

## Frequently Asked Questions (FAQ) 2022 Edition

### **1. When and where does ACTS meet?**

We meet at Rocky Mountain Calvary near the corner of Austin Bluffs Blvd. and N. Academy. We meet nine Fridays in the fall and then also for nine sessions in the spring from 9:30 a.m. to 12:30 p.m.

### **2. May I drop off my children?**

In ACTS the parents play a vital and necessary role in the operation of each session so children may not be dropped off. In all cases parents are on site with their children.

### **3. What do parents do while their children are in class?**

Parents may teach classes or are assigned a co-op job each hour their children are in classes. The jobs include Teacher Assistant (TA), hall monitor, door monitor, study hall monitor, nursery caregiver and clean up.

### **4. Do I need to attend all nine sessions?**

Participation by each family is essential to the quality and flow of the ACTS co-op. We rely on each parent to fulfill a duty while their children are in classes. We couldn't do it without everyone participating. We require you to be there a minimum of 7 of the 9 sessions realizing illness may affect attendance. In addition, some children are working all semester preparing for a performance in the end-of-semester Expo. If you already know you will miss more than two sessions, we suggest waiting till the next term to participate.

### **5. How many class periods are offered each Friday?**

There are currently three periods of classes each Friday which begin 9:30 a.m., 10:30 a.m. and 11:30 a.m.

### **6. Is there a lunch period?**

Currently we do not have a lunch time. Some families connect outside of co-op on warm days for a time of fellowship at a neighborhood park.

### **7. Is ACTS a nut-free facility?**

Yes, ACTS and RMC is a nut-free facility.

### **8. Does my family need to attend all hours?**

No, you may choose which hour(s) your family will attend. Many of our families stay all hours, but some do pick and choose. Parents must attend each hour their children are in class.

## 9. Do you offer the same classes each semester?

Our classes offered depend upon what our teachers are willing to teach. Sometimes classes stay the same, but more often than not every semester brings something new.

## 10. What are the fees?

**The following are annual fees**, paid once per school year at the Mandatory Safety and Training Meeting held prior to the first week of classes:

- **Registration Fee:** \$35/family
- **Insurance fee:** \$8/individual.
- **Background Check Fee** (good for three years): \$5. All volunteers 18 years and older are required to have a background check performed prior to the start of their first semester.
- **Nursery:** \$5 per child

**The following are fees per semester** due at the Mandatory Safety and Training Meeting held prior to the first week of classes:

- **Class Fees:** Only guest teachers who do not have children in the program may charge a fee to teach the class. Parents of children in the program are not allowed to charge a class fee. Teen teachers (children of families in the program) may charge up to \$15/class. These class fees are paid directly to the teacher.
- **Material Fees:** Some classes charge fees for materials the student will use in class and/or for copies. Students typically take these materials home. These fees are paid directly to the teacher.

## 11. Who can teach at ACTS?

The individuals who teach at ACTS are primarily either the parents/relatives of participating ACTS students OR past students who desire to give back to the ACTS community. All families have the opportunity to go through the application process to teach a class at co-op. We highly recommend that families participate in ACTS for one semester before teaching.

## 12. What is Expo?

The ACTS end-of-the-semester Expo is a time of gathering when the students showcase all they have learned that semester whether through performances on stage or table displays. EXPO is not offered every semester, but rather it is a direct response to the classes being offered. It is typically held directly following the last class on the last day of co-op.

## 13. What is Field Day?

Field Day is a special event at the end of the spring semester typically in May when the ACTS families gather at a park to “compete” in various games, races and activities. It is a

great time for the whole family and is open to all homeschooling families. We currently do not have a Field Day coordinator, so the program is on hold.

**14. Does ACTS coordinate field trips?**

ACTS does not typically coordinate field trips, but occasionally families may plan a park day to give families a chance to fellowship outside of co-op.

**15. Is an interested family able to visit the co-op while in session?**

Yes, we welcome all interested families to visit between Week 2 and Week 8 of our current session (dates are available on the website). Your visit would include a tour of the facility, a peek inside the classes and a chance to speak with moms and ask questions. If interested in visiting, please email us.

**16. May my visiting child participate in a class?**

While we would love to have you and your child visit the co-op and get a tour, we are unable to accommodate requests to participate in classes.

