

Teacher Handbook

We hope this will give you some ideas and answer some questions you have regarding teaching at YCFamily.

Ideas for classes:

Astronomy, Messy Science Experiments, Geology, Biology with Dissection, General Music, Guitar, Ukulele, Recorder, Choir, Drama, Acting, Improv, Shakespeare, Poetry, Parts of Speech, Creative Writing, Essay Writing, Classic Literature, Pokemon, Harry Potter, Legends, Knitting, Crochet, Embroidery, Sewing, American History, Ancient History, The Civil War, The World Wars, The Constitution, GameSchool, Card Games, Board Games, PE, Soccer, Volleyball, Dodgeball, Lego, Robotics, Star Wars, Nature Journaling, Seasons, Weather, Boy Scouts, Animals, Australia, Japan, Marine Biology, Geometry, Family Math, Budgeting, Times Tables, American Girl, Holiday Crafts, Mixed Media, Drawing, Oil Pastels, Beading, Calligraphy, Storytime, Circle Time, Toddler Time, and soooooo much more!

Determining Class Age Group

Class age groups can be narrow or broad. While most classes will be for children and youth that are school age, classes may be offered for any age, including very young children or adults.

Submitting a Proposal

Only members may teach at York County Family Cooperative. Teachers must join the co-op before submitting a proposal. Proposals are submitted online. In your class proposal, there will be a place for a title and a description of the class. This will be your advertisement. After the board receives the proposals, the schedule will be posted with the teacher's class descriptions. Some class description examples–

***Drawing Shape by Shape* - \$35**

Age: 8-12

Can you draw a circle? How about a square and a triangle? Then you, my friend, can draw anything! In this class, I'm going to show you the easiest way to draw. We're gonna draw all kinds of cool, silly, funny characters and crazy animals!

***Perler Melty Bead Craft Hour* - \$50**

Age: 6-12

Each student will receive their own Melty Bead kit which includes over 4000 beads! Project patterns, friendly conversation, relaxing music, and crafting will be the vibe of this creative, hands-on class.

***Marine Biology* - \$50**

Age: 11-14

In this interactive and hands-on marine biology course, we will explore marine animals and how they interact with their environments! We will dive into ocean characteristics, ocean zones, and tides and tide pools; take on marine life, marine invertebrates, marine reptiles, mammals, fish and sharks; investigate coral reefs and more. We will experiment, create, dissect, sketch, classify...and maybe take a couple field trips! Join us in this exciting class devoted to the amazing world of marine biology.

***Playdough Power* - \$45**

Age: 3-5

Besides being a whole lot fun, playing with playdough is an excellent way for children to learn. Did you know that playdough helps enhance fine motor skills, improves focus, encourages creativity, all while improving social skills? Each week we will have different activities and invitations set up involving playdough and other sensory materials. This is a low-structure class, focused on the importance of free play and individual creativity.

***Introduction to Physics* - \$60**

Age: 14-18

This class will utilize a series of small experiments/demonstrations to show the basics of Newtonian physics (laws of motion), thermodynamics (conservation laws), and how math is derived/used from these observations to make physical models. The class will progress through a series of demonstrations/experiments to build on each other and will finalize with a project to predict projectile motion and demonstrate the prediction (e.g., through a rocket, catapult, or similar). 1-2 hours of homework per week will be assigned to get the most out of this class.

***Star Wars STEM Class* - \$100**

Age: 8-12

In this Star Wars STEM class we will have tons of fun doing some Star Wars themed science and art based crafts. We will learn while enjoying the backdrop of Star Wars. We will make Star Wars lightsaber sensory bottles and more. We might even get to learn and enjoy Star Wars based food. If you love Star Wars and like to learn, this class is for you!

Establishing Fees For Classes:

A number of factors should be considered.

- 1)What will your supplies cost, including any curriculum?
- 2)How many kids are you hoping for, or limiting your class size to? This is important because depending on the supplies or curriculum you want to buy, it could go up with each student, or be the same regardless of the class size. Your supplies might only be \$10 per student, or \$200 total, regardless of class size.
- 3)How much prep time will the class require? If it will take a lot of time to prep it should have a larger class fee. If it will take little to zero prep time, then the fee could be less.

