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## **REGISTRATION PACKET FOR 2020-2021**

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The **Fireside Academy Community for Homeschoolers** is a unique organization, offering support and encouragement to parents who are teaching their children at home through traditional and cyber-education methods. We help foster a sense of community for homeschooling families in an academic setting. Our enrichment classes and extra-curricular activities provide opportunities for social interaction with others who understand a lifestyle focused on family and education.

#### WHO IS FIRESIDE ACADEMY?

- ❖ Currently we have nearly 90 families – some come all day; some for just part of the day
- ❖ Mix of traditional and cyber schooling families
- ❖ A rich diversity of faith beliefs and world views, with a deep respect for differences
- ❖ A philosophy based on strong academic principles and expectations, preparing our students for successful college careers (*alumni have gone on with success to dozens of different schools of higher education, including a range of Ivy League, large universities, small private colleges, military academies, community colleges, and specialty trade schools. Many have earned full or partial academic scholarships.*)
- ❖ We are a Peanut/Tree Nut Free facility

#### WHAT DOES FIRESIDE OFFER?

- ❖ Strong academic classes with a ratio of 1:15 or better
- ❖ Teachers who are all trained or have degrees in the subjects that they teach
- ❖ Academic classes and enrichment classes (*especially valuable to cyber schooling families!*)
- ❖ Field trips and social events
- ❖ Strong parent support and encouragement
- ❖ Additional consulting available at extra cost

#### HOW MUCH DOES IT COST?

- ❖ Membership is \$75 / family
- ❖ Class tuition runs from \$4-\$7 / week; full tuition is due before classes begin
- ❖ Each class also charges materials fees for copies, books, art supplies, etc. (*see catalog for amounts*)

#### WHEN and WHERE DO WE MEET?

- ❖ Classes meet every Tuesday for 30 weeks between September and May, with various weeks off during the year
- ❖ Six class periods are offered each week, with classes running for 55 minutes
- ❖ We meet at Trinity Wesleyan Church, 6735 Cetronia Rd. Allentown, Pa. 18106

#### WHEN and HOW DO WE JOIN FIRESIDE ACADEMY?

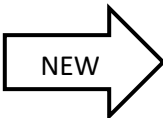
❖ **ALL REGISTRATIONS AFTER MAY 12<sup>th</sup> SHOULD BE MAILED TO THE FIRESIDE ADDRESS ABOVE**

- ❖ Dates for the upcoming year are listed below
- ❖ **NEW PARENT GET TOGETHER IN AUGUST – DATE TO BE ANNOUNCED!!** Details will be sent!

❖ **Materials fees are due upon receipt of invoice -- Tuition is due by July 15<sup>th</sup>**

❖ **Credit card payments will be accepted** (*Details to follow as to how this will work!*)

❖ **HOME REQUIREMENTS:** All students MUST have access to a reliable computer, a stable internet connection and a functioning printer.



#### **REGISTRATION DATES FOR 2020-2021**

Teachers for 2019/2020	..... Register beginning May 5 <sup>th</sup>
Current families / 4 or more classes per child	..... Register beginning May 12 <sup>th</sup>
<b>New families / 4 or more classes per child</b>	<b>..... Register beginning May 26<sup>th</sup></b>
Current families / 3 or fewer classes per child	..... Register beginning June 9 <sup>th</sup>
<b>New families / 3 or fewer classes per child</b>	<b>..... Register beginning June 23<sup>rd</sup></b>



## REGISTRATION CHECKLIST

For families registering for classes, we offer this quick checklist / timetable of registration procedures. Registrations are taken on a first-come basis, due to the popularity of our classes.

### 1. \_\_\_\_\_ VIEW CATALOG & SCHEDULE

Please take some time to visit our website at [www.FiresideAcademy.com](http://www.FiresideAcademy.com). You will find a copy of our course catalog and up-to-date schedule for the 2020/2021 term, located under the “join” tab at the top of the page. **Read the course descriptions carefully, noting any age requirements and other pre-requisites.** Our classes fill very quickly, so it is important to check the status of classes on the website before mailing in. Be sure to indicate a **SECOND CHOICE for each class** that is “near full” or “closed”. This way, if a class is full, we can still get your child into a second choice right away.

### 2. \_\_\_\_\_ DETERMINE YOUR ELIGIBLE REGISTRATION DATE

#### **REGISTRATION DATES FOR 2020-2021**

Teachers for 2019/2020	..... Register beginning May 5 <sup>th</sup>
Current families / 4 or more classes per child	..... Register beginning May 12 <sup>th</sup>
<b>New families / 4 or more classes per child</b>	<b>..... Register beginning May 26<sup>th</sup></b>
Current families / 3 or fewer classes per child	..... Register beginning June 9 <sup>th</sup>
<b>New families / 3 or fewer classes per child</b>	<b>..... Register beginning June 23<sup>rd</sup></b>

#### **CURRENT FAMILIES** (with *four or more* classes per student)

Return registration packets on May 5th to 1928 South 2<sup>nd</sup> St, Allentown, Pa 18103.

#### **CURRENT FAMILIES** (with *three or fewer* classes per student)

Beginning June 9<sup>th</sup>, please mail your forms to: Fireside Academy, 1928 South 2<sup>nd</sup> Street, Allentown, PA 18103.

#### **ALL NEW FAMILIES**

Please mail your forms to: Fireside Academy, 1928 South 2<sup>nd</sup> Street, Allentown, PA 18103. In August, we will offer optional tours of the building. Check our website for more details. (Be sure to mail in registrations according to timetable above so that they arrive on time and you have the best chance of getting the class you want!)

### 3. \_\_\_\_\_ FILL OUT ALL REQUIRED FORMS IN THE REGISTRATION PACKET

New families need to complete ALL forms; returning families can check the list on the next page to see which forms are needed. *ALL forms should be turned in at time of registration!*

### 4. \_\_\_\_\_ PROVIDE A YEARBOOK PHOTO FOR EACH CHILD

We ask ALL families to turn a photo in with registration, as it helps teachers to learn new students a little more quickly. This photo will also be utilized in our student check-in system. Photos can be emailed to the assistant director at: [Laura.dollenger@fireside.org](mailto:Laura.dollenger@fireside.org)

### 5. \_\_\_\_\_ SIGN UP FOR YOUR VOLUNTEER POSITIONS & PROVIDE ESCROW CHECKS

Registration **will not be processed** until this is done. **All families** – please include escrow checks with registration, along with your volunteer commitments from the registration form. Volunteer signups will be done via email. Fireside is a community and we **MUST** depend on families to help with many of the day-to-day tasks involved. Our Volunteer positions can be viewed starting on page 11 in this registration packet. To discuss volunteer options, you may contact our assistant director/volunteer coordinator, Laura Dollenger ([volunteer@firesideacademy.org](mailto:volunteer@firesideacademy.org)). Volunteer escrow checks are also due with registration – one check for each half of the year. Escrow checks will be returned uncashed if all volunteer obligations are met (one in January / one in May).