**17. May I have relatives visit one of the sessions?**

Yes, relatives are welcome to visit. We require visitors to sign in at the welcome table and receive a visitor's badge. Visitors will stay with you or your child while on site. If a relative will be visiting more than once during a semester, please check with ACTS leadership to determine if additional requirements are needed. If you know your relative will be visiting ahead of time, please email and let us know. Thanks!

**18. May I advertise my family business or promote another program through ACTS?**

ACTS does not promote businesses or programs through the ACTS email. ACTS emails are reserved for necessary updates and ACTS-related events. ACTS does not share the email addresses of our families. Families may want to consider joining the HOME group, which has an online homeschool group to share approved information.

**19. I am interested. What do I do now?**

The first step in joining the ACTS homeschool co-op is filling out an application form, which can be found on the forms page of the ACTS website: <http://actshsc.wixsite.com/acts/forms>. Once the application form is filled out, it should be emailed to the ACTS email: [actshsc@gmail.com](mailto:actshsc@gmail.com).

**20. Once my application form is emailed, what happens next?**

Once the first page of your application has been received and reviewed, you will receive email

communication from leadership guiding you through the application process.

Please note: if you begin the application process during registration week, you may not qualify to register for that semester.

#### **21. If I am approved, what happens next?**

If you receive a confirmation email approving your application, the next thing to watch for is the Registration Instruction email. Depending on when you walk through the application process, it might be several weeks to months between these steps.

Registration dates are available on the website and emails will be sent out around 10-14 days prior to the start of registration with instructions on the registration process.

If you do not receive a Registration Instruction email within 7 days of the start of Registration, please email the ACTS inbox to ensure your name is on our list. We use Gmail and randomly email addresses have been deleted from our system. PLEASE check in if you have any questions or concerns.

**If you miss the last day of registration week you will need to wait until next semester to register.**

#### **22. How do I register for classes?**

After we receive your completed commitment form, you will be placed on the ACTS family email list and will receive periodic emails. About a week or two prior to our class registration week, you will receive a detailed email with registration instructions. Class registration forms are NOT accepted earlier than the assigned days.

#### **23. Who needs a background check?**

Anyone serving in a volunteer or Teaching position age 18 years and older will need to complete a background check prior to joining the ACTS family. Background checks will be run prior to the first day of co-op and are good for three years. Please note: Any participating high school student that is 18 does not need a background check unless indicated by leadership.

#### **24. When will I know which classes my children were enrolled in?**

Parents will know sometime the week before the mandatory parent meeting which classes their children were enrolled in. If your child did not get their first choice, please keep in mind that we offer many exceptional classes. The second and third choice classes may be just as wonderful as the first choice class if you are willing to give it a try.

#### **25. Can my child drop or add a class after the class registration week?**

Yes. We have a drop/add period the first two weeks of co-op. If you find a particular class is not a good fit for your child, you may change classes depending upon the availability of the other classes. Study Hall is also an option where your child can bring work from home to

complete during that time.

**26. If I drop a class, can I get my class and material fees refunded?**

Teachers are not required to return material fees if a class is dropped. It would depend upon whether the teacher has already bought supplies that cannot be easily returned. You would need to speak directly to the teacher. Guest teachers may or may not return their class fee depending upon a number of variables.

**27. What is the Mandatory Safety and Training meeting?**

Attendance at this meeting is crucial for all families to receive important safety and training information. It is a time when you will get to meet the teachers, pay their class and/or material fees, pay ACTS fees, confirm your co-op job and ask any questions. You may also receive a tour of the facility. The meeting is usually two weeks prior to the first week of co-op and lasts an hour to an hour and a half. It is preferred that children remain at home so the parents may concentrate on the information presented, but we understand that not all circumstances would allow for this. If your children need to attend with you, please bring a quiet activity to keep them occupied.

**28. What is the Teacher Meeting?**

The Teacher Meeting is held directly before the Mandatory Safety and Training Meeting, typically starting one hour before the parents arrive. This meeting is where Teachers will turn in their paperwork (Teacher Outline, Emergency Lesson Plan, Teacher Contract, and any application documents that may have been missing), teachers will also pay their own children's Teachers' fees. Following this time there will be a Teacher Meeting where Safety and Training information for Teachers will be reviewed and updated for the current semester.