



# **Registration Packet**

**2011-2012**

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Dear Co-op Applicant:

Thank you for your interest in the CHESS Teaching Co-op. Enclosed, please find our 2011-2012 registration packet, which includes all the forms necessary for a complete registration.

The CHESS Teaching Co-op will meet on Mondays for 22 weeks. Fall classes will meet August 29, 2011 through November 14, 2011. Spring classes will be held, January 9, 2012 through March 19, 2012. Classes will run from 12:30 p.m. to 3:30 pm. We wish to thank the congregation of the First Baptist Church for graciously allowing us to meet in their beautiful facility in Sulphur Springs.

We are pleased with our course offerings this year and are delighted to offer classes for varied age levels preschool through high school. Registration must be done in person or through the mail. There will be no registration over the phone. If, after you have registered, you wish to make class changes, the changes must be made in writing. Please note that you must be a member of CHESS prior to registering for the CHESS CO-OP.

Again, we thank you for your interest in the CHESS Teaching Co-op. May the Lord bless each of your families for the commitment you have made to the Godly education of your children.

**CHESS Teaching Co-op Board**

Sarah Meece  
Jerry Brietling  
Susan Fisher  
Carrie Hurley

Belinda Brietling  
Michelle Crist  
Cori Jones  
Melinda Griffith

**2011-2012 CHESS Teaching Co-op Board**  
**You've got questions? Be sure to call the right person!**

Director:	Sarah Meece	903-366-6548
Assistant Director:	Jerry Breitling	903-285-1901
Secretary:	Susan Fisher	903-243-8343
Registrar:	Belinda Breitling	903-365-2185
Treasurer:	Cori Jones	903-348-4396
Service Hour Coordinator:	Michelle Crist	903-383-7990H
		903-850-7993
Supply Coordinator:	Carrie Hurley	903-438-6884
Events Coordinator:	Melinda Griffith	214-585-6483

**Co-op Location:**

First Baptist Church Sulphur Springs  
116 Oak Ave  
Sulphur Springs, TX 75482

## Chess Teaching Co-op

### Fall 2011 Calendar

August	29	Week # 1	
September	12		2
	19		3
	26		4
October	3		5
	10		6
	17		7
	24		8
	31		9
November	7		10
	14		11
	15		Open House

### Spring 2012 Calendar

January	9	Week # 1	
	16		2
	23		3
	30		4
February	6		5
	13		6
	20		7
	27		8
March	5		9
	12		10
	19		11
	20		Open House

# Christian Home Educators of Sulphur Springs CHESS Teaching Co-op

## What is the CHESS Teaching Co-op?

### **Mission**

The CHESS Teaching Co-op exists for the primary purpose of coming together to enrich the education of our children and to have Christian fellowship with other home school families. The Co-op is not designed to take the place of the parents educating the children at home, but to provide enhancement opportunities in the overall education of the student.

### **Distinctly Christian**

The content of CHESS classes will reflect a Christian worldview. All science classes will be taught from a creationist position. Evolution may be discussed in some classes. If so, it will be explained as a theory. Our intent is that every class will have an atmosphere that is pleasing to God. The classes will open with prayer led by one of the students or teachers. All teachers and teacher substitutes must be professing Christians and must agree to teacher guidelines and responsibilities as set forth by the CHESS Teaching Co-op and will have to have a church leadership letter of recommendation. (If you are unsure whether you are a Christian, or if you are not a Christian but are interested in knowing more about Christianity, please contact a member of the leadership team.)

### **Where can I Get a Printed Registration Packet?**

Registration packets can be printed off the CHESS webpage at [www.chess-tx.org](http://www.chess-tx.org).

If you do not have access to a computer you can go to the library and access the CHESS webpage on their computer. Packets will be made available during our on-site registration date for the price of printing.

**No packets will be mailed.**

### **How do I register my children for classes?**

After renewing/becoming a CHESS member you may access and complete the CHESS Teaching Co-op registration packet. It must be submitted in person at co-op or postmarked by December 9, 2011 if mailed. Classes can be closed as soon as they reach maximum capacity, and registration can be closed when limits are reached. **(New high school students being registered will be placed on a waiting list and will only be admitted if space becomes available in the high school classes.)** If you are teaching in a class you must register your children also; they are not in classes until your registration packet is completed. We have a space limitation, so please be prompt. Any registration after that date, **if space permits**, must be approved by the board and teachers. (Parents will be responsible for securing all materials for the classes in which their children are enrolled.) Registration forms may be mailed to

CHESS Co-op

Attn: Belinda Brietling

PO Box 794

Sulphur Springs, TX 75483.

**Mandatory Orientation**

To complete the enrollment for your child, at least one parent from each family and all students must attend the mandatory Orientation Meeting on January 9, 2012 at 12 pm (noon). (There will be no food allowed during or after the meeting. Classes will start on time directly after orientation. Please be sure you and your children have eaten prior to arriving for orientation.)

**What does the Co-op Fee cover and how much is it?**

The Co-op Administrative Fee, \$25.00 per family plus \$2 per child per semester, covers cost for general supplies, set-up, clean up, administrative costs of the Co-op, and our church building fee for the year 2011-2012. This payment is due with your registration and must be made payable to CHES Teaching Co-op.

**Whom do I call if I have a question?**

Please see page 4 for our CHES Teaching Co-op Board, and call the appropriate person.