**6. \_\_\_\_\_ INCLUDE REQUIRED REGISTRATION FEE**

A registration fee of \$ 75.00 is due at time of registration and should be included with all registration forms.

**7. \_\_\_\_\_ MAIL REGISTRATION PACKET, BUT DO NOT SEND TUITION WITH IT YET**

Please wait until you receive your invoice in the mail weeks later *before* sending payment for materials and/or tuition.

Mail registration packets to: Fireside Academy, 1928 South 2<sup>nd</sup> Street, Allentown, PA 18103. ***Double check the class schedule on our website before mailing and list a second choice where needed.*** The schedule is updated frequently, and each closed class will have a waiting list. Mailed-in registrations MUST be complete and will not be processed until appropriate date as on previous page.

- a. \_\_\_\_\_ Materials fees due upon receipt of invoice
- b. \_\_\_\_\_ Tuition is due in full by July 15<sup>th</sup>
- c. \_\_\_\_\_ ALL fees and tuition must be paid before classes begin.

**8. \_\_\_\_\_ OBTAIN CRIMINAL AND CHILD ABUSE CLEARANCES, mandatory for all volunteers**

Follow instructions included with your invoice.

**9. \_\_\_\_\_ PURCHASE RECOMMENDED/REQUIRED CLASS MATERIALS**

Pay special attention to any required books or texts in the catalog. ISBN numbers are usually included or can be requested from the instructor. It is the family's responsibility to acquire texts unless indicated in the catalog. We do our best to list items needed for our classes in our course catalog. Many teachers will contact you in August, as well, with a list. It is very helpful to have notebooks, binders, pencil boxes, etc. for the first week.

**10. \_\_\_\_\_ FIRST DAY OF CLASSES: TUESDAY, SEPTEMBER 15<sup>th</sup>, 2020.**

**Classes meet at TRINITY WESLEYAN CHURCH, 6735 Cetrionia Rd, Allentown, PA 18106**

Please try to arrive 20-30 minutes before your child's first class in September, as all families do need to sign in and ensure that all paperwork is complete.

**\*\*\* \_\_\_\_\_ REQUIRED FORMS CHECKLIST**

**ALL FAMILIES MUST PROVIDE...**

- \_\_\_\_\_ Photo for each child (1 per student)
- \_\_\_\_\_ Registration form (1 per family)
- \_\_\_\_\_ Volunteer Requirement and Escrow Program Form (1 per family)
- \_\_\_\_\_ Volunteer escrow checks (2 per family): Check #1 dated 1/13/2021, Check #2 dated 4/20/2021
- \_\_\_\_\_ Volunteer Positions (1 per family)
- \_\_\_\_\_ Financial Policy Form (1 per family)
- \_\_\_\_\_ Medical Authorization (1 per student)
- \_\_\_\_\_ Field Trip permission form (1 per family)
- \_\_\_\_\_ Educational Concerns Form (1 per student ***if applicable ONLY***)
- \_\_\_\_\_ Volunteer Clearances form (1 per adult volunteer)

**RETURNING FAMILIES ONLY MUST PROVIDE...**

- \_\_\_\_\_ Consent Form for Returning Families
- \_\_\_\_\_ Code of Conduct for parents (1 per family) Updated 2019
- \_\_\_\_\_ Code of Conduct for students (1 per student) Updated 2019

**NEW FAMILIES MUST PROVIDE...**

- \_\_\_\_\_ **NOTARIZED** Waiver of Liability and Hold Harmless (1 per family) *This is on advice from our attorney.*
- \_\_\_\_\_ Code of Conduct for parents (1 per family)
- \_\_\_\_\_ Code of Conduct for students (1 per student)
- \_\_\_\_\_ Photo Release/Publicity Form (1 per family)



## 2020/2021 REGISTRATION FORM

Parents' names: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

Email address: \_\_\_\_\_

*Note: Please fill out a section for **each child**; using multiple sheets for more than 3 children. IF A CLASS IS "NEAR FULL" on our schedule, PLEASE INDICATE A SECOND CHOICE FOR THOSE CLASSES. Thank you!*

**Student's FULL Name:** \_\_\_\_\_

**Student's email address (if applicable):** \_\_\_\_\_

**Birthdate** \_\_\_\_\_ **Grade as of 9/20** \_\_\_\_\_

**Check here if : Special Needs\*** \_\_\_\_\_ **Allergy:** \_\_\_\_\_ (complete medical forms) **Cyber school** \_\_\_\_\_

PERIOD:	COURSE CODE:	COURSE NAME: <small>(INCLUDE STUDY HALL WHERE APPLICABLE)</small>	SECOND CHOICE <small>(IF FIRST CHOICE IS "NEAR FULL")</small>
1			
2			
3			
4			
5			
6			

**Student's FULL Name:** \_\_\_\_\_

**Student's email address (if applicable):** \_\_\_\_\_

**Birthdate** \_\_\_\_\_ **Grade as of 9/20** \_\_\_\_\_

**Check here if : Special Needs\*** \_\_\_\_\_ **Allergy:** \_\_\_\_\_ (complete medical forms) **Cyber school** \_\_\_\_\_

	COURSE CODE:	COURSE NAME: <small>(INCLUDE STUDY HALL WHERE APPLICABLE)</small>	SECOND CHOICE <small>(IF FIRST CHOICE IS "NEAR FULL")</small>
1			
2			
3			
4			
5			
6			



**Student's FULL Name:** \_\_\_\_\_  
**Student's email address (if applicable):** \_\_\_\_\_  
**Birthdate** \_\_\_\_\_ **Grade as of 9/20** \_\_\_\_\_  
**Check here if : Special Needs\*** \_\_\_\_\_ **Allergy:** \_\_\_\_\_ (complete medical forms) **Cyber school** \_\_\_\_\_

PERIOD:	COURSE CODE:	COURSE NAME: (INCLUDE STUDY HALL WHERE APPLICABLE)	SECOND CHOICE (IF FIRST CHOICE IS "NEAR FULL")
1			
2			
3			
4			
5			
6			

**\*\* NOTE: If your child has any special needs, you must also turn in the educational concerns form (found in this packet) along with your registration form. Thanks so much for your help & input!**

**REGISTRATION FEES:**

- 1) \$ 75.00 is due at time of registration (non-refundable).
- 2) Two \$150.00 volunteer escrow checks (see page 10)
  - a. Check #1 dated 1/13/2021, Check #2 dated 4/20/2021
- 3) Materials fees must be paid upon receipt of invoice.
- 4) Tuition must be paid in full by July 15<sup>th</sup>.

