

A Guide for Teaching Enrichment Classes

PATH Co-op

“I can’t teach“ “I don’t know what to teach!”

Choose a topic:

Idea Sources:

Your children’s interests or hobbies	Hobby Shop	Library
Your interests or hobbies	Craft stores	Educational Catalogs
Bookstore	Teacher supply store	Internet

You don’t have to be an expert at your topic - you will learn about your subject as you plan your lessons. There is always a need for teachers for science, art, drama, music, and foreign languages.

Develop Your Topic Into a Useable Form

1. You need to devise ten one-hour lesson plans about your topic. Most children enjoy and benefit from a hands-on, interactive learning style. In other words, don’t plan to just stand there and lecture, but use crafts, skits, experiments, videos (minimally), special speakers, literature, etc.
2. You need to figure out a per child fee. Figure in any photocopying, books, supplies. Once your fee is published, that is exactly how much you will receive per student.
3. Decide on a supply list - what you want the child to bring, if anything.
4. Develop your lesson plans. Unit lesson plans are due at or before registration. Please turn them in to your grade level coordinator(s).
5. Decide what your class size limit will be (if it is less than 12)
6. Decide what your helper/student ratio should be. (1 to 4 or 1 to 6, etc.)
7. Develop a student syllabus. Just a basic outline of the subject area each week. Include in this any known homework assignments. This needs to be passed out the first day of class into the mom’s mailboxes.
8. You will receive a roster via email after registration with your exact student count. At that point you can purchase books, supplies, etc.
9. Checks will be available on the first day of co-op. You will be given an envelope to keep your receipts in. **You must keep all receipts. You will be required to return any money that you don’t have receipts for.** Money and receipts will be due on the last day of co-op. Lesson plans must also be submitted in order for you to receive your check.
10. At the conclusion of the semester any unused materials, books, or supplies need to be turned into the age-level coordinator. You may retain them if you will be using them for a subsequent class.

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Other General Classroom Guidelines

- During the first class, let your students know the behavior and work requirements that you are expecting of them. Weekly notes to the parents detailing assignments are appreciated particularly for younger students or a schedule of some kind given out the first week of classes. Please place these in the mom's mailbox - i.e. do not hand out to students to place in their backpack.
- Bring all of the supplies you will need to your class each week. Be sure to remember even the small items such as tape, dry erase markers, staplers, scissors, etc.
- If you are going to be absent, it is imperative that you make arrangements for someone else to take over your class. Please notify the director and appropriate age-group coordinator if necessary. Answering machines are not always effective; please try to reach a real person.
- Please keep all students in the classroom until the bell rings. If a student needs to be dismissed to use the restroom or get a drink, ask an assistant to escort the child and monitor the situation.
- If your class requires a fair bit of set-up and/or clean-up, you should request to be assigned as a floater for the class before and/or after yours. If you have special set-up requirements (for instance, you need a piano moved to the room, etc.) please let the set-up coordinator know **before the semester starts**.
- Since our classes are academic in nature and realizing that we have members from different Christian denominations, please refrain from doctrinal class time discussions with students other than the issues directly stated in our Statement of Faith or as pertain naturally to the subject being taught.
- Require your students to wear their nametags at all times. Remember nametags have the parents' schedules on them. Please do not put stickers on the plastic nametag covers or otherwise deface them as this makes them difficult to reuse.
- If you assign a homework assignment expect all students to turn it in on time. If not give appropriate warnings and homework notices as necessary. We all need to be consistent about this please.