

# ExCEL/ECHO Co-op 2010-11

## Information Page

(New stuff in **RED**)

**ECHO stands for “ExCEL’s Cooperative Homeschool Opportunity!” It is a place where once a week we share our skills and offer classes for homeschoolers. This year we will meet on MONDAYS at St. Matthew Lutheran Church. Here’s the scoop for this year. If you find you have more questions, email Darlene Magnusson at [excelal@gmail.com](mailto:excelal@gmail.com).**

### I. Calendar

Fall Term—12 weeks

Begins September 20<sup>th</sup>

Ends: December 6<sup>th</sup>

Vacation: No vacation days needed for Thanksgiving since we are meeting on Mondays.

Spring Term—12 weeks

Begins February 7<sup>th</sup>

Ends May 9<sup>th</sup>

Vacation: NO co-op March 28<sup>th</sup> and April 4<sup>th</sup> off for Spring Break.

### II. Class Schedule

There will be two 55-minute class periods in the morning and two 40-minute class periods in the afternoon as well as a 30-minute period for Math Accountability. There will be 5 minutes between classes.

Classes will begin at 9:00, 10:00, 12:00, and 12:45 with lunch for one hour from 11:00 until noon, unless your child is enrolled in Math Accountability which will meet from 11:30 until noon.

**Note:** Science Olympiad will meet from 1:30- 3:30 this year. They will have assigned clean up tasks, but will not be responsible for the whole building. **All teachers are responsible for leaving their classrooms clean after class.**

**III. Very IMPORTANT Registration Deadline notes:** We are planning to register **all** (new to co-op or existing) families by mail. Registration will begin immediately. If you are registering for Keys of Liberty, you must do so by August 27<sup>th</sup>. Keys of Liberty will start before co-op officially begins. (Teachers, please try to register on time.) On September 1<sup>st</sup>, I plan to start pulling together class lists for the rest of the teachers. I plan to have class rosters emailed out by the end of the 1<sup>st</sup> week in September so that teachers can plan for the term and order the correct amount of supplies.

**IV. Participation:** We are a co-op. *You are required to help during co-op and will have a short clean up type task before you leave.* Here are the kinds of participation required:

1. **During Co-op:** When your kids are in class, generally you need to be doing one of these things to help.

- **Assistants:** Assistants are required to actively help the teacher and fill in for a teacher in her absence. They are not required to do any planning or prep work.

- **Teachers and co-teachers:** *As available*, teachers can have one period off if they desire to plan and prepare. Priority will be given to teachers who have heavy class preparation needs. **Note:** Teachers still get first

choice of classes for their kids, since it's important that teachers' kids get into classes so they can teach—however they must register within the first week of registration to get that priority place.

- **Hall Monitors/back ups:** Parents in this position will be stationed in the Lobby when not performing other duties. They will ring the bells at the beginning and end of class session and will be available to make sure children are not roaming the halls. They will also be available to fill in for absent assistants in classes or childcare.

- **Study Hall:** If there are students who would rather not take a particular class at the hour it is offered and there are no other class choices, they may bring school work to do independently with minimal supervision (teachers who have a light prep hour may be used for Study Hall Supervisors.) This will only be staffed as needed and parents need to be sure students have something to work on.

**2. Clean up job before you leave:** This year every family will have a required, approximately 15 minute job to do before they leave, *whenever* that is. You may have your kids do it. You can get together with a friend and do your jobs together. You can hire someone else to do it. I imagine there are a number of responsible older kids who would be interested in being hired, but you will be responsible to see that your assigned job is done correctly before you leave. If you have questions, concerns or are just in doubt, report to

**Kellie Schmieder or Darlene Magnusson.**

(SO kids, if you would like to hire yourself out as a fund raiser, let it be known what you would be willing to work for and when you would be available. There are probably moms who would hire you.)

- **Clean-up Director**, will oversee the rest of us, staying to inspect, making sure the job is done well. (**Kellie Schmieder**)

- **Supply Manager**, will oversee supplies, keeping the supply areas tidy and organized and purchasing more supplies as needed. Supply manager gets 1 scheduled period off to do this or it can be her/his assigned clean up job.

- **Other Various Jobs will be parceled out as assigned at the beginning of the term. If you decide to trade jobs with someone, just let Kellie know.**

**V. Fees:** Our goal is to charge the least we can and still be in the black.

1. **ExCEL Membership annual fee:** \$35

This is once for the year.

2. **Family Registration fee for ECHO:** \$20 per semester or \$10 per semester if only enrolled in one class. This fee and the class fees buy curriculum and non-consumable supplies for co-op classes, office and cleaning supplies.

3. **Class Fee:** \$3 per class per child

4. **Supply Fees:** These are for consumable supplies students use or take home & are determined by the class instructor.

**VI. Absences:** In case of an absence

1. **Teachers:** Notify assistant (if there is not a co-teacher) & provide assistant with whatever is needed to run class.

2. **Teachers & Assistants:** Ideally, email **Darlene**

([darmagn@gmail.com](mailto:darmagn@gmail.com)) with any absences that are apparent before the day of co-op. Call **Darlene Magnusson (360-574-6605)** if the change occurs the night before or **the morning of co-op**.

**VII.** File folders will be kept in the office, so try to drop by and check your folder at some point in the day.

**VIII. Miscellaneous Policies:**

**A.** If your child becomes unable or unwilling to participate with their class; he or she will likely be brought to you for the remainder of the class **or can be sent to study hall if they have something to work on**. This is not to say that corrective measures will not be tried first, but sometimes kids are just “done” with structure sooner than others. Our teachers are volunteers and don’t always have the resources to deal with kids who don’t really want to be in their class. Please be understanding of that. Talk to **Darlene** about any difficulties that need to be addressed.

**B.** St. Matthew has a cleaning day twice a year--once in November and the other before Easter. I really need all of you who register for ECHO to come for one of those two mornings. They are always Saturday mornings. As none of us actually currently go to this church for worship, it is particularly important that they see us during these times so we are not just those nameless homeschoolers who use their building. When you register, please be aware that we are expecting you to make one of these two work days for at least a couple hours.

**C.** Background checks will be done for all participating adults. The registration form will include a section to provide birthdates of adults which are required for the background check. Washington Access to Criminal History is the source being used. This is being done to try to address any liability issues.

**How your fees are spent: In case you want to know...**

The ExCEL membership fee is good for all year. You will *not* have to pay that fee again next term. It pays for charges for maintaining a web site and other overhead costs. We also use it to offset costs of some of the academic contests that we tend to sponsor like Word Power Challenge, National Geographic Bee, Legobotics team start up costs, etc.

The Family Registration Fee and the class fees are used to pay ECHO's overhead costs (rent for the building, cleaning supplies, purchase of things like our copy machine, etc.) and curriculum investments that we can reuse. I've broken the charge up between a per family charge vs. per use charge so that those with many children taking many classes are not overly burdened, but neither is the person with only one child taking a couple classes.

The supply fees are designed to be the actual cost of supplies your child will consume or take home for that particular class over the 12-week period.

Now that you understand all that, I also want to say that if you or someone you know really cannot afford our co-op, but would otherwise come and contribute with their time and talent, we have need based partial scholarships available in our budget. Please let me know of the need.

I will also occasionally make exceptions for people who have extenuating circumstances with some of our other rules. It doesn't hurt to ask. We are here to serve the homeschooling community. We *are not* a business, but *are* actually a charity. Don't be afraid to ask if we can accommodate your true need.

Sincerely,

Darlene Magnusson 574-6605