**Registration fees due with this application:**

First check: \$75.00 (non-refundable)

Second check: Dated 1/13/2021 in the amount of \$150.00 (escrow; returned at week 16 if volunteer positions fulfilled)

Third check: Dated 4/20/2021 in the amount of \$150.00 (escrow; returned at week 30 if volunteer positions fulfilled)

Three Checks ENCLOSED: \_\_\_\_\_ (initial here)

**Please make checks payable to: Fireside Academy**

Send registration packet to: Fireside Academy Community c/o 1928 S. 2<sup>nd</sup> Street, Allentown, PA 18103

If you have any questions, please call Angela Landis at 610-798-7418 or email: [admin@firesideacademy.org](mailto:admin@firesideacademy.org)

***I understand that this registration form is a contract, as once my child has been given a space in a class, it takes a spot from another child who might have been able to register.***

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



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## CONSENT FORM FOR RETURNING FAMILIES

As a returning family to Fireside Academy, I hereby attest that the following forms have been completed and are on file at Fireside Academy. Furthermore, I attest that all forms are still valid for the 2020/2021 school year. This pertains to the following forms:

- NOTARIZED** Waiver of Liability and Hold Harmless (1 per family)
- Photo Release/Publicity Form (1 per family)

Finally, I also attest that EACH year I will complete these forms separately:

- Photo for each child (1 per student)
- Registration form (1 per family)
- Volunteer Requirement and Escrow Program Form (1 per family)
- Volunteer Positions (1 per family)
- Financial Policy Form (1 per family)
- Medical Authorization (1 per student)
- Field Trip permission form (1 per family)
- Educational Concerns Form (1 per student *if applicable ONLY*)
- Volunteer Clearances Form (1 per parent volunteer)
- Consent Form for Returning Families
- Code of Conduct for parents (1 per family)
- Code of Conduct for students (1 per student)

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

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

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

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## WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

I hereby give my permission for my child(ren), \_\_\_\_\_  
\_\_\_\_\_.

to participate in Fireside Academy Community classes for which I have enrolled. I understand that classes will be held at **TRINITY WESLEYAN CHURCH 6735 Cetronia Rd, Allentown PA, 18106** including **any and all** possible other locations for extra activities or future classroom sites.

I do hereby, on behalf of myself, my child(ren), my assigns, my executors, and heirs, release, indemnify and hold harmless TRINITY WESLEYAN CHURCH, Fireside Academy Community, its officers/board members, agents, teachers, and volunteers, from and against any and all liability, damages, expenses (including legal fees), and/or claims of any nature whatsoever arising out of or in any way related to my child(ren)'s participation in activities, including any act or omission of any third party.

I acknowledge that I, the parent or legal guardian, will be responsible for any and all costs incurred by my child(ren) or family members for injuries or property damage that I or my family may incur, and that I, the parent or legal guardian, have accident medical insurance coverage in force, or other financial means for injuries that I or my child(ren) may incur.

I acknowledge that I, the parent or legal guardian, will be responsible for my child(ren)'s negligent acts, and do carry personal liability insurance coverage now in force or other financial means to cover such acts and that I assume and accept full responsibility for any damages done.

In consideration of my participation with Fireside Academy Community activities, I execute this document with full knowledge of the contents and consequences stated in this release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

this release.

**(NOTE: THIS DOCUMENT MUST BE NOTARIZED)**

### Form of Individual Acknowledgement

Commonwealth of: \_\_\_\_\_

County of: \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

before me \_\_\_\_\_,

the undersigned officer, personally appeared

\_\_\_\_\_,

known to me (or satisfactorily proven to be the person\_\_\_ whose name

\_\_\_\_\_ subscribed to the within instrument, and

acknowledged that \_\_he\_\_ executed the same for the purposes therein

contained. In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_

Notary Public

\_\_\_\_\_

Notarial Seal





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## FINANCIAL POLICY

Fireside Academy Community for Homeschoolers has established the following financial policies in order to guarantee that sufficient funding is available to pay the obligations of the organization.

### REGISTRATION

- Full membership fee must be paid at the time of registration and is *non-refundable*. Registration forms should be completed and mailed to:

**Fireside Academy Community for Homeschoolers**  
**1928 South Second Street**  
**Allentown, PA 18103**

As our class sizes are limited, early registration is strongly advised. Many of our most popular classes are full by mid-summer. Schedules will be posted on the website.

### PAYMENT:

- Invoices for both tuition and materials fees will be sent as confirmation of classes. Instructions and options for payments will be included.
- Material fees are due upon receipt of invoice. *Material fees are non-refundable.*
- Tuition payments are due by July 15, 2020. Full tuition must be paid in full before a student may start classes.
- Full tuition refunds, materials fee returns, and volunteer escrow check returns will only be guaranteed if the class is canceled or the student paid tuition, but the class was full and no seat was available.
- Prorated tuition refunds, and Volunteer escrow check returns, but NOT materials fee returns, will be considered on a case by case basis for the following reasons:
  1. Death of an Immediate Family Member
  2. Relocation more than 50 miles away from class location
  3. Main Income-earner becomes unemployed.
- No tuition refunds, escrow check returns, or materials fee returns will be given for classes dropped. However, in the first two weeks, classes may be exchanged (\*additional fees may be incurred), given availability. After that initial two weeks, classes may be exchanged for a \$25 fee (\*additional fees may be incurred).
- Checks returned for insufficient funds will be assessed a fee of \$40.

**I have read and understand the financial policy and will abide by the policies set forth.**

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Signature

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Date



## VOLUNTEER COMMITMENT

### *Community Begins with Cooperation*

Volunteering is a great way for parents to get involved and build their own homeschooling community. It is not only our children that benefit from being at Fireside. When we pool our efforts, we are able to operate a smoothly flowing experience, and offer greater opportunities outside of class days. As such, each family is responsible to fulfill a volunteer commitment to the community. There is a huge diversity of volunteer jobs, so that finding one that works for your family and schedule should not be difficult.

The following is a list of volunteer requirements and the escrow program that we ask each parent to read and commit to for the academic year. **Your registration will not be processed until you have registered for your volunteer duties and/or submitted both escrow checks.** Volunteer assignments occur during the summer, either through email or over the phone with our Volunteer Coordinator. Volunteer assignments can be checked at SignUp.com, a free site that sends weekly reminders to all families about the jobs they have been assigned at Fireside.

#### **Requirement and Escrow Program:**

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*Volunteer Requirement – 35 volunteer hours/credits*

*Escrow Amount – 2 checks for \$150 each*

*Check #1 dated 1/13/2021*

*Check #2 dated 4/20/2021*

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We must ensure that we have the necessary volunteers to run our class days safely. When volunteers miss or show up late, it throws the entire program into flux. As such, we have developed a program to encourage families to make their volunteer commitment a priority.

- 1. Mandatory Sign-ups-** Each family is required to fill 35 hours/credits. 29 hours/credits will be weekly jobs, the remaining 6 will be fulfilled by helping with special events outside of the class day.
- 2. Escrow Accounts-** We will hold your checks in an escrow account, to be returned to each family, uncashed, after they have fulfilled their agreed upon duties. Any family that fails to fulfill their duties, by finding coverage and making up missed time, will forfeit their escrow check to Fireside Academy at the end of the semester.
- 3. Lack of fulfillment-** Families that do not meet their requirement will forfeit their escrow check for that semester and may also have registration held the following year.

