

SHINE Co-op Q & A

This document serves to answer frequently asked questions regarding co-op participation. It is not meant to replace or overrule SHINE co-op guidelines that are already in place or any existing SHINE policies & procedures, and dress code guidelines. All members are expected to be familiar with and conform to the guidelines mentioned above.

➤ Who Can Participate?

- ✓ Members in good standing with SHINE Homeschool Group who have met participation requirements.
- ✓ Families may NOT miss more than 2 co-op days in a semester. Please review the co-op guidelines for information regarding exceptions.
- ✓ DO NOT attend co-op if you and/or your children are sick. Having 1 family miss co-op is sad, but having them attend while they are sick and consequently having multiple families miss the following week due to the same bug is just awful! SHINE co-op guidelines over this information in more detail.
- ✓ Enrollment is limited due to space and nursery/preschool constraints.
- ✓ All students participating in co-op must be enrolled for classes in all three hours. Please review the co-op guidelines for information regarding exceptions.
- ✓ All participating members (parents & students) must remain on campus during co-op. Any requests for an exception should be made to the co-op director.
- ✓ Upon approval from the steering committee, SHINE member student(s) may participate in co-op without their parents' participation. A stand-in SHINE parent who is participating may assume responsibility of the student(s) during co-op. Approval is determined on a case by case basis and must be submitted at least 1 week prior to on-line registration. Exception requests for subsequent semesters should be resubmitted prior to each semester.
- ✓ Depending on need, SHINE seniors, Alumni, and non-members may teach at co-op. Please see the SHINE co-op guidelines for details.

➤ First-Time Participants

- ✓ New members (first semester only) are not required to teach but will be assigned to assist at least 2 hours. However, they may teach if they would like priority registration over members who are not teaching.
- ✓ Parents of infants and preschoolers, please see the special instructions in the Preschool Guidelines.

➤ When Is Co-op; Where Do We Meet?

- ✓ SHINE offers two 9-week semesters each member year (June 1st – May 31st).
 - The fall Semester begins the week of Labor Day in September.
 - The Winter Semester begins the week after New Year's Day in January.
- ✓ Currently, our co-op meets on Friday mornings. The hours of co-op are 8:45am to 12:10pm. All parents and children are required to arrive by 8:45am for check-in. Classes consist of three 55 minute classes.
- ✓ Currently, we meet at Christ The King Lutheran Church located at 1129 Pat Booker Rd., Universal City, TX 78148. They are directly across the street from the front door of the UC Library, on the same side of Pat Booker Rd. All members (parents and students) are expected to be respectful the church facility we are using for co-op classes. SHINE does not have arrangements to use the facility's copier equipment. Copies cannot be made on site. Please do not contact the church with any SHINE questions. They will not be able to answer them.

➤ I Want To Teach A Class. What Do I Do?

- ✓ Any SHINE members in good standing may teach at co-op.
 - Parents who teach are not required to have their children enrolled in classes. However, children are not allowed to attend co-op unless they are enrolled in classes.
- ✓ Interested parents should submit a SHINE Teacher Commitment Form. This form will be made available during designated times on our website.
 - The teacher commitment form allows for a detailed outline of lesson plans for each week. Teachers are encouraged to fill this section out with as much detail as is applicable for the class. The same weekly description can be typed each week for classes in which students will be performing the same tasks.
 - Before filling out the form, teachers should:
 - BE AWARE THAT THIS IS A 9 WEEK COMMITMENT. Please do not submit a form unless you are confident that you will be able to participate the entire semester. Any exception requests should be submitted via email to the co-op director prior to submitting a form.
 - Have a basic outline of the class you are teaching and a good title. A good title can grab the attention of the kids and help promote your class.
 - What's the minimum (and maximum) number of kids you want for this class?
 - Consider the class fee. Our goal is that fees would be set to allow you to comfortably, but not extravagantly manage the class.

- Are there supplies in the SHINE Cabinet that you could utilize? These are **free** for your use. Feel free to email me if you are unsure of what is available.
 - Make sure that any supplies that need to be ordered are available at the cost you estimate, paying special attention to discounts for multiple items, shipping charges, and any recent changes in fee or material availability.
 - SHINE offers a **FREE copy service** for teachers! Our copy mom will make regular black & white copies for you. Just place an original document into the SHINE copy box with your class info and number of copies requested. Copies will be ready for you next week. Copyrighted material may not be copied without permission. If you need a large amount of copies; you may be asked to copy them on your own using funds from your class budget. On occasion, you may request that your copies be collated, stapled, or hole-punched. Please allow extra time (at least a week) for the copy person to complete these requests.
 - Arrangements can be made to have SHINE purchase class supplies for co-op that may be too costly for teachers to purchase.
 - **Save your receipts!** If you purchase supplies, stay within your budget. You will be reimbursed for items purchased by turning in receipts to our treasurer, who is on site during co-op. **Receipts are essential in allowing us to keep accurate bookkeeping, which allows us to stay within set regulations for operating as a non-profit.**
- Sell it! Please write up a short, accurate, and snappy description for your class. This is what parents will be showing their kids when they pick classes.

