

***How much will I need to work?***

Everyone needs to be available the whole time their children are participating in co-op. We will make every effort to provide teachers and team teachers time during the co-op day for planning. If you are most comfortable in a helper position, please be prepared to work all day.

***Where will I work?***

It takes many people to keep the co-op running smoothly. From teachers and team teachers to nursery and clean-up, every part is essential. Your assignments will be based as much as possible on the preferences listed on your registration.

***What will be required of me?***

At the beginning of the day, nursery, preschool and elementary teachers need to be in their rooms by 9:20. All others need to be in their assigned place at least 5 minutes before class begins. Teachers need to be ready to begin class activities at the start of the class. Coordination with co-teachers needs to be done in advance as much as possible.

***What is team teaching?***

Team teaching is ideal for our group because it spreads the work load, helps to avoid burn out and is just a lot more fun than teaching alone. This type of teaching can work many different ways. Some teams prefer to plan together and split preparation responsibilities each week. Others prefer to alternate weeks of responsibility. The most effective method is the one that works best for the team. It is important to remember that each team member is equally responsible for preparation and weekly participation.

***Can I leave the campus during co-op?***

If there is a time during the day when you are not scheduled or needed for any classes, you may leave the campus. A sign-out sheet will be on the table, so parents can be reached in the case of an emergency. Please note, the nursery is provided only during time parent is teaching.

***What if I go out of town or have an appointment?***

Obviously, the co-op runs most smoothly when everyone is present, so we need to schedule other activities around co-op day whenever possible. However, since some things cannot be avoided, the following policy should be followed. Coordinate with other teachers so they are aware of the absence and find a substitute to take your place. A sub list will be provided each session. After a sub is arranged, e-mail the leadership team about the arrangement.

***What if someone in my family is sick?***

In cases of sickness, send an e-mail to the leadership team so they can arrange a sub. A follow-up call is required if a reply confirming receipt of the e-mail is not received in a timely manner. Calls to co-teachers allowing them to plan for the absence are also appreciated.

***Is there any other way for my children to participate?***

The co-op will open a few spots in the middle and high school programs for parental drop off. This would require no parental participation, but class fees would be double. We believe this will help fill our more specialized upper level courses and provide additional funds to pay those teachers.

*It is our prayer that we all will have a servant attitude  
and view the co-op as an opportunity to minister to one another.*