Fireside Academy does not offer a “buy out” option for your volunteer coverage. We need your time and help to make our community a success. Please contact us if you have special circumstances that you would like to make us aware of. We are happy to work with you.

Please read and sign the following page to turn in with your registration packet, along with your escrow checks, and keep pages for your records.



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

## 2020-2021 Volunteer Positions

35 Volunteer credits/Hours Required

### PERIODS YOU ARE AVAILABLE *(Check ALL that apply in order of preference)*

- |                                             |                                                     |                                               |
|---------------------------------------------|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Set-Up (8:15-8:55) | <input type="checkbox"/> 2(10:00-10:55)             | <input type="checkbox"/> 4 (1:00-1:55)        |
| <input type="checkbox"/> Set-up (9:00-9:55) | <input type="checkbox"/> 3(11:00-11:55)             | <input type="checkbox"/> 5(2:00-2:55)         |
| <input type="checkbox"/> 1(9:00-9:55)       | <input type="checkbox"/> Lunch/Recess (12:00-12:55) | <input type="checkbox"/> 6(3:00-3:55)         |
|                                             |                                                     | <input type="checkbox"/> Clean-Up (3:20-4:20) |

### POSITIONS AVAILABLE *(Please select at least 10 positions that interest you. \* descriptions of each position follow.)*

#### WEEKLY POSITIONS

**Everyone must commit to a Weekly Position.**

(Done once per week for the year.)

- Main/Front Door - Monitor (+29)
- Class Aides (+29)
- Clean-Up (+29)
- Front Table (+29) **\*returning families ONLY**
- Recess Coordinator (+29)
- Recess Monitor (+29)
- Lunch Room Clean-Up (+29)
- Roaming Hall Monitor (+29)
- Set-Up (+29)

#### ONE TIME POSITIONS

**Varying points available per position.**

- Health Binder Organizer (+2) Medical Background preferred
- Field trip Permission Binder Org. (+1)
- First aid Kit Organization (+2)
- Organization/Inventory Day (+2) **\*\*please see note in description**
- Substitute Teacher (+1/class)
- Yearbook Binding (+5)
- Visitation Day Assistant (+3)
- Secret Santa Assistant (+5)

#### YEARLY POSITIONS

- Pizza Day Coordinator(+16)
- Pizza Day Helper (+8)
- Scholastic Order (+10)
- Snack Shopper (+29)
- Concessions Manager (+25)

#### SPECIAL EVENTS

- Not Back to School Picnic Coordinator (Sept, +3)
- Not Back to School - Helper (Sept, +1)
- Fire/safety Presentation (+2)
- Harvest Party Coordinator (Oct, +5)
- Harvest Party Helper (Oct, +1)
- Education Fair Helper (Feb, +1 to +3)
- Bake Sale Baker (March or April, +1)
- Fine Arts Night Coordinator (April, +10)
- Fine Arts Night Assistant (April, +5)
- Fine Arts Night Bake Sale Coordinator (April, +3)
- Fine Arts Night Helper (April +1)
- Graduation Coordinator (May, +3)
- Graduation Helper (May, +1)
- Last Day/Field day Event Coordinator (May, +3)
- Last Day/ field day Event Helper (May, +1)
- Field Trip Planner (+1/trip)
- Donut Day Coordinator (+5)
- Donut Day Helper (+1)
- Bowling Night -Coordinator(+1)
- Corn Maze - Coordinator (+1)
- Game Night - Coordinator (+1)
- Movie Night - Coordinator (+1)
- Parent Night - Coordinator (+1)
- Ice Skating Party - Coordinator (+1)
- School Photo Coordinator (+3)
- School Photo Helper (+1)
- Secret Santa Helper (+1)
- Teen Dance/event Coordinator (+5)
- Teen Dance/event Helper (+1)
- Curriculum Sale Coordinator (+3 May)
- Curriculum Sale helper (+1 May)
- Visitation Day Helper (+1 March)
- Visitation Day Coordinator (+3 March)



**Family Name:** \_\_\_\_\_

Have you held a volunteer position in the past at Fireside that you would like to do again? If so, what is it?

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

Is there anything you are not comfortable doing? (I.e. assisting in a classroom, directing a visitor, organizing an event)

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

Do you hold any degrees, certificates, life experience, etc. that could be a benefit to Fireside? Not limited to formal educational experience, but any life experience that could translate to a volunteer position or other benefit to the community. Something you would consider a passion or in “your wheelhouse”?

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

Do you have any special considerations the coordinator should be aware of when scheduling your position(s)? Example: young children that you will have with you or any other special considerations.

Notes to the coordinator: \_\_\_\_\_

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

**KEY**

(+1) = number of credits you will receive for a given job. For example, +1 is 1 credit. +10 is 10 credits.

**\* NOTE: We will do the best to honor your request but cannot guarantee that the position you choose will be assigned to you. We do our best to fit everyone into the 2800+ positions that need to be filled.**

Please keep in mind the more positions you “check off” the better we will be able to fit you into times you are available. We, and our children, appreciate all the volunteer hours given to create a memorable experience at Fireside.



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## VOLUNTEER POSITION DESCRIPTIONS

### WEEKLY JOBS

**MAIN/FRONT DOOR:** (+29) You are required to acknowledge and greet everyone entering Fireside through the main entrance. You are required to be sure that anyone entering is a current member of Fireside. You must feel comfortable speaking to anyone who enters and directing Non-Fireside members to the church office. This is a WEEKLY job; time frames available throughout the day. You need to be attentive to the people coming and going from the building.

**HALL MONITOR** (+29) This job requires you to monitor the education wing of building to ensure that our kids are not “roaming” and no one unaffiliated with Fireside is amongst our group. This is a WEEKLY job; time frames available throughout the day. The person in this position MUST be comfortable speaking to people they do not recognize and direct them where they need to go. You need to be attentive to the people coming and going from the building and in the halls.

**CLASS AIDES:** (+29) Help to get the class set up and materials out, assist the instructor as needed during class time, and help with clean up. This is a WEEKLY job. Aide positions are available during every class period. In some cases, you may be asked by the teacher to substitute (weather or illness). This is an easy, natural occurrence as you will be familiar with the students and the subject/and the way the class is conducted.

**CLEAN UP:** (+29) Help clean up from the day. Some lifting required. It involves breaking down the rooms and returning them to their original state. Additional tasks include gathering trash and light vacuuming.

**FRONT TABLE:** (+29) You need to be a welcoming, cheerful face to students and parents at Fireside. Help with sign-ups and snack table purchases. It is very helpful to know the events and happenings occurring within our community. This is a WEEKLY job; time frames available throughout the day. THIS JOB IS ONLY OPEN TO RETURNING FAMILIES.

**LUNCH ROOM CLEAN-UP:** (+29) Wipe down the tables and straighten up after the lunch period is complete. This is a YEARLY job to be done every week. This job occurs during 4<sup>th</sup> period (1:00-1:55).