**How strict must I be on the age range given?**

Teachers determine the age ranges for the classes they will be teaching. All age guidelines will be strictly enforced. The teacher must approve any exceptions to the specified age guidelines.

**How do you determine who gets into the classes?**

All classes are filled on a first-come, first-served basis. There are waiting lists available for each class. If you have requested a class that is already filled, the registrar will place your student on the waiting list and contact you if the class opens up.

**How do you determine who gets which service hour positions?**

All service hours are filled on a first-come, first-served basis.

**What if I change my mind?**

Make all changes in writing, and submit to the Co-op registrar. Note that NO CHANGES will be done over the phone, and places in classes will not be "held". Plan to do all registration and changes in writing. Also, be aware that making changes to your student's schedule does not guarantee your service hours can be changed to coincide with the new schedule. The Board will require more than 24 hours notice to consider any written request.

**Drop/Add Class**

Class changes will be considered by the Board no later than the first day of co-op. No class changes will be made during the remainder of the semester. All class change requests must be submitted to the Board in writing.

**What if my address or phone number changes after I have registered?**

Please send your updated address and/or phone number to [bbreit62@hotmail.com](mailto:bbreit62@hotmail.com) or call Belinda Breitling at 903-365-2185.

# Christian Home Educators of Sulphur Springs CHESS Teaching Co-op

## Policies and Procedures

Please read carefully. You are responsible for knowing and abiding by the following guidelines. It is very important that we demonstrate a good example of home schooling and protect the facility we have so graciously been allowed to use. Observance of the following guidelines will ensure that our objectives will be met. They can be summed up in this way:

Show thoughtfulness and respect toward the teachers, parents, other students, and our host church facility and staff. At all times our actions and attitudes should honor our Lord Jesus Christ. "Whatever you do in word or deed do all in the name of the Lord Jesus."

Col. 3:17.

### Service Requirement:

Each family participating in Co-op classes is required to contribute to the success of the co-op. Each family will commit to the entire afternoon of the co-op and must participate in a class/service hour requirement for every time period. Each family will also be assigned a set-up/ clean-up time as part of their service hours. A parent from each participating family must serve in the co-op all hours. The parent's gifting and input will be considered when the schedule is made. Forms indicating areas and times that workers are needed are in the Registration Packet in order for the parents to choose their service preferences. These service forms must be submitted at time of registration. Parents are needed as classroom helpers, monitors of the halls, to help set up, etc. The Co-op Registrar and Service Hour Coordinator will organize the service assignments, according to a first come, first served basis, and, as much as possible, honor the parent's preference and convenience.

### Registration for Co-op classes will not be considered complete without a specific service commitment for the semester.

In the event of illness, death in the family, or other circumstance in which you are unable to fulfill service hour obligations, please contact Michelle Crist as soon as possible.

### Year Commitment:

All families must be current CHESS members to be eligible to register for the CHESS Teaching Co-op. Once a family is registered for the co-op, they will be expected to stay in the Co-op for that year. If a family withdraws after the registration deadline, they will be ineligible to participate in Co-op for one semester. (Exceptions can be made on a case-by-case basis with board approval.) Any request to drop a class must be made in writing and submitted to the Registrar for processing. It is not enough to simply inform a teacher that your student will be dropping (or adding) a class.

### All registration fees are nonrefundable.

#### Registration Fees:

Family fee- \$25 per semester. General Supply fee - \$2 per child per semester. These fees go into the CHESS Teaching Co-op's checking account at Alliance Bank. All Board pre-approved purchases will be reimbursed by receipt and kept on file.

*\*If monetary issues prevent your family from joining please see a board member.*

**Daily Schedule:**

Classes meet from 12:30 p.m.-3:30 p.m. on Mondays. All Co-op participants should arrive by 12:20 p.m. (10 minutes prior to the first class). There will be three 55-minute classes. Classes must start and end at the appointed time. A bell will ring five minutes before each class ends and at the end of each class.

**Late Arrivals:**

If you are going to be late to co-op for any reason, you must call Michelle Crist and let her know. Her phone numbers are 903-383-7990 H or 903-850-7990 C. A fine of \$25 will be issued to anyone arriving 15 minutes late without a phone call.

**Absences/Substitutes:**

If you are unable to make a class because of sickness (you or your child(ren)), a death, or unavoidable travel, **YOU** must call Michelle Crist 903-383-7990 H or 903-850-7990 C by 9:30 am. You must also call the other teacher involved in the classes where you work. After you have made all the appropriate phone calls, ask another adult family member or adult CHESS member to be responsible for your well children so that they may attend their classes even though you are not onsite. **\*PROVIDED service hour requirements are covered.**

**For the courtesy and safety of all Co-op members**

\*\*If this procedure is not followed and the child arrives at Co-op with a non-CHESS member, then they will be prohibited from attendance for that Co-op day. If the child arrives at Co-op without approval with another CHESS member, the child's parent, as well as the parent bringing the child to Co-op that day, will be given a warning. If the problem occurs again both parties will be prohibited from attendance for that Co-op day.

**Cancellation of Co-op:**

Weather problems --- Co-op will cancel if SSISD cancels for weather. Regardless of our canceling or not, use your own judgment concerning weather.

Other problems --- Check the CHESS Yahoo loop on the day of Co-op. If you are not on the loop, you need to find a buddy to keep you informed.

