

WWHM Teachers,

This Monday Aug. 13th is WWHM Registration, Orientation and a Teachers meeting. We are delighted that you are teaching a WWHM class. The summer went by so fast and I know some of you have already spent long hours preparing for your upcoming classes. We have a large class selection and should have approximately 60 families enroll this year so there is no way to guess how many will enroll in your class. At the end of this Monday' registraion you will have a good idea of class enrollment size and can decide if your class is a go or not.

All teachers are need to attend the teacher meeting, orientation and registration for enrollment Monday August 13th 8:50am - 12:00pm room ____.

In room ____ we will have some teenagers available to watch teachers and registration helpers children of the age 4 or older. If you have any children under the age of three please make your own babysitting arrangements. Since it will be along morning you might want to bring a snack or lunch for your children.

Middle and Elementary Teachers will need to provide a brief description or outline of the material covered in their class at orientation to parents. Also the dates that class begins and ends, your phone number and email address.

High School Level Teachers will be required to provide a written semester syllabus and grading system to parents and students either at orientation or 1st day of class. If you do not hand out the syllabus at orientation then please have a brief description or outline of the material covered at orientation. Include any other expectations you may have for your students and their parents if you like. Also the dates that class begins and ends, your phone number and email address.

All Teachers: Please remember that you only meet with the students once a week so please

- 1) Check for understanding regarding the new concepts taught and assignments given before de-missing class.
- 2) Keep parents informed of syllabus changes and weekly assignments so they can help and hold their child accountable to homework.
- 3) Keep in touch with parents weekly in some way so parents will feel you are approachable (via email or a note in file folders). Let them know if their child is quiet and not participating or is disruptive or if you notice a learning disability etc.... Do not wait until the quarterly progress reports to notify them. Parents feel they are paying for the education that they receive at WWHM due to the membership fees etc...regardless if your class is for free. So be professional and share with parent's issues that you would want to know if it were your child.
- 4) Return graded assignments/projects in a timely manner so they can receive feedback on what they need to improve on or on what you expect.
- 5) Utilize the parents. Keep in mind that this is not a college or public school setting; parents are very active with their child's education and success.
- 6) Be as enthusiastic and creative as possible to make learning fun and exciting.
- 7) Do not dismiss your classes any earlier then 5 minutes. (for example classes end 55 minutes past the hour so do not let out earlier than 50 minutes before the hour.)

Thank you for giving of your time and talents to invest in these children's lives. I look forward to working with you all.

Please call if you have any questions 316-841-2195

In His Service,
Lisa Jaqua