**RECESS COORDINATOR:** (+29) Coordinate the recess and organize small activity ideas for each week. This could be as simple as suggesting games, and helping kids get started. You would be responsible to supervise each week and would report to volunteer coordinator any issues. Recess is held from 12:25-12:55.

**RECESS MONITOR:** (+29) recess monitors will be patrolling the recess/outdoor space during recess to ensure student safety and to ensure that students are staying within the area designated for our recess time.

**SET UP:** (+29) Arrive at 8:15am and help set up for the day – some lifting required. Set up takes 30-45 minutes.

### ONE TIME JOBS

**FIELD TRIP BINDER ORGANIZER:** (+1) Organize our Field Trip Permission forms into a binder for safekeeping.

**HEALTH FORM BINDER ORGANIZER:** (+2) Organize our students health forms into a binder for safekeeping. Compile list of health concerns to be shared with teachers.

**FIRST AID KIT ORGANIZER:** (+2) Inventory, organize and fill 3 first aid kits kept in the building. Dispose of expired materials, purchase new/refill as needed. (Submit receipts for reimbursement)



**ORGANIZATION/INVENTORY DAY:** (+2) Help Fireside with final preparations for starting classes. This is a one-day commitment in August to help count supplies, move furniture and socialize with other families before the first day. Usually lasts about 2-3 hours. **\*\*NOTE: children are NOT allowed to attend Organization Day unless they are 10 years and older AND will be helping to clean/organize. There is NO CHILD CARE available, and children are NOT ALLOWED to be unattended or roaming the building. WE STRONGLY ENCOURAGE YOU TO FIND CHILD CARE for organization day**

**SUBSTITUTE TEACHERS:** (+1/class) Substitute in case of a teacher's absence. Please indicate grade level, subject matter and times available that you would be willing to substitute. Teachers are asked to have "emergency" lessons on campus to help you. This is an OCCASIONAL job.

**YEARBOOK BINDING:** (+5) Help the yearbook staff by binding our yearbooks. This must be done by a person that is very attentive to detail. This Job takes place in April and will occur during the day at Fireside.

## YEARLY JOBS

**PIZZA DAY COORDINATOR:** (+16) This person will facilitate all that is involved with pizza day including: managing monthly orders, reminders, tallying orders, ordering the pizza and serving. Also check inventory on paper products and either purchase or ask for donations each month. This is a MONTHLY job (8 times during the year, beginning in October).

**PIZZA DAY HELPER:** (+1 per occurrence) Assist the coordinator with pizza day responsibilities including serving the pizza. This is a MONTHLY job (8 times during the year beginning in October).

**SCHOLASTIC ORDER COORDINATOR:** (+10) Provide Scholastic Book order form to families and coordinate the order and delivery of books.

**SNACK SHOPPER:** (+29) Take a weekly inventory on items that need to be replenished at the snack table. He/she would then purchase the items during the week and bring them in during the 1st period the following week, along with a receipt that would be turned in for reimbursement.

## SPECIAL EVENTS

**NOT BACK TO SCHOOL PICNIC Helper/Coordinator:** (+1 to +3) The NBTSP coordinator is required to secure picnic location/venue, organize pot-luck style meal, collect money from participating families, purchase (for reimbursement) paper goods, coordinate set-up and clean up and additional volunteers for event. Helpers will be required to set-up, clean- up and help with other activities during event.

**EDUCATIONAL FAIR COMMITTEE:** (+1 to +3) Our educational fair is held in February in the late afternoon and into the evening. We are looking for a team to help with the many jobs of this event--- publicity, scheduling, judges, runners, food servers, and getting prizes/awards ready. Some of these jobs will occur before the actual fair date. This is a ONE-TIME event.

**FIRE/SAFETY PRESENTATION:** (+2) Arrange a presentation for the students to fulfill their fire safety portfolio requirements.

**SCHOOL PHOTO Helper/ COORDINATOR:** (+1 to +3) The coordinator will work with the photographer to arrange student portraits at Fireside. They will also announce/publicize picture day to our community. Photo Day helper will be assigned a 1 hour time slot in which they will escort scheduled students to and from the photo area



**BAKE SALE COORDINATOR:** (+3) Assist Special Event Coordinator/committee in securing and organizing bake sale on/during/for select special events. Including securing bakers, pricing items, setting up and assigning volunteers to monitor bake sale table.

**FIELD TRIP COORDINATORS:** (+1) Plan a field trip! Job would entail contacting Laura (Volunteer Coordinator) for approval. You will be responsible for: publicizing your event through various Fireside outlets (email, Facebook, etc.), creating and tracking sign-ups, collecting money for the field trip you will oversee all aspects of field trip planning including but not limited to: being the contact person with the facility you are visiting, and being there that day to coordinate the event. This is a ONE-TIME event for each event you do, with prep work varying depending on the event. Field trips ideally are open to all fireside unless specific grade/age requirements must be met. Please see Volunteer Coordinator for specific requirements. Should be educational in nature.

**SPECIAL EVENT COORDINATORS:** (+1) Each event needs its' own coordinator/team. This job requires all stages for planning for your event, including but not limited to the following: finding location, organizing volunteers, sign ups, collecting money, organizing activities, attending event and helping with set-up and clean up. We always have many hands eager to help, so the skill used most in this job is organization! This is a great job that can be done mostly from home. Some examples are: bowling night, corn maze, pumpkin picking, game night, movie night, ice skating etc. (Non-educational field trip type events)

**SPECIAL EVENT HELPERS:** Help with our special events throughout the year. Every event has multiple jobs; there is something to meet everyone's skill set and availability. See volunteer coordinator for a list of special events needing help.

**TEEN EVENT COORDINATOR:** (+1) This job is for someone who has a simple event idea and wants to coordinate it. Similar to a field trip but geared toward the teen crowd. Job includes advertising event within group, handling sign up (and money, if prepaying), and attending the event. This is a ONE-TIME event for each event you do, with prep work varying depending on the event.

**TEEN DANCE COORDINATOR:** (+5) This is a job for someone who is interested in coordinating a teen dance. Either semiformal (winter snowball) or casual (end of year luau). This job requires all stages for planning for your event, including but not limited to the following: finding location, organizing volunteers, sign ups, publicizing event, collecting money, organizing activities, attending event and helping with set-up and clean up.

**TEEN EVENT/DANCE HELPER:** (+1) This job would coincide with the planned teen event or dance and would require some or all of the following: set-up, clean-up food prep or serving, chaperoning, etc.

**DONUT DAY COORDINATOR/HELPER:** (+1 to +3) The coordinator position requires you to organize donut day. Including securing a donut provider, creating a signup sheet, collecting money, placing donut order and coordinating pick-up and distribution of donuts. A helper can be utilized as a table monitor for distribution.