**Class Clean-up (Clean up should begin when the warning bell rings: 5 min. before class time ends):**

1. Have the kids pick up all the little fluff and such off the carpet before they leave. Vacuuming may be avoided if this is done.
2. Put the furniture back as you found it.
3. Wipe table with cleaner and paper towels if needed.
4. If you are the last teacher in a class for the day, empty your wastepaper basket into one of the bathroom trash cans. If the classroom trash bag is in good shape, leave it in the basket and return the basket to the room. Turn the light off.
5. Feel free to stay and help with the building clean-up even if you are not currently scheduled. If you are not cleaning, you need to be out of the building by 3:35 p.m.

**Building Clean-up:**

Each week after Co-op the building must be cleaned. The areas of clean-up are wiping down the bathrooms, taking out trash, vacuuming/sweeping floors, wiping down classroom surfaces, and cleaning glass doors. This will be assigned as service hours. Each family will participate in cleaning of the building.

**Sickness:**

Please carefully read and abide by the Health Policy.

### **Copyright laws:**

Copyright laws are to be taken very seriously. Please do not copy materials that are protected by copyright laws unless (1) you contact the publisher and obtain permission; OR (2) you are very sure that you are not infringing the copyright (for example, that your copying falls under the “fair use doctrine” or other exception to the law). When in doubt, call the copyright holder and ask. CHESS Teaching Co-op views this as a matter of Christian integrity.

### **Nametags**

Nametags (which Co-op will provide) are required to be worn on the front of your shirt or blouse.

### **Homework**

The students in classes in which homework is assigned will be expected to complete their homework. If a student consistently comes to class unprepared, they will be moved into an independent study class for that Co-op period and their parent will be notified. Unprepared students affect the ability of the teacher to have enriching class discussions and lower the work standard for the other students.

**Behavior:** (This section needs to be read by parents and all children.)

The standard of behavior for the children will be exceptionally high. **Please consider whether your child is prepared to participate in the classes in a way that he and those around him will benefit from his being there.** Children with special needs are welcome. Their parents may contribute to the co-op by shadowing their special-needs child.

### **FAMILY CODE OF CONDUCT**

1. Member families will act in such a way that their words and actions promote the unity and encouragement of fellow CHESS Teaching Co-op families.
2. Member families will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating or rude.
3. Member families will avoid gossiping about CHESS Teaching Co-op or its families.
4. Member families will be courteous, obedient, and polite at all times to Church staff.
5. Member families will be responsible for their own children's behavior to ensure they are acting in accordance with this code of conduct.
6. Any members that persist in violating this code of conduct are considered to be conducting themselves in a way that is contrary to the specific and primary purposes of the CHESS Teaching Co-op.
7. Members are encouraged to provide input and opinions about any aspect of CHESS Teaching Coop. Recommendations and/or disagreements that members may have are to be handled in a responsible and respectful manner. Such comment and discussion is to be directed to the appropriate leader(s) and, if needed, presented in a responsible manner to the CHESS Teaching Co-op Board.

## **STUDENT CODE OF CONDUCT**

1. All students will listen to, respond to, and quickly obey adults. They will respectfully listen during the class time. "Respectfully listen" means they will not only listen, but look like they are listening: keeping their eyes on the teacher and/or whatever the teacher is referring to and interacting on topic when it is appropriate. In the academic classes, students must not have side conversations. Comments to each other, even on topic, are distracting and impolite. All talking should be for the whole class and only when talking is appropriate.
2. There will be no inappropriate public displays of affection between boys and girls.
3. Students (and parents) will dress appropriately and modestly on class days.
  1. Students must not expose their midriffs or wear otherwise revealing clothes.
  2. Shorts and skorts (skirts with BUILT IN shorts) must be a fingertip length. Skirts and dresses must be knee length.
  3. Boys must remove hats before entering the church building.
  4. The Co-op Board reserves the right to make ongoing decisions concerning clothing and grooming issues.
4. We need to be excellent guests of the Church. When students are in the building, they must walk (not run or engage in horse play) and use quiet voices. We need to leave every room the way we found it, if not better.
5. Once students arrive at the co-op, they must stay under the supervision of adults at all times. Students with driver's licenses should arrive at the same time as their parents (or that day's parent substitute because of sickness/death) and leave at the same time as their parents. No one will be on site without a parent or a previously arranged parent substitute. If a student strays from the supervision, the co-op discipline guidelines will be followed.
6. All parents have the freedom and responsibility during co-op classes to address discipline issues. If the child involved does not change his or her behavior, please let someone on the Board know. Disruptive behavior will not be tolerated. If after discipline guidelines are followed and a child still cannot behave properly at Co-op, that child will be asked to delay their involvement in Co-op for the remainder of the 2011-2012 Co-op year. After that time, the child may be reconsidered for Co-op participation.

### **Discipline Guidelines**

Step one: Warning from teacher to the child. If documentation is needed, then a note will be placed in the parent's communication folder.

Step two: A discipline letter will be given to the parent/board (for documentation) explaining the child's disciplinary problem.

Step three: The board will meet with the parent to discuss the child's disciplinary problems and further actions to be taken.

