



THE STEAM SCHOOL CO-OP Parent Information Packet

Mission

OUR MISSION IS TO PROVIDE OUR LEARNERS WITH THE SKILLS OF THE 21ST CENTURY:

- COMMUNICATION
- COLLABORATION
- CRITICAL THINKING
- CREATIVITY

THROUGH STEAM SUBJECTS

As a co-op, we offer homeschooling support classes to inspire children to become self-directed learners. Our teachers create engaging, interactive, hands-on lessons within the content areas of Science, Technology, Engineering, Art and Mathematics.

Values

FAMILIES IN OUR CO-OP VALUE:

- UNSTRUCTURED PLAY
- HANDS-ON LEARNING
- THE OUTDOORS
- PLACE-BASED LEARNING (FIELD TRIPS)
- SELF-DIRECTED LEARNING

At co-op, children will have time to share their learnings, experiences and questions. Parent teachers will guide, direct and facilitate learning through planned lessons with opportunity for active and hands-on learning. We hope to inspire our children to pursue their own interests and become independent learners. Projects may be assigned that provide children with free choice of topic and options for type of product.

Grading

Parents are their children's primary teacher. Our classes are designed to be formative, supplemental, and child-focused. As such, no formal evaluations will be given. Teachers will provide suggestions for improvement, feedback on submissions, or areas to correct. All assessment will be for learning.



Structure

We are parent-led co-op with a leadership team. We pay our lead teachers and offer reduced tuition to assistant teachers. We are not a school. We are a supplemental program to support homeschooling families.

Safety Guidelines

- There must be two adults with children (who are not related to them) at all times, whether inside or outside.
- If a child needs help in the bathroom, his or her parents should be asked to provide help or asked for consent for another adult to help the child.
- Children who are hitting, spitting, kicking, pushing, name-calling, whining or otherwise acting aggressively will be removed from the situation, parents will be notified of the behavior.
- Everyone must wear shoes at all times.
- No food sharing except snacks provided for the entire class, which must be peanut, dairy and gluten free.
- No peanut products may be brought into the classrooms.
- Everyone should wash hands before and after eating to reduce the spread of allergens.
- Children and adults must be symptom free from contagious illness for 24 hours before attending school.
- Children will only be released to the parent or emergency contact listed on registration forms unless prior notice is given and photo ID is shown.
- Children should be dressed appropriately for the weather, bring layers, and have a change of clothes in their backpacks.
- All parent volunteers and teachers will be subject to a background check.

School Rules

We will tolerate and respect prayer and expressions of faith and culture by children and parents, including celebrating holidays together. We are expressly a secular co-op. This means that content will be taught from a secular perspective. However, children and parents are welcome to share their personal faith perspectives when it is relevant to the topic.

If a parent or child violates a rule, he or she will be pulled aside for a private conversation about the rule violation. The parent or child will have an opportunity to improve their behavior. If the parent or child is unable to follow the rules after two warnings for that rule, the parent or child may be referred to the leadership team. Continued rule violations may lead to removal from the co-op by the leadership team. Children may be removed from the classroom temporarily or moved to another classroom if they do not participate in a productive way during class. In all our interactions with one another, our co-op will emphasize the importance of collaboration and respectful communication.



Rules for Adults and Kids

Rules for Adults

- ✓ Be respectful.
- ✓ Be kind.
- ✓ Be positive and encouraging.
- ✓ Be safe.
- ✓ Communicate expectations clearly.
- ✓ Arrive prepared for teaching.
- ✓ Wear shoes.
- ✓ Dress appropriately.
- ✓ Clean up after yourself.
- ✓ Stay organized and neat.

Rules for Kids

- ✓ Be respectful.
- ✓ Be kind.
- ✓ Be positive and encouraging.
- ✓ Be safe.
- ✓ Follow directions and stay engaged.
- ✓ Arrive prepared for learning.
- ✓ Wear shoes.
- ✓ Dress appropriately.
- ✓ Clean up after yourself.
- ✓ Stay organized and neat.

School Supplies List Grades 1-5

- ✚ 1 – 1” 3-ring binder with dividers (or folders for each class)
- ✚ 1 – colored folder (or binder dividers) for each: Science, German, Public speaking, Engineering
- ✚ 1- 9x12 wire spiral bound unlined sketchbook (art class)
- ✚ Paint smock or old tshirt for art class
- ✚ 1 – pencil box
- ✚ Pencils, erasers, colored pencils, glue stick, safety scissors
- ✚ 1 packet of Baby Wipes
- ✚ 2 rolls of Toilet paper OR 1 roll of paper towels
- ✚ Bring backpack, lunch and water every day

See sign up sheet for donations requests.

Information in this packet is subject to change by the leadership team based on co-op needs. Updates to policy, procedures, rules, teacher contracts, etc., will be made via email.