**VISITATION DAY HELPER:** (+1) you may be assigned to the welcome/greeter table, or the bake sale table. There are multiple positions available to be filled throughout the day. *(Updated 3/26/2020)*



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## Volunteer Requirement and Escrow Program Form

1. **As a parent, I understand that my volunteer commitments to Fireside Academy are vital to its ability to function.** Fireside is about community and involvement of its members. Fireside does not offer a “buy out” option, as my time and support is what’s needed to ensure that all volunteer spots are covered.
2. **I understand that I must commit to a minimum of 35 volunteer slots at Fireside at the time of registration.** I understand that my being there is necessary to the success and safety of the community.
3. **I recognize that Fireside will hold, in escrow, two checks of \$150 each, as insurance for my commitment.** I know that I will receive these checks back, uncashed, at weeks 16 and 30 after I have fulfilled my positions. Check #1 dated 1/13/21, check #2 dated 4/20/21.
4. **I understand that if I cannot be at my assigned position, it is my responsibility to find my own replacement.** A list will be provided to me with family contact information, and I will use it to find replacements if I am unable to fulfill my job. I understand that just placing a notice on the Facebook Fireside Families is not sufficient, I must actively search for someone to fulfill my position. I must do my best to give the most notice possible if unable to fulfill my position.
5. **If at any point, I miss my assigned position, I understand that I am forfeiting that credit.** I am responsible to make-up my missed credit either by filling in for someone else or by will contacting the volunteer coordinator to sign up for a make-up position.
6. **I understand that if I miss more than three of my assigned positions without making them up, my escrow checks will be cashed.**
7. **I understand that not fulfilling my commitments may result in *not being able to register in the future.***
8. **I realize that children cannot fulfill my volunteer responsibility for me.** Younger children are welcome to help their family but cannot perform the work needed for most jobs on their own.

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Parent Signature

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Date





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## MEDICAL AUTHORIZATION

*(Please fill out one for EACH CHILD)*

\_\_\_\_\_ **OPTION 1:** In the event of illness or injury, I hereby give my permission for my child to be transported by medical ambulance or private vehicle to a nearby medical or dental facility. In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical surgical, or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, and/or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. I hereby give my permission to any medical or dental facility to take emergency measures, as they deem appropriate in the event that I cannot be notified. I realize that, in my absence, every reasonable effort will be given to locating me. However, this authorization will serve as my permission to treat my child.

\_\_\_\_\_ **OPTION 2:** I have attached an advanced medical directive.

\_\_\_\_\_ **OPTION 3:** In the event I cannot be reached, I DO NOT give permission for my child to be transported to or treated by any medical or dental facility. I realize that in the event of illness or injury, emergency medical personnel will be called.

This authorization shall be in effect for one year from the date specified unless I revoke my permission in writing:

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

Child's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Other: \_\_\_\_\_

In the event that you cannot be reached, please list who we should contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Known Allergies: \_\_\_\_\_

Any diseases, illnesses, or special needs: \_\_\_\_\_

Any other information that may be needed in the event of an emergency: \_\_\_\_\_

\_\_\_\_\_  
(Information will only be shared with teachers and emergency personnel when needed)



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## FIELD TRIP PERMISSION FORM

### **OPTION ONE: BLANKET FORM FOR ALL YEAR:**

\_\_\_\_\_ I hereby give permission for my child(ren) to attend any field trip sponsored by Fireside Academy during the school year or a vacation period. I release Fireside Academy, including designated chaperones and drivers, from any responsibility in the case of an accident. I give permission for my child to be treated, if needed, at a medical facility.

Name(s) of child(ren): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **OPTION TWO: PERMISSION FOR ONE TRIP:**

\_\_\_\_\_ I hereby give permission for my child(ren) to attend the following field trip:

DATE OF TRIP: \_\_\_\_\_

LOCATION OF TRIP: \_\_\_\_\_

I release Fireside Academy, including designated chaperones and drivers, from any responsibility in the case of an accident. I give permission for my child to be treated, if needed, at a medical facility.

Name(s) of child(ren): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE FILL OUT THE FOLLOWING REGARDLESS OF WHICH OPTION YOU CHOOSE:**

Emergency Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Insurance Information: (Plan holder & policy #): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_



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## PHOTO PUBLICITY RELEASE FORM

Fireside Academy publishes a free online newsletter. Part of this newsletter is dedicated to reporting the events and happenings at Fireside throughout the year; this may include class photos, student interviews (in our “student spotlight” section), and field trip photos. We also share our activities, field trips, and social events on our Facebook page. As this is an online newsletter, we want to secure family permission in using these photos. If you do not feel comfortable having photos of your children in an online publication, please indicate below and we will do our very best to keep photos of your child(ren)'s faces out of any pictures. Many pictures taken throughout the year also appear in our annual newsletter which is published at the end of the year and available for purchase to all Fireside Academy Families. However, please also keep in mind that most students are going to be excited to see themselves taking part in Fireside events – it will also be a great opportunity to share the site with family members who may live a distance away.

Please choose your preference:

\_\_\_\_\_ I hereby allow photos of my children to be taken at Fireside Academy events, including classes, field trips, and special events. I also give permission for these photos to be included in the online newsletter the “Fireside Spark” and the yearbook.

Names of children:

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\_\_\_\_\_ I do NOT allow photos of my children to be used in the online newsletter the “Fireside Spark”. I understand that this will result in a marked decrease of my child(ren)'s picture in the annual yearbook, and that they may be excluded from class photos taken for the newsletter.

Names of children:

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Name of parent/guardian (please print) \_\_\_\_\_

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



## Codes of Conduct for Fireside Academy STUDENTS

*(one copy should be signed by EACH student attending Fireside)*

- I will be respectful to other students, parents, teachers, and guests. If I have a problem with anyone, I will go to my parent or teacher and tell them so that the problem can be resolved.
- I will: Not steal;  
Not destroy property; destruction of property will require financial compensation and repair  
Not be disruptive in class;  
Not use bad language (profanity, insults, offensive language);  
Not hit, throw things, or hurt anyone on purpose;  
Not bring any toys, games, electronics, food, or drinks to class; (water bottles will be allowed)  
Not bully, pick on others, or call others names;  
Not bring weapons of any kind, or any instrument that can be construed as a weapon to Fireside or any Fireside sponsored event.  
Not bring any alcohol or illegal substance to Fireside or attend any Fireside event under the influence of such substances.
- I will be mindful of classes that are working. I will not talk loudly in rooms where classes are in session.
- I will not enter any areas of the facility, which are off limits to Fireside Academy.
- I will attend the classes which I am registered for, and if I miss them, I will notify the teacher.
- I understand that if I do things that I am not supposed to do, my parents will be contacted. If the problem is not resolved, my parents will attend class with me. After all this, if there is still a problem, I may be asked to leave Fireside Academy for the remainder of the semester.
- I will be respectful of others and observe appropriate boundaries for physical contact. I will limit displays of affection to those appropriate to a multiage setting.
- I understand that I attend Fireside Academy classes, clubs, and activities to learn while being with my friends.
- I am responsible for my work, papers, and belongings, and will come to class PREPARED with any materials and assignments that are required. I will be responsible about getting homework completed ON TIME and contact the teacher if I've been sick to get missed assignments. I will adhere to Fireside policies regarding plagiarism and only turn in work that is my own. **I understand that continuous refusal to do required work, or turning in work that is not mine, may result in me being dropped from the class (with no refunds), and may result in not being allowed to register the following year.**

By signing below, I understand and agree to all rules of Fireside Academy community. I will follow the rules that are outlined above.