**\*If a flagrant disruption occurs, the child will be asked to leave the classroom with a board member and brought to his/her parent immediately, if their parents are not actively teaching. If the parent is actively teaching, the student will be supervised by a board member until the parent is not actively teaching.**

## **FACILITY CODE OF CONDUCT**

“Even a child is known by his actions, by whether his conduct is pure and right.”  
Proverbs 20:11

### **Show respect for our host church by observing the following guidelines:**

1. Use of a church phone is limited to emergencies only.
2. You are responsible for picking up your trash in each classroom, the hallways, and all other areas.
3. The bathrooms will be monitored and must be maintained and kept clean.
4. No running or roughhousing in the halls.
5. Food distributed for parties, birthdays, etc. must be packaged for consumption at a later time. Children must have eaten before they arrive.
6. Do not chew gum in the church building.
7. No roller blades, shoes on rollers, skateboards, cleats, water guns, knives, laser pointers, or any other dangerous or distracting items (cell phones) are allowed at Co-op. Parent’s cell phones must be turned to silent or vibrate.
8. Firearms are explicitly prohibited from the church premises.
9. Playing in the parking lot is prohibited.
10. No video games (hand-held or laptop).
11. Show respectful obedience to all church staff, parents, teachers, and Co-op monitors. Inappropriate language, conversations, and attitudes are not acceptable and will be subject to discipline.
12. Show respect and courtesy to the teachers and other students by arriving on time to class.
13. Students are expected to do class assignments, and parents can help by checking for completion of homework.

# CHES Co-op Health Policy

*In this document, the reference to teachers refers to volunteers working with our children. The conditions stated below apply to both students and teachers (to both children and parents).*

## **Conditions for staying home from Co-op:**

- Influenza- if diagnosed, you must be symptom free for 48 hours before returning to co-op or provide a written clearance from your doctor. This means no fever, muscle aches or cough for 48 hours without the aid of medication.
- Fever (within the last 24 hours)
- Diarrhea (within the last 24 hours)
- Vomiting (within the last 24 hours)
- Runny nose that has green or yellow mucus
- Head colds or persistent cough
- Sore throat
- Eye infections
- Uncovered skin lesions or wounds
- Skin infections
- Rash
- Staph Infections
- Impetigo
- Yellow skin or eyes (jaundice)
- Lice (must be nit free to return to co-op)
- Childhood diseases (Scarlet fever, German measles, mumps, chicken pox, or whooping cough)
- Rubella or shingles
- Active pulmonary tuberculosis
- Hepatitis
- Cold sores \*(IF you would be in Nursery through 3<sup>rd</sup> grade classrooms)
- Other communicable diseases

***Communicable diseases may be brought to Co-op by sick teachers or children, or by apparently healthy teachers or children, who are at the beginning or end of an infectious disease.***

**\*\*\*Therefore, please do not bring children in Nursery through 6<sup>th</sup> grade that have siblings with one of the above mentioned symptoms/illnesses. Please be considerate of others when deciding whether to bring children in 7<sup>th</sup> through 12<sup>th</sup> grade who have siblings with one of the above mentioned symptoms/illnesses.\*\*\***

\*\*\*If a parent does bring a child with any one of these conditions, it is the responsibility of the teacher to inform the parent of the health policy and request that the parent keep the child out of Co-op activities until symptoms subside. If a child becomes ill while at Co-op, the teacher must notify the age-appropriate coordinator, and the one notified will contact the parent. \*\*\*

## SERVICE HOURS REQUEST FORM

Name: \_\_\_\_\_

Each family participating in Co-op classes is required to contribute to the Co-op in any of the positions listed below. Please list your preferences for every hour (labeling 1st, 2nd, and 3rd choices). See example. (Where there are multiple options for one grade level during a given hour, please circle your choice if requesting a service hour in that slot.)

**The Co-op will strive to honor your requests; however, the needs of the Co-op will be given priority.**

Example	Nursery Ages 0-2	3-4 yr Old Pre-K	5 yr old Kinder	1 <sup>st</sup> -2 <sup>nd</sup> Grades	3 <sup>rd</sup> -4 <sup>th</sup> Grades	5 <sup>th</sup> -6 <sup>th</sup> Grades	7 <sup>th</sup> -8 <sup>th</sup> Grades	9 <sup>th</sup> -12 <sup>th</sup> Grades
<b><u>12:30-1:25</u></b>	Nursery _____	Centers/ Class Time _____	Centers/ Class Time _____	Building with Math _____	Extended Weather Studies _____	Nutrition in Health and Fitness _____	Apologia General Science _____	Computer Science _____
<b><u>1:30-2:25</u></b>	Nursery _____	Play Snack Craft _____	Play Snack Craft _____	Art App. _____	Art App. Or Praise Dance _____	Art App. Or Praise Dance _____	Art Or Praise Dance _____	Speech & Debate _____
<b><u>2:30-3:25</u></b>	Nursery _____	Nap Time _____	Centers/ Class Time _____	Extended Weather Studies _____	Geography _____	Extended Weather Studies _____	Nutrition in Health and Fitness or Greek I _____	World History or Greek I _____

What are your talents, interests, gifts, and hobbies?

\_\_\_\_\_

\_\_\_\_\_

## CHESS Teaching Co-op 2011-2012 Membership Application

Last Name \_\_\_\_\_  
 Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 This is my \_\_\_\_\_ year to home school.  
 Do you have access to the CHESS e-loop? \_\_\_\_\_

Children (all participating)

Name	Grade	Date of Birth	Class 12:30-1:25	Class 1:30-2:25	Class 2:30-3:25

**Contract of Enrollment**

I am enrolling my child/children in the CHESS Teaching Co-op for the year 2011-2012. I have read and indicated my agreement to all of the documents by signing below.

