



Before Co-op Meeting:

1. Read through the "Handbook" for this unit.
2. Prep History and Science Display.
3. Prep Announcements Bulletin Board.
4. Send Weekly Email to Families.

Materials Needed:

- This handout.
- Notebook with schedules, hymns, and prayers.
- Science and History Displays
- Books for the week's topic.
- Bulletin Board & Liturgical Calendar
- Anything teachers have requested you to bring.

TEACHERS NEED ME TO BRING:

At-Co-op Preparation (always plan at least 30 minutes):

- Set up the Assembly Room as desired.
- Make sure teachers are set up and help where needed.
- Double check supplies cabinets and make note of anything needed.

Assembly:

- Start on time even if people are missing.
- Make any announcements needed and point people to the bulletin board.
- Begin with prayers.
- Ask music teacher to lead group in the hymn.
- Ask other parent to lead the virtue lesson (or lead it yourself).
- Remind families of the history and science themes for the week.
- Ask Memory Work Leader to come up and lead the Memory Work.
- Make sure the Memory Work wraps up on time and dismiss students and parents to their subjects.

HISTORY AND SCIENCE THEMES:

VIRTUE NOTES:

ANNOUNCEMENTS:

Dismissal & Clean-Up:

- Remind families to pick up art projects and to vacate the building quickly for clean-up.
 - Lead the closing prayer.
 - Check supplies cabinets and lock them; Make sure the cleaning crew has finished.
- Check for lost items; Lock up the building and go home.