

## Frequently Asked Questions (FAQ) 2023 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 normally 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. The Winter 2023 session will only meet for 8 sessions.

### **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 (or eight) 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 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 one session, 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?**

On warm days, our ACTS Fellowship group coordinates park lunches. On cold winter days, as long as their schedule allows it, RMC will often allow us to utilize the lunch room space until 1:45.

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

Yes, ACTS is a nut-free facility.

### **8. Can food be eaten in the classroom?**

There is no food allowed in the K-12 grade class rooms. Teachers may occasionally

offer a snack (some classes include this, so check the class descriptions) but all food must be consumed in the lunch room area.

For Nursery aged children 0-2, the overseeing adults are permitted to offer Cheerios as a snack, those 2 and up, as well as those in the Opening ACTS program, are permitted to have Cheerios, Graham crackers, or pretzels (gluten free options will be available where necessary).

If your child requires a specific snack from home, we recommend that you meet them (or pick them up if they are in the nursery or Opening ACTS) in the lunch room during passing period to facilitate their snack.

## **9. 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.

## **10. 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.

## **11. 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:** Most classes charge a fee for materials and/or copies the student will use in class. Refer to the Class Descriptions document for details about the fees for each class. These fees are paid directly to the teacher.

## **12. Who can teach at ACTS?**

The individuals who teach at ACTS are primarily either the parents/relatives of participating

ACTS students, Teens from within our program, 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.

### **13. What is Expo?**

The ACTS end-of-the-semester Expo is a time of gathering when the students showcase their work from the semester through performances on stage or table displays. EXPO is not offered every semester, but rather as a direct response to the classes being offered. It is typically held beginning around 12:35PM (directly following the last class) on the last day.

### **14. What is Field Day?**

Field Day is a special event at the end of the winter/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.

### **15. Does ACTS coordinate field trips?**

ACTS does not coordinate field trips, but we do have an optional Fellowship Group where participating members can share or invite other ACTS families to field trips or other activities that their individual families are hosting.

### **16. 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 7 of our current session (dates are available on the website). Typically a member of our Admin Team will walk you through the facility and answer any questions you may have. If you are interested in visiting, please email us. Be advised that this is an opportunity to get a feel for our co-op, not to participate in class.

### **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.

### **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 if you are looking to promote your own business, or you desire to learn more about non- ACTS related homeschool activities.

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

The first step in joining the ACTS co-op is to read the New Family Info tab on the website. If you have any questions please feel free to ask! Our email address is: [actshsc@gmail.com](mailto:actshsc@gmail.com).

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

Once the first page of your New Family Application has been received and reviewed, you will receive email communication from leadership guiding you through the application process.

The Application Form from the website must be received by the deadline posted on the website. If you do not receive a follow-up email from ACTS within 48 hours of submitting your application, please send a follow-up email to ensure that the message made it to our inbox. Once we have received your Application, we will direct you on the next step. Once you have completed the Application process you will receive an email entitled, "Application Approved."

*Please note: A completed and approved application secures your place in the registration order. However, there is never a guarantee that an approved application results in enrollment into any class(es). It merely means your family is eligible to register. Once a class is full, subsequent registration requests will be added to the waitlist(s).*

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

If you receive the "Application Approved" email, 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 typically be sent out 7-14 days prior to the start of registration with instructions on the registration process.

If you do not receive a Registration Instruction email within 6 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?**

If you receive the "Application Approved" email, 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 emailed in earlier than the assigned day will be deleted.

### **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. Please keep in mind that the primary goal of ACTS is Christ centered fellowship, not class options. If your family's primary goal is class focused, we recommend that you prayerfully consider if this is the right co-op for you.

### **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 purchased supplies. 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 to meet the teachers, pay their class and/or material fees, pay ACTS fees, confirm your co-op job, learn about how ACTS operates, and ask questions. You may also receive a tour of the facility. The meeting typically 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, etc), teachers will also pay their own children's Teachers' fees. Following this time there will be a Teacher Safety and Training session reviewing new and previous information applicable to the current semester.