**Signature** \_\_\_\_\_

(Parent or Legal Guardian)

**Date** \_\_\_\_\_

Please enclose your check payable to CHESS. **\$25 per family plus \$2 per child per semester**  
 Mail to: **CHESS Teaching Co-op P.O. Box794, Sulphur Springs, TX 75483**

**\*PLEASE NOTE:** Official CHESS Teaching Co-op registration is not complete until all required forms and fees are in and the family is a current member of the CHESS group.

# **CHES Teaching Co-op TEACHER GUIDELINES AND RESPONSIBILITIES**

(Applies to Primary teacher and teacher's assistant)

## **Prerequisites:**

1. Active Christian (receipt of reference letter from church leader required)
2. Home schooling at least 1 year (except for nursery and pre-k teachers) or having other verifiable teaching experience.
3. Member of CHES
4. Done on volunteer basis. Parents who teach or serve in other capacities should not expect compensation for their services.
5. Exceptions to #3 and #4 above may be made in some cases where it becomes necessary/preferable to hire an outside teacher for a particular course and is subject to Board approval.

## **Responsibilities:**

1. Be on time and prepared for all class periods.
2. If unable to attend, contact teaching assistant and Board member ASAP.
3. Provide curriculum/syllabus/supply list/ etc. to Board no later than December 15, 2011.
4. Buy all student curriculum and supplies or make detailed list of necessary and optional items available to parents by Dec. 15 (In many of the classes the supplies are included in the class fees. The Supply Coordinator Carrie Hurley WILL need your list no later than Dec. 15. Please come check with the board if you have any questions)
5. Abide by Code of Conduct.
6. Teach the approved curriculum for the entirety of each class period (some exception for younger classes as approved by the Board).
7. If homework is assigned, assignment sheets must be made and put into the student's communication folders before 3:00 pm. All families will be responsible for checking their communication folders prior to leaving co-op.

# CHES Teaching Co-op 2011-2012 Teacher Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I, \_\_\_\_\_, do hereby request to be a  
teacher/assistant teacher in the following classes and have read and agree  
to all of the information contained in the CHES Teaching Co-op Manual.

Teacher

Assistant Teacher

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I also agree to a reference check from a Church Leader:

Home Church: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHES Teaching Co-op  
PO Box 794  
Sulphur Springs, TX 75483**

Dear Church Leader:

You are receiving this letter because one of your church members has requested to be teacher or teacher assistant for the CHES (Christian Home Educators of Sulphur Springs) Teaching Co-op.

Each teacher or teacher assistant must have a recommendation from a Church Leader in their home Church. Please review the attached form and complete at your earliest convenience. Please do not give this form to the identified church member but return in the self-addressed stamped envelope provided to ensure confidentiality.

Our mission is to enrich the education of our children and to have Christian fellowship with other home school families. As part of this mission we want to ensure that all of our teachers and teacher assistants are spiritually growing and active in their home church. The information you provide will be strictly confidential and we thank you for taking the time to ensure that our children are protected and will receive quality Christian values in addition to educational training.

Thank you for your attention to this matter.  
Please call with any questions:

In His Name and for His Glory  
Belinda Breitling  
903-365-2185

- **To protect the confidentiality of this reference, the pastor/leadership must fill out the form & mail it in the self-addressed envelope provided.**

**CHES Teaching Co-op**  
**Church Leadership Reference**

(From a Pastor, Sunday school teacher, Deacon, etc.)

Date: \_\_\_\_\_

Teacher Applicant's Name \_\_\_\_\_

1. In what capacity and for how long have you known the applicant?

2. What is the applicant's personal religious experience, as you perceive it? (Please circle one.)

A. The applicant is disinterested in growing spiritually.

B. The applicant is passively interested in growing spiritually.

C. The applicant is growing spiritually.

D. The applicant is growing spiritually and involved in church family.

3. Please describe any specific concerns or highlights you have on the spiritual growth and character of this applicant.

4. Is there any reason you know that this person should not be a teacher or worker with children?

5. Please add any further information that you think would be helpful to us.

6. May we contact you by phone for additional information?

No  Yes, my phone # is: \_\_\_\_\_

Thank you for help us evaluate this teacher. Please mail this form in the self-addressed envelope provided.

CHESS Teaching Co-op

Attn: Belinda Breitling

PO Box 794,

Sulphur Springs, TX 75483.

