6th-12th grades may stay/attend Sonlight without their parent on campus, but you must fill out a medical release form and find a family to be responsible for your children while you are gone.

Class Changes

If you feel a class change is required, you must complete a Student Class Change Form online under Member Documents>General. Please follow ALL instructions listed on the form regarding obtaining approval and making notifications BEFORE submitted the form. **You will not be reimbursed for the original class fee and you must pay the new class fee to the treasurer.** Approval must be given and new class fees paid immediately. Class changes are allowed during the first week of classes only and must be submitted by the Monday before the second day of classes. Class changes made after this deadline will result in the student being placed in a study hall for the duration of the class where the student is dropping. If the class is a year-long class, then the student will be allowed to enroll in a new class in the spring semester if and only if there is space available after everyone else has registered. The student will first enroll in a study hall and then be moved into their desired class if openings are available at the end of registration.

Family Directory

A family directory may be viewed on our website. This list is not to be used for any solicitation.

Cleaners

If you are a cleaner, a map of the rooms you are to clean will be put in your mail folder on the first day of the semester. Your cleaning coordinator will explain what your responsibilities will be. Meet her in the designated area as soon as the 5th hour class ends. Please be careful to do a thorough job, and also be careful not to vacuum up objects that could damage our vacuum cleaner. Carelessness leads to costly repairs/replacement. If you finish your responsibilities before others do, please volunteer to help other cleaners so all of you can

complete the tasks as quickly as possible. Plan on staying until at least 3:15 pm or until the cleaning coordinator releases you.

Storage Rooms

Sonlight is privileged to occupy two storage rooms at the church. One is for teacher supplies such as CD players and white boards, puzzles and games, used curriculum, etc. If you are teaching, you may find these supplies useful for your class or future classes. Please sign out all supplies at the Coordinators' table. The other storage room is for cleaning supplies and senior class supplies. Please see a coordinator before removing anything from either room. If you are a cleaner, our cleaning coordinator will give you specific details on the first day of classes.

Sonlight Email Group

Sonlight maintains an email forum available to all current members. This forum is used for all kinds of great information for Sonlight members -- mainly the weekly announcements which you don't want to miss reading. New members need to first request membership onto the website (www.sonlightcoop.org) in order to receive messages from the forum as well as post their own messages. When it's an email from the Coordinators, we try to use the subject line "Business". If you have registered on the website but have not received any emails from Sonlight, please let the Secretary know and she will assist you.

Email Forum Guidelines

- Login to our website (www.sonlightcoop.org) and click Forum. The forum will then provide you with the necessary steps to post your message.
- Please sign your first and last name to your emails. Not only is this helpful for new families, but for all of us—we have over 100 families in Sonlight. It can be very difficult to figure out who is sending the email just by the address and first name alone.
- Please have an accurate subject line. This makes it easier to determine if the email applies to your family. You can always hit the DELETE button when it does not apply to you.

Sonlight forum can be used for:

- Events, Information, Educational Opportunities, Websites, Devotionals, Encouragement, Questions about Home schooling and Parenting
- Personal items for sale or items wanted to borrow/buy (Ex: furniture, books)
- Questions in general (please only reply to the person asking)
- Specific Sonlight class information on an occasional basis (Ex: remember water bottles for gym, need butter tubs for Art)
- Items collected for charity or opportunities to contribute time, money, items to charitable causes (mission trips, coats, food bank)

Sonlight forum should NOT be used for:

- Solicitation for profit/group fundraising (anything that is not a charity)
- Personal griping session about anything
- Cute stories and forwards that do not pertain to home schooling and parenting (even then, in moderation)
- Specific Sonlight class information on a weekly basis (homework assignments, regular class discussion) In this case, create your own class email group within your contacts.
- Religious doctrine/theological discussions

Coordinators

We are here to serve you. Please don't hesitate to contact any of us if a need arises or you have a question or suggestion. You may email us at coordinators@sonlightcoop.org. A listing of the current Coordinators is available on the homepage of our website:

www.sonlightcoop.org.