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

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



## Codes of Conduct for Fireside Academy PARENTS

- As a Fireside Academy parent, I will be mindful and respectful of Fireside teachers, other parents and their children, religion, etc. I will strive to set a good example of positive conduct around the children, being watchful of negative talk and excessive criticism of those around me. If I have a difference of opinion with anyone, I will contact an Advisory Council member to help resolve the matter.
- I understand that I can be involved with Fireside Academy and participate in planning, concerns, and ideas.
- I will follow through with anything that I have volunteered to do. If I cannot fulfill a duty that is my responsibility, **I will find someone to take my place. As a member of the community, I understand that I have a responsibility to volunteer in some capacity to ensure the community's success. I am aware that failure to do so may result in my escrow check being forfeited, as well as a delayed registration the following year.**
- I understand that it is my responsibility to keep up to date on events or other information posted in fireside Families on Facebook or via email. It is my responsibility to read information shared with me/the community in order to be a productive participant in the Fireside community.
- I will be mindful of classes that are working. I will not talk loudly in rooms or hallways where classes are in session. I
- I understand that I am my child's primary educator, and that while Fireside classes provide a framework and aid in implementing my child's education, it is still my responsibility to ensure that adequate time is spent on each subject. I will take an active role in obtaining needed materials before classes begin, checking that my child's Fireside assignments are completed in a timely fashion, and getting my child to Fireside on time for his/her first class of the day. I am aware that academic probation and late registration can occur if my child fails to follow the academic policies in the student code of conduct.
- I understand that any curriculum, materials, handouts, and homework provided by teachers are the intellectual property of those individuals and/or Fireside Academy and should not be reproduced or distributed without written permission.

\_\_\_\_\_ **I will be responsible for my child's behavior while at Fireside Academy. (PLEASE INITIAL)**

\_\_\_\_\_ **I will be held financially responsible for any destruction of property while attending Fireside Academy Activities. (Please Initial)**

- I understand that if there is a continual behavior issue during class time concerning my child the following will occur:
  1. The child will be talked to by the teacher.
  2. The teacher may seek out an Advisory Council member to find me so that the problem can be resolved immediately; thus the child will only miss part of the class.
  3. If I cannot be reached, the child may sit out of the class (in study hall) until I am contacted.
  4. **I may be asked, in writing, to attend class with my child if unacceptable behavior continues.**
  5. **If unacceptable behavior continues, we will be asked to leave Fireside Academy for the semester. Before returning for the following semester, I must meet with the Advisory Council to determine if we are ready to return.**
- I understand that my child(ren) will sign their own codes of conduct and will be expected to live up to them. If my child(ren) do not, I will be notified, and the actions described above will be initiated.
- I will keep Fireside Academy updated IN WRITING on any email, address, phone, or medical changes. I also understand that the Fireside directory is to be used ONLY regarding Fireside events.
- If my child needs special accommodations in order to participate in class, or if I have special concerns, ideas, or input that would help, I will let the teachers know IN WRITING so that they can best work with me and my child.
- I will adhere to policies on privacy regarding family directory and emails – anything not pertaining to Fireside should be forwarded to the director /assistant director for possible sharing with the group.
- I understand that I can, at any time, contact an Advisory Council member to help resolve any issues, concerns, or ideas.
- I understand that my registration is a contract, it is my responsibility to fulfill my financial obligation (so Fireside Academy can fulfill theirs). After the first two weeks of class, there will be no refunds, and full payment is expected on tuition outstanding (including classes dropped after the first two weeks).

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CLASSROOM, MEDICAL, & EDUCATIONAL CONCERNS FORM

*(Please fill out one for EACH CHILD that may have some specific concerns)*

Although the Medical Authorization form does have a spot for a brief listing of medical issues, we also request that you share any medical concerns here so that they may be shared with your student's teacher (eg: does your child carry an epi pen, any allergy, diabetes, or other medical concern a teacher should be aware of). We also recognize that some children may have some special educational needs that should be considered by teachers working with them. Just a few examples of this might include: dyslexia, ADD/ADHD, learning disabilities, emotional issues, specific learning styles, and many others. Even details such as shyness, struggles with reading, personality traits, etc. are very helpful for teachers in creating the best learning experience for your child.

While Fireside cannot meet every need that your child may bring, we do strive to do our utmost in providing the best quality educational experience for your child. If you can share specific concerns with us, we will work with you, the parent, in trying to address them. A copy of this form will be given to each teacher that your child has during the day at Fireside.

Child's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Grade for 2020/2021: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

The following medical/emotional/educational concerns apply to my child (please include any background info, medical diagnosis, etc. that will help us best determine the needs of your child). Attach an additional page if necessary.

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## Codes of Conduct for Fireside Academy TEACHERS

- As a Fireside Academy teacher, I will be mindful and respectful of others and their children. I will strive to set a good example of positive conduct around the children, being watchful of negative talk and excessive criticism of those around me. If I have a difference of opinion, I will contact an Advisory Council member so that they can help us to work things out.
- I will keep Fireside Academy updated IN WRITING on any email, address, phone, or medical changes.
- As a teacher, I will follow through with any commitments made to Fireside Academy and/or their students, including being on time and prepared for my class(es). When I cannot make it to class, I will notify one of the directors, find my own replacement, and ensure that lessons are provided (there is a substitute file at Fireside that I may use to keep a lesson on hand).
- I will turn in a syllabus at least a week in advance of the semester (unless I begin teaching after the semester begins, in which case I will turn one in within a week of starting).
- I agree to take attendance for every class I teach.
- If a student is absent, I will either send home what was covered in class along with homework assignments or email it no later than the following evening of class.
- For all academic classes, I agree to present lessons that will result in at least 8-10 pieces for portfolios, and to give each student a report card, or some form of written progress report or certificate for portfolio purposes. For non-academic classes, I have the option to provide something similar.
- I will turn in receipts for all material spending to obtain reimbursement. I realize that I must stay within my original estimate given for materials fees for each class. Receipts from July to December should be turned in by Dec 20. Receipts from January to May should be turned in no later than May 15.
- I understand that all children are different, and some will have special needs. I will work to accommodate them in as many ways as possible, keeping in mind that we cannot change everything to one person's specific needs. I will work the parents to make **reasonable** accommodations whenever possible.
- I will make sure to have students clean up any mess they have made in class in a timely fashion, giving consideration for the next teacher using the room.
- I will notify the Advisory Council and parents in the case of any major behavior issues. I will also notify the directors of any students who are either not completing work on a regular basis, or who have committed plagiarism.
- In the event that there is a behavior issue concerning any child(ren), I will follow these steps:
  1. The child will be spoken to directly.
  2. I may seek out a council member to find a parent so that the problem can be resolved immediately; thus, the child will only miss part of the class.
  3. If a parent cannot be reached, the child may sit out of the class in study hall until the parent can be contacted.
  4. Parents may be asked, in writing, to attend class with their child if unacceptable behavior continues.
  5. If unacceptable behavior continues, as student will be asked to leave Fireside Academy for the semester. Before returning for the following semester, parents will have to meet with the Advisory Council to determine if the family is ready to re-enter Fireside Academy.
- I understand that I can at any time, contact an Advisory Council member to help resolve any issues, concerns, or ideas that I have.

