

# Potter's Clay Co-op Application

2012-2013

*But now, O LORD, You are our Father; We are the clay, and You our potter;  
And all of us are the work of Your hand. - Isaiah 64:8*

Dear Applicant,

Thank you for your interest in Potter's Clay Co-op (PCC)! Please know that we are praying along with you as we seek to place families for the upcoming (2012-2013) school year. We are accepting applications from **Friday, February 3 through Thursday, March 1, 2012 at 5p.m.** It is our goal to try and notify all applicants as to whether or not we have a spot for their family by the end of March (if not sooner), however, we may need additional time and, if so, we will notify all applicants if additional time is needed.

## **In order to be considered for placement we ask that you follow the steps outlined below:**

1. Please read over the information on our website, including the Policy & Procedures document (located under the "Application" tab of the website) and the "Considering PCC?" document (located below). We hope that the information provided is helpful as you assess if PCC would be a fit for your family.
2. Download the following documents from the "Application" tab on the website:
  - Application - The application needs to be filled out completely and information provided for all of your children who would be present at co-op.
  - Member/Student Pledge - Please carefully read and return the Member Pledge with both parent's signatures and the Student Pledge signed by all of your non-nursery age children that would be attending co-op.
  - Doctrinal Statement - Please read over and if you are able to agree with it in its entirety, please sign the document and turn it in with your other forms.
3. Once you have filled out and signed the above documents please go to the "Application Process" tab on the website and fill out the Application Submission Form. Upon sending, you will receive an email with information on where to submit your forms.
4. All applications need to be turned in with a \$40 registration fee. Once a spot is offered and accepted, this check will be cashed and is no longer refundable. If we are unable to place your family we will return or destroy the check, whichever you prefer.
5. Due to the nature of our co-op and our role as facilitators over children, we respectfully ask that you provide references/recommendations:
  - One from a pastor/Bible study leader
  - One from a person outside of your family

Please ask those providing your references to go to our website at [www.pottersclayofcary.weebly.com](http://www.pottersclayofcary.weebly.com); click on PCC Information, then "Application Process" tab, and scroll down to the Reference Form. All they need to do is fill out the information on the form and hit submit by our March 1, at 5 p.m. deadline.

**NOTE: You do not need to turn in your references to submit your application, however, we will need your two references before we can consider your application.**

**THANK YOU FOR APPLYING AND PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS**

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## **Considering PCC?**

***As you prayerfully consider if Potter's Clay is right for your family, here are three components that we have found helpful in the decision making process:***

We would recommend that all three of these components be agreed upon and consistent with your homeschool philosophy, your family dynamic, and your ability to commit the expected time and energy required to fulfill your co-op responsibilities.

***Academically, does the PCC curriculum match the academic goals of your homeschool?***

A big bonus to joining PCC is that we have established a scope & sequence and have already selected quality curriculum for each class that you can count on from year to year. Although some modifications on assignments can be made, overall the chosen curriculum needs to be a fit for your family and for your children's abilities. Much of our curriculum would be considered classical in style which may or may not work for your family. In Levels 2 & 3, weekly homework is given and expected to be completed and returned on-time. Please carefully look at our curriculum (which can be viewed on our website) and assess if academically our program would work for you.

***Assess your student(s) ability to learn in a classroom environment and submit to the authority of multiple adults throughout the day.***

Our students are expected to submit and respect various authorities over them each week. Each level has six facilitators (two for each class) who your child will be under the care and authority of each session. This also applies to other adults your children will come in contact with throughout the day. Level appropriate classroom expectations will be communicated and enforced, as well as overall co-op policies and procedures (which can be viewed on our website). Please carefully consider if these expectations would be a challenge to your student.

***Are you able to fulfill the service expectations and effort needed to join PCC?***

PCC is a true co-op and it is expected that once placed on a facilitator team, you will:

- work with your partner to create lesson plans for your class by the end of July deadline
- come ready each week prepared for your class
- come with a heart to serve where needed
- have a desire to have your students succeed

Everyone fulfilling their duties with a heart to serve is what makes the co-op work each week. The success or failure of the co-op is up to everyone doing their part.