- **Please do not give the evaluation back to the applicant. Your comments are greatly appreciated.**

# CHESS Teaching Co-op 2011-2012 CLASS SCHEDULE

	<u>Nursery</u>	<u>3-4 yr old Pre-k</u>	<u>5 yr old Kinder</u>	<u>1<sup>st</sup>-2<sup>nd</sup> Grades</u>	<u>3<sup>rd</sup>-4<sup>th</sup> Grades</u>	<u>5<sup>th</sup>-6<sup>th</sup> Grades</u>	<u>7<sup>th</sup>-8<sup>th</sup> Grades</u>	<u>9-12 Grades</u>
<u>12:30- 1:25</u>				Building with Math	Extended Weather Studies	Nutrition in Health	Apologia General Science	Computer Science
<u>1:30- 2:25</u>				Art App.	Art App or Praise Dance	Art App or Praise Dance	Art App or Praise Dance	Speech and Debate
<u>2:30- 3:25</u>				Extended Weather Studies	Geography	Extended Weather Studies	Nutrition in Health or Greek I	World History or Greek I

# **CHESS TEACHING CO-OP 2011-2012 COURSE DESCRIPTIONS**

## **NURSERY CLASS**

### **Nursery Ages: 0-2**

Babies and toddlers will hear, watch, and participate in Bible songs, Bible and character building stories along with traditional children books, nursery rhymes and stories. Puppets, stuffed animals and occasional age appropriate videos will also be incorporated into Nursery time. There will be lots of play time! Babies and toddlers will be fed and changed as needed per parent's instructions. Every effort will be made to keep babies and toddlers comforted and on their schedules.

### **Material Fee: \$10 per semester**

Materials to bring: Any food you want given to your baby/toddler during co-op hours outside of snack food that co-op will provide (please have already prepared), wipes, diapers, any comfort toys/pacifiers as needed.

## **Pre-K CLASS**

### **3-4 yr old**

This class is designed to help your child learn through structured class and playtime. The alphabet will be the springboard for each class with other activities revolving around the daily letter(s). These will be designed to help develop fine motor skills, balance and coordination, as well as social skills of taking turns, sharing, and cooperation. We will include Bible stories, numbers, some math skills, colors, shapes, handwriting, phonics, play games, read stories, make crafts, sing songs, learn some introductory Spanish and generally have a good time. Outside play on playground will be included weather permitting.

### **Material Fee: \$20.00 per semester.**

## **Kinder Class**

### **5 yr old**

### **Centers/Class Time (12:30-1:25)**

The alphabet will be the spring board for each class with other activities revolving around the daily letter (s). These will be designed to help develop fine motor skills, balance and coordination, as well as social skills of taking turns, sharing, and cooperation. We will include Bible stories, handwriting, phonics, numbers, some math skills, shapes, colors, sing songs, Spanish, and generally have a good time.

### **Story time, Craft & Snack class description (1:30-2:25)**

This class is designed to help your child enjoy books, have a snack, and play games. Outside play on playground will be included weather permitting. There will be fun interaction with discussion, skits, crafts relating to the story &/or snack crafts.

### **Centers/Class Time (2:30-3:25)**

The alphabet will be the spring board for each class with other activities revolving around the daily letter (s). These will be designed to help develop fine motor skills, balance and coordination, as well as social skills of taking turns, sharing, and cooperation. We will include Bible stories, handwriting, numbers, some math skills, shapes, colors, sing songs, sign language, and generally have a good time.

### **Materials/Class Fees: \$25.00 per semester.**

## GRADES 1-2

### **Building with Math (12:30-1:25)**

First and Second graders will explore addition, subtraction, and basic math concepts. They will be doing experiments and making hands on projects.

**Material Fee: \$15.00 for the Spring Semester.**

Class maximum is 15

### **Art (1:30-2:25)**

Students will learn the elements and principles of art and drawing in a developmental and sequential way, as well as to study the art of other artists, cultures and historical periods. Students will learn the art concepts of line, color, shape and form, pattern, texture, space and composition.

**Material Fee: \$20 per semester (Supplies are included in fees.)**

### **Extended Weather Studies (2:30-3:25)**

Students will explore various weather phenomena and reinforce concepts learned with hands-on activities. NOTE: Children registering WILL be required to complete assigned work at home.

**Material/Class Fee: \$20**

Class Maximum 15

## GRADES 3-4

### **Extended Weather Studies (12:30-1:25)**

Students will explore various weather phenomena and reinforce concepts learned with hands-on activities. NOTE: Children registering WILL be required to complete assigned work at home.

**Material/Class Fee: \$20**

Class Maximum 15

### **Art (1:30-2:25)**

Students will learn the elements and principles of art and drawing in a developmental and sequential way, as well as to study the art of other artists, cultures and historical periods. Students will learn the art concepts of line, color, shape and form, pattern, texture, space and composition.

**Material Fee: \$20.00 per semester (Supplies are included in fees.)**

OR

### **Praise Dance (1:30-2:25)**

Liturgical (praise) dance is dance that is incorporated into worship services. It is an expression of prayer or worship through body movement and may be accompanied by many different types of music. In the class, students will learn what liturgical dance is, signing, proper dance techniques, and more.

**Material Fee: \$20.00 per semester**

## **Geography (2:30-3:25)**

We will begin with an overview of the globe, the seven continents, and where we are in the world. We will cover geographical features and map work and zoom in on the United States. We will learn using games, hands-on projects, and visual aids. My goal is for each student to recognize and name each state in the U.S. and find it on a map, to know and locate the seven continents on the globe. I want them to be able to read a map and recognize the landforms and features. I will begin with each student where they are and help them to get a better understanding of our physical world. It will be exciting!

**Material Fee: \$15.00 per student Supplies are included.**

## **GRADES 5-6**

### **Nutrition in Health and Fitness (12:30-1:25)**

Equip your kids with the knowledge they need to live a long and healthy life! Teaching students about fiber, cholesterol, vitamins, supplements, basal metabolism, complex vs. simple carbohydrates, protein consumption, weight control, nutrition labeling, and much more.

