



# SchoolhouseTeachers.com

A division of The Old Schoolhouse®

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## Scheduling Your Schoolhouse

Dear Church Leadership:

Thank you for your willingness to help parents bring up their children in the Lord. This is your church's ministry, so as you work with the families enrolling in your Schoolhouse, it's your church leadership (pastor, elder board) who decides which days per week to operate your Schoolhouse ministry.

You are not bound to any number of days per week (you can choose once per week, if you desire), nor must you adhere to certain days of the week. Most Schoolhouses operate two days per week; the days (like Mon/Weds) are selected by the church and then published to the community.

The Facilitator emerges from the church normally, or could come from outside the church, and the church leadership works closely with the Facilitator to create the incoming schedule for the year or semester. The church (in participation with the Facilitator) hosts the initial Informational Meeting, schedules the subsequent parent workshop to establish who will teach which classes, goes over how to create a syllabus that will publicly be shared during Family Orientation, and then publishes the list of classes within the church-established schedule.

The final meeting between the church and parents before classes officially begin is Family Orientation, where the incoming Schoolhouse parents are invited to hear from each parent-teacher about his or her particular class syllabus (five-minute presentation from each teacher), receive supplies list for each class (if any), go over Code of Conduct, any church business (given by the pastor), family cleanup rotation schedule, dates of holidays such as Spring break and Christmas vacation, etc., and will sign up on a first-come-first-served basis for the classes they desire to have their children attend.

The main functions of Family Orientation are to hear the rules, become informed about the new classes, decide which they need, and sign up for them *during* Family Orientation.

If a class fills up before all interested parents sign up, it means that class "caps out" according to the rules the church has set for maximum classroom size. Parents will thus be encouraged to sign up for alternate Schoolhouse classes that have been published during Family Orientation.



Come Home. School Together.

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"Everyone then who hears these words of Mine and does them will be like a wise man who built his house on the rock." —Matthew 7:24

The **Schoolhouse Network** is also available to each family that is a member of [SchoolhouseTeachers.com](http://SchoolhouseTeachers.com). If one class is needed but not offered at one Schoolhouse, a family can opt to enroll in one at a nearby Schoolhouse across town or in a neighboring city. Thus, some families may attend more than one Schoolhouse during the school year: their primary one where their Registration and Enrollment forms are held, and additional Schoolhouses (if available) where copies of their Registration will be sent and NEW additional Enrollment forms filled out and turned in to those church Schoolhouses as well.

Example: A family may be registered and enrolled at your church Schoolhouse (their primary), but they have a high schooler who desires to enter the Pre-Med program, which is only held at the church Schoolhouse ten miles away. The Schoolhouse Network allows for them to do that without any enrollment fees or per-class fees. The nature of the Schoolhouse Network is that churches who have a Schoolhouse work in cooperation with other churches as **part of a network in the general community**, so they may have multiple families attending one as the primary and others as secondary ones. This means that your church Schoolhouse in some cases may also act as some families' secondary, as they seek to join classes your Schoolhouse offers that their primary one may not. You will have copies of Registration papers for any family who enters your Schoolhouse as well as new Enrollment forms for those families.

Of course, after your first semester, you may find that some adjustments are needed. Your church has the freedom to make those adjustments to ensure the continued success of your church Schoolhouse!