We ask that if you join PCC that you will commit to the full school year. In addition, we ask that each person serve in a coordinator role based on your talents and gifts (i.e. website, social, facility, nursery, financial). Finally, it is vital that the parents support the facilitators when it comes to upholding classroom expectations, proactively checking in with facilitators in regard to your student, and actively supporting and enforcing the policies and procedures of the co-op. Please carefully consider the time commitment and the support needed in relation to your own availability and personal philosophies.

***We ask that parents prayerfully take the full commitment of the co-op into careful consideration before applying.***

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## Family Information

Parent's Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

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

Phone: Home: \_\_\_\_\_ Mom cell: \_\_\_\_\_ Dad cell : \_\_\_\_\_

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

## Emergency Contact

Name: \_\_\_\_\_ Phone: home : \_\_\_\_\_ cell: \_\_\_\_\_

Any health-related issues or special considerations we need to know about while you are on campus?

\_\_\_\_\_

## Facilitator Information

*It is expected that you will co-facilitate one class. Please indicate your **top 3** preferences from the 8 classes listed below (Please write numbers in the rank column corresponding with your choices with 1 being your top choice):*

Class	Rank	Writing/Grammar	Rank	Science	Rank	History
Level 1		1 <sup>st</sup> - 4 <sup>th</sup>		1 <sup>st</sup> - 4 <sup>th</sup>		1 <sup>st</sup> - 4 <sup>th</sup>
Level 2		4 <sup>th</sup> - 6 <sup>th</sup>		4 <sup>th</sup> - 6 <sup>th</sup>		4 <sup>th</sup> - 6 <sup>th</sup>
Level 3		6 <sup>th</sup> - 8 <sup>th</sup>				6 <sup>th</sup> - 8 <sup>th</sup>

Any notes on placement that you would like us to consider: \_\_\_\_\_  
\_\_\_\_\_

Please list any strengths/weak areas as we consider class facilitator placements, including any past teaching experience in school or co-op environment.

\_\_\_\_\_

Please respond to the following by circling whichever statement best describes you in each pairing : craft oriented/not crafty; assertive/passive as a facilitator (helps in trying to balance teams); work better with older/younger children; in planning a class are you more of a collaborator or prefer working independently

Any particular strengths, degrees, or experience in any particular subject or administrative areas that would be helpful for us to know: (i.e. accounting, administration, websites, photography, science, writing, history, etc.)

\_\_\_\_\_

\_\_\_\_\_

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## Background Information

What church do you attend? \_\_\_\_\_

How long have you homeschooled? \_\_\_\_\_

Have you always homeschooled your children? Please provide some background to your schooling experiences (i.e. my kids have always been homeschooled; my oldest went to school through 3rd grade, etc).

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

Have you ever participated in a co-op? Yes    No

If yes, please list name of co-op(s) and how long you attended.

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

What homeschool philosophy best describes your homeschool? Please check all that apply.

Charlotte Mason	<input type="checkbox"/>	Unit Study	<input type="checkbox"/>	New to homeschooling/Not sure	<input type="checkbox"/>
Unschooler	<input type="checkbox"/>	Traditional (i.e. Abeka, Bob Jones, etc.)	<input type="checkbox"/>	Still developing	<input type="checkbox"/>
Classical	<input type="checkbox"/>	Eclectic (mixture)	<input type="checkbox"/>	Other (describe)	<input type="checkbox"/>

How did you find out about PCC? \_\_\_\_\_

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

### Administration Use Only (Rev 1/2012)

Application Date: (mm/dd/yy) \_\_\_\_\_

Waitlist  
 Approved  
 Not Able to Place

Paid Registration  
Check # \_\_\_\_\_

Does application include:

Letter of Recommendation 1 \_\_\_\_\_

Letter of Recommendation 2 \_\_\_\_\_

## Directions for completing Student Information Sheet:

Note: Please provide information on all of your children who would be staying on campus during co-op.

Please place each student in the appropriate class for each subject (see the "Class Offerings" page on the website for descriptions). You may put the level you feel your child should be in for each class (even if it is not a consistent level for each subject). We will look over all placements and work with you at registration to make sure your student is in the proper class. In the meantime, feel free to contact us if you have questions. If you have a student who you feel has a special circumstance that would put them in a different level than described below, please note it on the special considerations line.