➤ Do I Have To Teach?

- ✓ Parents participating in co-op are not required to teach, but are strongly encouraged to do so. This allows for the variety of classes that we enjoy choosing from during registration. To help promote this goal, parents who commit to teaching enjoy priority registration before those not teaching. Teachers and first time participants also enjoy being scheduled for a sub hour.

➤ What Am I Supposed To Do When I AM Assigned To Classes As An Assistant?

- ✓ We can't do it without you! Please be willing to assist teachers by:
 - ✓ Assisting students as needed on various tasks and redirecting them on occasion. Help younger students get to their next class. This is especially helpful at the beginning of the semester.
 - ✓ Help clean the room and get it back in order
 - ✓ Please **DO NOT** use your cell phone in class. You may do so during your sub hour.

➤ What's A Sub Hour?

- ✓ First time participants and those teaching may get a substitute (sub) hour. This is your “on call” time. You are welcome to visit the teacher’s lounge or church library. You may also use this time to prepare for class. All members must stay on site.
- ✓ Co-op participants who are not teaching and are not new to co-op will be scheduled to assist in classes all three hours.
- ✓ Depending on necessity, members who are responsible for another member’s student(s) in addition to their own may be asked to teach and/or assist all three hours. This helps absorb the empty slot that the additional parent would fill.

➤ **Are There Other Jobs At Co-op?**

- ✓ There are jobs at co-op that are essential for smooth operations. These jobs fill a need at co-op and counts for the teaching commitment. This means that people in these positions may register during the same time slot that teachers do. Currently, they are as follows:
 - ✓ Co-op Assistant
 - ✓ Librarian
 - ✓ Hospitality person
 - ✓ Copy Person

Should any of these positions become available; an announcement will be sent out asking for interested persons to apply. The SHINE steering committee will approve any candidates, based on background, applicable skill and experience as well as standing within the group.

➤ **What Is Expected Of Me During Co-op?**

- ✓ Be aware of SHINE policies & procedures, dress code, co-op guidelines, and the student code of conduct. You and your children will be expected to conform to them.
- ✓ Parents, example respect to others by being mindful of your tone and subject matter during co-op. Also, please put away cell phones when you are teaching or assisting. Remember, there are eyes and ears everywhere.

➤ **What Should I Expect From SHINE At Co-op?**

- ✓ Guidelines and procedures are in place to ensure a safe, relaxed learning environment during co-op. The co-op director ensures that classes run smoothly, code of conduct, and dress codes are observed *by all members* participating in co-op. If you have a question or concern regarding any SHINE policy, observance, or lack thereof, please see the co-op director or another steering committee member at the check-in table.

➤ **Who Says You Can’t Have Fun?**

- ✓ SHINE Co-op fosters a spirit of learning within a fun, relaxed environment. We offer optional ministries and events that help us do just that.

✓ SHINE Crazy Days

- Crazy Days are fun way to express your creativity. Members of all ages are encouraged to participate by dressing up in keeping with the crazy day theme. Announcements will be sent out through forum posts listing themes for each semester. Participating members must stay with SHINE dress code guidelines.

✓ Secret Sister Ministry

- This is a great opportunity for SHINE Co-op Moms to get to know and bless each other by being assigned a select mom, keeping her in prayer, and leaving little encouraging items for her each co-op day. It's wonderful to know someone is praying for you! This program works much like traditional Secret Santa – with a reveal party at the end of co-op. This ministry falls under the Parent Support Director, but is limited to members participating in co-op.

✓ Bring Your Dad To Co-op Day

- Homeschooling as a family affair. Our dads help encourage and inspire our children to do and be their best. Dad is welcome to visit co-op anytime, however Bring Your Dad Day is a scheduled event planned to encourage fathers to see what goes on at co-op. This is a sign up event in which you may request classes for each period to visit in.

➤ **What's Thankful Hearts?**

- ✓ Thankful Hearts, our semester's closing program, is a sampling of each semester's classes is performed or displayed for parents and extended family. Thankful Hearts is the evening of the last co-op.