**Material Fee: \$15.00 per semester (Supplies are included in fees)**

### **Art (1:30-2:25)**

Students will learn the elements and principles of art and drawing in a developmental and sequential way, as well as to study the art of other artists, cultures and historical periods. Students will learn the art concepts of line, color, shape and form, pattern, texture, space and composition.

**Material Fee: \$25.00 per semester (Supplies are included in fees.)**

**OR**

### **Praise Dance (1:30-2:25)**

Liturgical (praise) dance is dance that is incorporated into worship services. It is an expression of prayer or worship through body movement and may be accompanied by many different types of music. In the class, students will learn what liturgical dance is, signing, proper dance techniques, and more.

**Material Fee: \$20.00 per semester**

### **Extended Weather Studies (2:30-3:25)**

Students will explore various weather phenomena and reinforce concepts learned with hands-on activities. NOTE: Children registering WILL be required to complete assigned work at home.

**Material/Class Fee: \$20**

Class Maximum 15

## GRADES 7-8

### **Apologia General Science (12:30-1:25)**

This course is designed to be a student's first systematic introduction to the sciences. The course covers such topics as the scientific method, designing experiments, simple machines, archaeology, geology, paleontology, biology, and human anatomy and physiology. Its scope, therefore, is quite wide. There are many hands-on experiments to do, and they all use household items.

**Students will be required to have the 1<sup>st</sup> Edition of the Textbook and Test/Answer Book (Solution Key) Each student will be required to have a book.**

**Material Fee: \$35.00 per semester – returning students only**

### **Art (1:30-2:25)**

Students will learn the elements and principles of art and drawing in a developmental and sequential way, as well as to study the art of other artists, cultures and historical periods. Students will learn the art concepts of line, color, shape and form, pattern, texture, space and composition.

**Material Fee: \$25 per semester (Supplies are included in fees.)**

OR

### **Praise Dance (1:30-2:25)**

Liturgical (praise) dance is dance that is incorporated into worship services. It is an expression of prayer or worship through body movement and may be accompanied by many different types of music. In the class, students will learn what liturgical dance is, signing, proper dance techniques, and more.

**Material Fee: \$20.00 per semester**

### **Nutrition in Health and Fitness (2:30-3:25)**

Equip your kids with the knowledge they need to live a long and healthy lives. Teaching students about fiber, cholesterol, vitamins, supplements, basal metabolism, complex vs. simple carbohydrates, protein consumption, weight control, nutrition labeling, and much more.

**Material Fee: \$15.00 per semester (supplies are included in fee)**

OR

### **Greek I**

In this course we will use Open Texture's Elementary Greek : Koine for Beginners Year One Set to give students a solid foundation in koine Greek (the Greek of the New Testament). During the first semester we will cover the Greek alphabet, phonics, verbs, nouns, and sentences. Second semester work will include more about nouns, articles, adjectives, and prepositions. Students will learn to read, write, and speak the language. Part of the coursework will include memorizing scripture in Greek.

### **Expectations:**

Students should come prepared and ready to work seriously in class each week. This class will

require a significant amount of homework each week, including memorization, flashcards, workbook pages, etc. Students will be expected to complete all homework each week. Homework will be checked. In the event of an absence, it is the student's responsibility to obtain all assignments and complete them in a timely manner (including both in-class work and homework).

**Cost: \$5.00 – returning students only**

## GRADES 9-12

### Computer Science (12:30-1:25)

The purpose of this two-semester course is to introduce students to the discipline of computer science and equip them with practical skills in computer programming including web development. This course will also help students decide whether they want to pursue the skills being taught as a career. The skills taught in these two semesters should enable the student to improve their understanding of the computer world and hopefully enhance their ability to excel in that vocation.

The first book we will use, "Computer Science Made Simple" will give the student a general overview of computer science. Several sessions will be spent in going over the Microsoft Office suite of applications. This training will not attempt to be comprehensive but focus on essential skills required in a computer science profession.

1. We will start with the basics of computer programming including a brief exposure to C# and OOP.
2. HTML web page development including CSS.
3. JavaScript including jQuery, xml and Json.
4. Silverlight web development and web services.
5. Backend development including introduction to Transact SQL.
6. Putting it all together.

Along the way, I will relate relevant experiences I have had in my development of software over the past 25 years. Because what I want to communicate exceeds the 50 minutes I have per week, I will on most weeks provide a video for the students to watch which may be an additional 30 minutes or more of teaching. This will allow more of the class time to be used as a computer lab with a question and answer time.

#### Hardware required:

Every student needs their own laptop.

Here are the minimal hardware requirements (PC only, MACs will not work):

1. Operation system of Windows 7 Computer that has a 1.6GHz (64 bit computer)
2. 2 Gigabytes RAM
3. 80 Gigabyte hard disk drive with at least 50 Gigabytes of free space.
4. 5400 RPM hard disk drive.
5. DirectX 9 capable video card running at 1024 x 768 or higher-resolution display
6. DVD-ROM drive
7. Wireless access.

I do not recommend Mini computers for this class.

Note: If you have purchased an existing laptop within the last 18 months, there is a very good chance your laptop hardware far exceeds these minimal requirements.

Here are the preferred hardware requirements (in addition to the requirements above):

1. An Intel i5 processor or better. (AMD processors sometimes have issues with Microsoft development tools)
2. 4 Gigabytes RAM
3. Wireless Mouse

If you have any questions, feel free to call me before you purchase.