Classes	Additional Information to Consider
<ul style="list-style-type: none"> <li>Level 1: 1<sup>st</sup> thru 4<sup>th</sup> grade</li> </ul>	<p><u>Level 1 Writing/Grammar</u> is recommended for a strong 1<sup>st</sup> grader; preferably one who can read and write. The class is geared to the older students.</p> <p>*If your first grader would not be ready for the pre-skills writing class but he/she could participate in the science and history classes; please check the box for the Pre-skills class and note this in the special considerations section.</p>
<ul style="list-style-type: none"> <li>Level 2: 4<sup>th</sup> thru 6<sup>th</sup> grade</li> </ul>	<p><u>Level 2 Writing/Grammar</u> is recommended for 4<sup>th</sup>-6<sup>th</sup> graders. We can help you assess if your 6<sup>th</sup> grader could move to Level 3 or if your 4<sup>th</sup> grader should be in Level 1.</p> <p><u>Level 2 History</u> would be the recommendation for a 6<sup>th</sup> grade student not reading/studying at the Dialectic level.</p>
<ul style="list-style-type: none"> <li>Level 3: 6<sup>th</sup> thru 8<sup>th</sup> grade</li> </ul>	<p><u>Level 3 Writing/Grammar</u> is recommended for student 6<sup>th</sup> grade and above with IEW experience or who would be willing to work prior to classes starting to catch up.</p> <p><u>Level 3 History</u> is recommended for students 6<sup>th</sup> grade and up reading/studying at the TOG Dialectic level.</p> <p><u>Level 3 Science</u> is recommended for 7<sup>th</sup> &amp; 8<sup>th</sup> grade students due to the cost and the commitment associated with the class. We will have you talk with the teacher if you want your 6<sup>th</sup> grader to participate (to determine if it would be a proper fit).</p>
<ul style="list-style-type: none"> <li>Study Hall: 6<sup>th</sup> grade and above</li> </ul>	<p>For high school age siblings or as a possible option for a student needing to opt out of a class (this would need to be approved on a case by case basis).</p>
<ul style="list-style-type: none"> <li>Childcare: Below 1<sup>st</sup> grade</li> </ul>	<p>We anticipate offering a nursery for children ages 3 &amp; 4 for the upcoming school year. For children outside of our age offerings please fill out their information so we can use it as we consider possible placement. <b>Please note in the "special considerations" section if childcare would be necessary in order for you to participate in the co-op (i.e. you do not have any options of your own at home).</b></p>

**Student Information Sheet- Please place each student in the appropriate class for each subject**

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

	Writing/Grammar	Science	History
DOB: _____	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Age: _____ (as of 8/17/12)	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Grade: _____ (as of 8/17/12)	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3
M/F: _____	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare

Allergies \_\_\_\_\_

Any challenges/special considerations: \_\_\_\_\_

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

	Writing/Grammar	Science	History
DOB: _____	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Age: _____ (as of 8/17/12)	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Grade: _____ (as of 8/17/12)	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3
M/F: _____	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare

Allergies \_\_\_\_\_

Any challenges/special considerations: \_\_\_\_\_

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

	Writing/Grammar	Science	History
DOB: _____	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Age: _____ (as of 8/17/12)	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Grade: _____ (as of 8/17/12)	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3
M/F: _____	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare

Allergies \_\_\_\_\_

Any challenges/special considerations: \_\_\_\_\_

**Student Information Sheet- Please place each student in the appropriate class for each subject**

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

	Writing/Grammar	Science	History
DOB: _____	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Age: _____ (as of 8/17/12)	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Grade: _____ (as of 8/17/12)	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3
M/F: _____	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare

Allergies \_\_\_\_\_

Any challenges/special considerations: \_\_\_\_\_

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

	Writing/Grammar	Science	History
DOB: _____	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Age: _____ (as of 8/17/12)	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Grade: _____ (as of 8/17/12)	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3
M/F: _____	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare

Allergies \_\_\_\_\_

Any challenges/special considerations: \_\_\_\_\_

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

	Writing/Grammar	Science	History
DOB: _____	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 1
Age: _____ (as of 8/17/12)	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 2
Grade: _____ (as of 8/17/12)	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3
M/F: _____	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall	<input type="checkbox"/> Study Hall
	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare

Allergies \_\_\_\_\_

Any challenges/special considerations: \_\_\_\_\_