STEAM School Co-Op Homeschool Support Classes 2018-2019 Calendar

Semester 1: 10 weeks, Sep 11- Nov 15 Thanksgiving Break: 1 week, Nov 16- Nov 26	Semester 1 Continued: 4 weeks, Nov 27-Dec 20 <i>Winter Break: 2 weeks, December 21- January 7</i>
Winter transition: 4 weeks, January 8-31 Child-Led Co-Op/Trial Classes	
Semester 2: 10 weeks, Feb 5- April 11 <i>Spring Break: 2 weeks, April 12- April 29</i>	Semester 2 Continued: 4 weeks, April 30- May 30

DRAFT SCHEDULE (Subject to change by co-op teachers)

TUESDAY	K-1	Grades 1-2	Grades 3-5
<i>Hour 1 (9:15-10:15)</i>	TBD	Art	Science
<i>Hour 2 (10:20-11:20)</i>	TBD	Science	Art
<i>Hour 3 (electives) (12:15-1:00)</i>	TBD	CHOOSE ONE PER SEMESTER (Mixed ages)	
		Math/Games	German (semester 1) Music (Semester 2)

WEDNESDAY	K-1	Grades 1-2	Grades 3-5
<i>Hour 1 (9:15-10:15)</i>	TBD	Engineering	Public Speaking/ Leadership
<i>Hour 2 (10:20-11:20)</i>	TBD	Public Speaking/Leadership	Engineering
<i>Hour 3 (electives) (12:15-1:00)</i>	TBD	CHOOSE ONE PER SEMESTER (Mixed ages)	
		Hand Works: building, crafting, sewing	Theater

THURSDAY	K-1	Grades 1-2	Grades 3-5
<i>Hour 1 (9:15-10:15)</i>	TBD	Coding and Robotics	Creative Writing
<i>Hour 2 (10:20-11:20)</i>	TBD	Creative Writing	Coding and Robotics
<i>Hour 3 (electives) (12:15-1:00)</i>	TBD	CHOOSE ONE PER SEMESTER (Mixed ages)	
		Math/Games	TBD Art 2/Comics (Semester 1)

Because we value free play, we have unstructured play time scheduled during lunch and after co-op.



Co-Op Fees and Drop-Off Tuition

Family Fee (1 per family)	Drop-Off Tuition per child	Drop Off 1 Day	Drop Off 2 Days	Drop Off 3 Days
\$50 registration fee + \$150 per semester (\$350 per year per family)	1 child	\$65/month	\$125/month	\$185/month
	2 children	\$95/month	\$215/month	\$335/month

Annual Payment 4% off (must also pay family fee)	Drop-Off Tuition per child	Drop Off 1 Day	Drop Off 2 Days	Drop Off 3 Days
Family fee of \$350 per year is nonrefundable. Monthly tuition is refundable prorated by month. You must give one month notice before ending enrollment.	1 child Annual Drop-off	\$561.60	\$1,080	\$1,598.40
	2 children Annual Drop-off	\$820.80	\$1,857.60	\$2,894.40

All co-op members pay the family fee to participate. Parent who work as lead teachers will receive a W-2 for the amount of tuition saved (as this is considered compensation by the IRS). Any parent who volunteers as a teacher assistant is expected to lead lessons if the lead teacher is absent. All teachers and assistants should plan to arrive by 9:00am to monitor students before class time while teachers set up. **All teachers and assistants must maintain a 75% attendance rate (or send a substitute) for their commitment. This includes absences due to illness.** Teachers and assistants must provide agreed upon service to receive the reduced tuition rate. The leadership team reserves the right to rescind assistant and lead teacher positions if a team member is not meeting expectations.

Teachers and assistants who work at co-op one day may receive discounted drop-off fees for the other days, to be negotiated on a case by case basis. Financial aid discounts may be negotiated on a case by case basis.

Late Fees

Please plan to pick up your child by 1:15pm each day you drop off during co-op days. If a parent is late to pick up, there will be a \$5 charge for every 10 minutes the parent is late. We must lock the doors and leave by 1:15pm each day.

Monthly tuition should be paid on the first day of the month that your child attends class. A late fee of 10% of your tuition costs will be applied if payment is made late.



2018-2019 STEAM School Co-Op Support Classes Registration Form

Who will be attending? (Include all children if the parent is staying on site)

Name: _____ Age: _____ Grade: _____ (Circle) Days attending: Tues Wed Thur

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Which electives does your child choose? (grades 2-6 only, see schedule for choices by day of attendance)

Name of Child	Day of the week	Elective choice

What would you like us to know about your child(ren)? (allergies, special needs, interests)

Will you be volunteering or dropping off?

- I would like to be considered for a LEAD teacher role in _____
- I would like to be considered for an assistant teacher role.
- I WILL pay drop-off fees.

I understand that I must pay the \$50 registration fee as soon as possible and before Sept 1 at the latest in order to secure my children’s spaces in the co-op. I must also pay the \$150 semester 1 family fee by Sept 1 and the semester 2 family fee by January 1st of that year to ensure my children’s space. I understand that these fees are non-refundable.

Parent Name/Signature _____ Date: _____



Parent/Guardian Information

Names: _____

Home address: _____

Email addresses: _____

Phone numbers: _____

Emergency Contact and Phone: _____

Who has permission to pick-up your child? _____

Who does NOT have permission to pick-up your child? _____

Permission to Use Photographs

I grant to the STEAM school, its representatives and volunteers the right to take photographs of me and my children during STEAM co-op time or STEAM events. I authorize the STEAM school to use and publish the photos in print and/or electronically.

I do NOT grant permission to the STEAM school, its representatives and volunteers, to take and publish photographs of me and my children.

I grant to the STEAM School permission to take and publish photographs of me and my children under the following conditions:

Signature: _____ Date: _____

Printed Name: _____

Names of Children: _____