**Software required:**

Office Professional 2010. DO NOT PURCHASE YET! I may have access to very special pricing for this product.

A variety of software packages will be required to be downloaded onto the student's computer BEFORE classes begin. It looks like I have been able to find free versions of all of them except for Office. We will pick a day for us to meet with students so that I can assist them with the setup operation before classes begin.

**Books required for the class:**

1. Computer Science Made Simple: Learn how hardware and software work-- and how to make them work for you!, V. Anton Spraul (note that this book is out of print but used copies or Kindle versions (see below) can be purchased. I have a used copy that is in great shape.)
2. Sams Teach Yourself HTML and CSS in 24 Hours (Includes New HTML 5 Coverage) (8th Edition), Julie C. Meloni
3. Sams Teach Yourself Javascript in 24 Hours, 4<sup>th</sup> Edition (paperback) by Michael Moncur
4. Microsoft® Silverlight® 4 Step by Step (Step By Step (Microsoft)) Laurence Moroney

In addition to the books above, some internet articles will be identified as required reading. Also various online tutorials and online videos will be integrated into the learning experience, primarily for the purpose of teaching Transact SQL.

NOTE: All of the books can be purchased at [www.amazon.com](http://www.amazon.com). If you purchase a Kindle version remember that you DON'T HAVE TO BUY A Kindle! At amazon.com you can download PC version of the Kindle which is free.

**Preparation this summer:**

Because there is so much to accomplish during the two courses and not a lot of time, I would like us to prepare as much as possible before class begins in the fall.

1. Pick up a copy of "Mavis Beacon Teaches Typing" by Broderbund (or similar typing tutorial software). It can be purchased from Broderbund.com or just about anywhere else that sells software. I don't want typing to be an issue when class starts. Hunt-and-peck can really slow you down. A rate of 40 words per minute is great but 20 words per minute is adequate.
2. Read the first 4 chapters of "Computer Science Made Simple".
3. Read "Hour 1" and "Hour 3" of "HTML and CSS" ("Hour 2" will be studied at a later date and is not required before class.)
4. Install software products (I will provide a list in about a month) on the computer to be used in class. Whatever software packages the student cannot install by themselves, I will help them over the phone, via Skype, or in person.
5. Watch a set of videos and several tutorials (I will provide web locations for these in about a month) to help prepare for the fall.

Once your student has been accepted in this course, send me a student or parent email address (both is optimal) so that I can keep you posted on the software list and video list as well as feedback on how the student is doing in preparing for class.

**Summary:**

As you may have guessed by now, this is intended to be a serious course designed for students who really want to learn about and engage in basic software development and are willing to work hard to achieve that goal. We will be able to take no more than 10 students. Let me know if you have questions, Jerry Breitling, ph 903-285-1901, email: [jbreitling@classplus.com](mailto:jbreitling@classplus.com).

**(New high school students being registered will be placed on a waiting list and will only be admitted if space becomes available in the high school classes.)**

**Material Fee: \$10.00 per student. PARENTS: The reason for such a small class fee is the requirements on the computers that MUST be met and the books that are required reading this summer for the students. \*\*Spring semester – open to returning students only.**

## **Speech/Debate (1:30-2:25)**

This class will teach the students confidence in speaking, the different types of speech, how to construct their thoughts for making a speech, basic listening skills, and nonverbal communication skills. The students will find confidence in their abilities to speak in public, and in front of their peers. Students will be constructing a Speech notebook during the semester, which will include work and many how-to worksheets for them to continue to be able to use in the future. Students will be required to complete some homework so they can come prepared each week to participate in the class.

**Material fee: \$10.00 per student.**

## **World History (2:30-3:25)**

*Exploring World History* is a high school world history curriculum combining world history, world literature, and Bible. It helps high school students gain a fuller understanding of the past as they read the history narrative, read classic literature, complete writing assignments, and study what the Bible says about issues and ideas in world history. *Exploring World History* provides historical overview lessons along with focused lessons on key events, concepts, and people. It also includes surveys of daily life and culture. The Bible study lessons allow students to concentrate one day a week on the spiritual implications of what they have been studying.

**Students are required to have the Textbook and Quiz and Test Booklet for the class**

**Material Fee:\$15.00 per student UNLESS you have already purchased a quiz and test booklet for the review questions. There is not a class budget for copies of these questions so students will be required to have them. If you HAVE purchased a copy then your class fee is \$10.00.**

**OR**

## **Greek I**

In this course we will use Open Texture's Elementary Greek : Koine for Beginners Year One Set to give students a solid foundation in koine Greek (the Greek of the New Testament). During the first semester we will cover the Greek alphabet, phonics, verbs, nouns, and sentences. Second semester work will include more about nouns, articles, adjectives, and prepositions. Students will learn to read, write, and speak the language. Part of the coursework will include memorizing scripture in Greek.

### **Expectations:**

Students should come prepared and ready to work seriously in class each week. This class will require a significant amount of homework each week, including memorization, flashcards, workbook pages, etc. Students will be expected to complete all homework each week. Homework will be checked. In the event of an absence, it is the student's responsibility to obtain all assignments and complete them in a timely manner (including both in-class work and homework).

**Cost: \$5.00 – returning students only**