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Classes/clubs teaching:

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



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## Volunteer Clearance Information

The State of Pennsylvania has enacted some strict policies for all volunteers working with children. According to the Pennsylvania Department of Human Services,

“Adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a program, activity or service responsible for the child’s welfare or having direct volunteer contact with children will need certifications. Examples of unpaid positions as a volunteer responsible for the welfare of a child or having direct contact with children can include but are not limited to:

- Parent/Guardian chaperones for schools
- Agency volunteers that help with transportation or other services
- Literacy & Church Sunday school teachers, child event coordinators”

In keeping with the law, we are requiring all volunteer parents to obtain both State Criminal and Child Abuse Clearances. For those with clearances through other groups or work, copies of those obtained within the past 60 months are acceptable. If you are a New Jersey resident and already have clearances through another organization, copies of those clearances obtained within the last 60 months are also acceptable. For those needing new clearances, please follow the information provided on the following pages to obtain your volunteer

Costs: PSP Criminal History- \$0

Child Abuse Certification- \$ free every 57 months

FBI Criminal History Check \$25.75 through DHS

**(needed only if you have not been a continuous resident of PA for 10 years)**

Your signature here acknowledges your awareness of this law and agreement to pursue necessary clearances as a volunteer of Fireside Academy.

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

Date \_\_\_\_\_





## Pennsylvania Child Protection Law Background Check Application Guide Fireside Version 2019.06.04

Pennsylvania law requires three levels of background checks on all adults (18+ years old) who work with children or youth. **Please send in your clearances with your registration packet.**

This guide will assist you in completing each of the clearance requests. If you have questions while completing a clearance request, please contact *Emily Hassler*. For additional background information on the law and the clearance processes, go to <http://keepkidssafe.pa.gov/resources/clearances>.

### Please note:

- Clearances obtained for employment purposes are acceptable for volunteer purposes.
- Clearances must be renewed every 60 months (5 years).
- This started in 2015 so anyone that got clearances that first year will need to renew your clearances.

## 1. Pennsylvania Child Abuse History Clearance

### • Prepare the following information

- Addresses where you have previously lived since 1975 (partial addresses are acceptable)
- Names of all individuals with whom you have lived since 1975, including parents, guardians, siblings, spouses and roommates
- Any previous names (e.g., maiden names) or aliases

### • Payments

- Volunteer applicants can receive one PA Child Abuse History Clearance, free of charge, every 57 months (4 years, 9 months).

### • Apply online

- Go to the PA Child Welfare Portal (<https://www.compass.state.pa.us/cwis/public/home>).
  - Click "Create Individual Account".
  - Follow the prompts to create a Keystone ID and provide all requested information.
  - Write down or remember your **Keystone ID:** \_\_\_\_\_  
\*Also, remember the **email address** and **security answers** you entered.
- Go to the PA Child Welfare Portal (<https://www.compass.state.pa.us/cwis/public/home>).
  - Click "Individual Login".
  - Login with the temporary password you received by email, then create a new password.
  - Write down or remember your **Password:** \_\_\_\_\_
- Go to the PA Child Welfare Portal (<https://www.compass.state.pa.us/cwis/public/home>).
  - Click "Individual Login".
  - Select Create Clearance Application
    - **Application Purpose:** "Volunteer Having Contact with Children"
    - **Volunteer Category:** "Other"
    - **Agency Name:** "Fireside Academy Community for Homeschoolers"
- Complete all other information requested.
  - When asked "Did the organization... provide an authorization code..." select No.

### • Results

- You will receive an email notification when your results are available. Log into the site, download the certificate.



- The certificate will say “**PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION**” at the top. (See

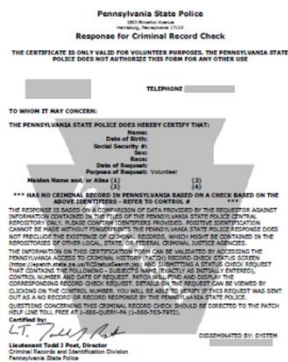


certificate example .)

Additional information: <https://www.compass.state.pa.us/CWIS/Public/FAQ>.

## 2. Pennsylvania State Police Criminal Record Check

- Payments**
  - Volunteers are not required to pay a fee for this background check.
- Request online**
  - Go to the PA Access to Criminal History site (<https://epatch.state.pa.us/Home.jsp>).
  - Click “New Record Check (Volunteers only)”.
  - Follow the prompts and complete all required information.
    - Volunteer Organization Name:** “Fireside Academy Community for Homeschoolers”
  - Write down or remember the
    - Control Number:** \_\_\_\_\_
    - Date of Request:** \_\_\_\_\_
- Results**
  - In some cases, results may be immediately available. If not, check back after a few days. If you included an email address, you will receive a notification when results are available.
  - When available, use the *Control #* and *Date of Request* to download the certificate and print a copy.
  - The certificate will say “**Pennsylvania State Police**” and “**Response for Criminal Record Check**” at the top. (See *certificate example*.)



Additional information: <https://epatch.state.pa.us/TandCVolunteerAction.do>.



### 3. FBI Affidavit or Clearance

- **Affidavit**

- Complete [this affidavit](#) and print a copy. **If you have been a resident of Pennsylvania continuously for the past 10 years; an FBI clearance (including fingerprinting) is not required.**

---- or ----

- **Pre-registration**

- Pre-registration is **required** before being fingerprinted.
- Go to <https://uenroll.identogo.com/>.
- Enter the service code 1KG6ZJ, then click “Go” and complete the registration form.
  - When asked for Employer information, enter “Fireside Academy Community for Homeschoolers” and the address of 1928 South 2nd Street, Allentown, PA 18103.
  - During registration, you will select a location for fingerprinting. A scheduled appointment is not required; however, it may help avoid wait times.
  - **Address:** \_\_\_\_\_
  - **Hours/Scheduled Appointment:** \_\_\_\_\_

- **Payments & Identification**

- Payment will be required at the fingerprinting location.
- An appropriate form of identification is also required for the fingerprinting process.
- A formal letter from your volunteer organization is **not** required. If the IdentoGO employee insists that you provide one, please call IdentoGO customer service at **844-321-2124** or **844-321-2101**.

- **Results**

- You will receive the certificate in the mail. Please provide a copy.

The first paragraph of the certificate will say “Your Federal Bureau of Investigation (FBI) fingerprint based record check...”. (See certificate example)