4) Is this a specialty of yours that is unique and highly appreciated and sought after? If so, consider charging a little more for the 1000s of hours you have already put into your knowledge on the subject.

5) Remember that this is a co-op and not a side hustle, but also remember that being compensated for your class will prevent burn out, and provide high quality classes.

Some examples of how to figure out class fees:

-Amy is teaching an American Girl Craft class for 9-12 year olds. Each student will make furniture and dishes for AG dolls. She spends 3-4 hours researching and planning and comes up with 12 projects, one per week for the semester. She decides she needs to allow \$4 a week per student for supplies. That is \$48 per child for the semester just for supplies. This is going to take quite a bit of prep time for purchasing and designing the crafts for class. She would like a little compensation for all of her time so she determines \$80 for the class fee for the semester per student. Even though this might be on the high side, each student will be taking home a very nice project each week.

-Danielle is teaching a space science class for 5-7 year olds. She bought a fun book for \$20 with some fun space experiments and projects and suggestions for library books. She decides to plan on \$1 per kid per week for supplies. She would like to limit her class size to 8 kids. \$12 for supplies plus \$3 for the book (price of the book divided among the kids), that's \$15 per kid. This won't take too much research, but will take at least an hour of prep time each week, she decides to add \$30 for a total of \$45 for the semester per student.

-Elizabeth has a degree in Spanish. She has taught Spanish in several homeschool settings and already has her own curriculum. She is going to offer a class for 6-10 year olds, and a class for 11-14 year olds. It will cost \$5 per student for supplies. It will take very little prep per week because she has taught it so many times. However, this is her specialty, she decides to set the fee at \$75 for the semester per student for each class. She feels that is still a bargain for what she is offering.

–Courtney is offering a card games class. She already owns a ton of card games. She won't need to spend any money on the class or prep time. She decides to offer it for \$25 for the semester.

Co-Teachers and Assistants

Sometimes teachers prefer to co-teach. One advantage of co-teaching is sharing the workload. Another is if either teacher is sick or out of town the other one can sub easily. Co-teachers can arrange any responsibilities for their class anyway that makes sense for them and their families.

For classes with younger students, a lot of hands-on activities, or large classes, it is helpful to have an assistant. A class assistant could be a parent of one of the students in class. It is very easy to get an assistant if the teacher offers to waive the class fee in exchange for helping out. An assistant usually just shows up to help out. Assistants don't usually help prepare for the class or plan the activities, but sometimes they can be the difference between chaos and success

Teachers with Young Children

This is a family co-op and young ones are always welcome to be with the mom. You are the best judge to know if your child will be disruptive in your class. If your little ones will make teaching difficult and you want to teach there are several options–

- Co-teach so when your little one needs you, you can tend to his or her needs while the other teacher keeps the class going.
- Trading “child care” with another parent in the same situation
- Put your little one in a class when available
- Offer a class for little ones so that you can teach and be with them at the same time.

Determining Class Size

When the teacher receives all of the class registrations, sometimes there are too many or too few. A few options to consider:

–It is up to the teacher how many children to accept into the class, and it is up to the teacher what the minimum number is to hold the class.

–If there are too many, email all of the parents of students who registered and ask if there are any parents willing to be an assistant to you. Explain they only have to attend and help, and don't have to plan anything. Offer to waive the fee for their child in exchange for being an assistant. If you get an assistant, accept all of the kids into your class.

–Another option if there are too many registrations– email each parent with some clarifying questions about the child and narrow the list down based on ages, or interest level or by the time the email was received or if any of the moms of the children that have registered are teaching that same hour.

–If there are very few registrations the teacher can decide if it is worth it to hold the class, or if the class will work with just a few students. If it won't be worth it or work, the class can be canceled. It is up to the teacher.

Collecting Class Fees

Fees can be collected however the teacher wishes–venmo, paypal, check or cash. When accepting a student into your class, email the parent about being officially registered, tell them about how and when to pay you.

Refunds for Classes

Refund policies are entirely up to the teacher. The refund policy should be clear in the information about registration.