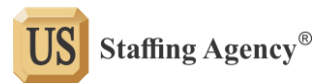


## Your Academic Proxy Pod (APP) Guide



*This guide will help you think on and answer some important topics as you form your own APP. Use this guide as you answer the questions on the APP Work Sheet.*

Topic #	Ask Yourself	Some things to Consider	Actions to Take on the APP Worksheet
1	Who will be in your APP?	Consider the parents who have children in your circle of friends. These would be an example of parents you would invite into your APP. Have a discussion regarding the diversity of your APP and be intentional about its ethnicity and racial make-up.	List the names of families who you would like to invite into your pod.
2	What children will be in your APP?	As a group of parents, you should agree on the names of the children who will be in your APP. This will eliminate surprises of the children being dropped off.  It's recommended to not exceed 7 children.	List the names of the children who will be in the APP.
3	Hosting Space- Location	Identify the physical location that will host your APP. It might be someone's home. Your employer's office area. A community center. A church. Maybe there is room for more than one pod at these locations.	As a group of parents, approach the owner of the space where you would like to have your APP.  Ask the owner about how many APPs he/she would consider hosting.
4	Hosting Space- Cost	Discuss the price of the space that will house your APP.  Remind owners that they should check with their insurance agent to confirm that liability insurance is in place. Remember, your inviting minors into the building, and it might cost the owner more in liability insurance.	Work with the owner to establish a weekly or monthly price.
5	Hosting Space- Restrictions	Identify the restrictions put in place by the owner of the Location. For example, employer based APPs may have noise level requirements or dress code requirements.	List of restrictions that you and the owner have agreed to.
6	Children's Grade Level	Identify the grade-level range of children in the pod. This could be a single grade-level or multiple grade-levels based on your APP's parent's needs.	List out the grade levels acceptable the parents in the APP. Be sure to work with your Proxy on addressing this topic.

Topic #	Ask Yourself	Some things to Consider	Actions to Take on the APP Worksheet
7	Children's School District	<p>Identify the list of school districts that are acceptable to parents in the APP. Remember, the technology and curriculum requirements might be different between different school district.</p> <p>It is important for parents in the APP to agree on a Proxy who understands the technology and curriculum of the various school districts represented in the APP.</p>	List of School Districts represented in the pod.
8	Disruptive Children	Identify the response the Proxy needs to take if there is a disruptive child in the APP. As parents you will need to give guidance on what to do if a child is not focusing, not working, bothering other children, disrespecting the Proxy, or causing other types of disruptions.	List the specific response you expect of the Proxy if a child is disrupting the APP.
9	Proxy Qualifications	<p>Identify the person(s) who will be interacting with your children.</p> <p>The Proxy is a parent approved stand-in for each child's parent while the APP is in session. The proxy can be one of the pod's parents, a different parent, a trusted friend, former teacher, a tutor, a Teach For America graduate, a local college student, or anyone the parents agree upon.</p> <p>Parents may want to consider background checks on potential Proxies.</p> <p>The Proxy will need to be familiar with the various technologies and curriculum used by the APP's school districts.</p>	Find a trusted individual that is acceptable to all the parents in an APP.
10	APP Schedule	Parents will need to identify the schedule that the APP will be in session. The schedule should include: a start time, break times, and an end time. Parents will want to make sure the APP meets individual family needs.	Agree upon and create a detailed schedule.
11	APP Budget	APPs may cost money. Budgets that include the cost for Proxies, utility sharing (wifi, water, electric), food, etc. should be considered as parents agree on the APP's formation.	Create a simple budget that is agreed upon by parents.

Topic #	Ask Yourself	Some things to Consider	Actions to Take on the APP Worksheet
12	APP Funding	<p>APPs will need to be funded to cover the Budgeted costs. Funding can be covered by parents pooling their personal resources, or by reaching out to other sources. Remember, that some funding sources might have additional requirements that must be met in order to receive funding.</p>	<p>Discuss how the APP can be funded.</p> <p>Agree upon the funding sources.</p> <p>If parents are self-funding the APP then agree upon the weekly cost for each APP.</p> <p>Be sure to discuss the specific requirements (if any) from the funding source.</p>

*Directions:* Answer the following questions as you form your APP. It's important that all parents in the APP agree on the answers to these questions. Additionally, it is recommended that you inform your school district that your children are working in pod. Email or text a pic of this form to the administration.

*Topic #1- Who will be in your APP? List the names of families who you would like to invite into your pod.*

- 1.
- 2.
- 3.
- 4.
- 5.

*Item #2- What are the names of the children in your APP?*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

*Item #3- Hosting Space- Location. Where will your APP be located?*

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*Item #4- Hosting Space- Weekly Cost. What is the weekly cost to use the facility where your APP will be located? Be sure to include other facility costs such as utilities, extra liability insurance, Wi-Fi costs, etc.*

- a) Weekly Facility Rental Cost: \_\_\_\_\_
- b) Utility Cost: \_\_\_\_\_
- c) Extra Liability Cost: \_\_\_\_\_
- d) Wi-Fi Cost: \_\_\_\_\_
- e) Other Facility Costs: \_\_\_\_\_
- Total Facility Costs (add a – e): \_\_\_\_\_

*Item #5- Hosting Space- Restrictions. What restrictions does the owner of the facility have that you must comply with?*

- 1.
- 2.
- 3.
- 4.
- 5.

*Item #6- Children’s Grade Level- What grades will your APP accept? How many in each grade will you accept? Be sure to work with your Proxy to figure this out.*

Kindergarten	_____	5 <sup>th</sup> Grade	_____	10 <sup>th</sup> Grade	_____
1 <sup>st</sup> Grade	_____	6 <sup>th</sup> Grade	_____	11 <sup>th</sup> Grade	_____
2 <sup>nd</sup> Grade	_____	7 <sup>th</sup> Grade	_____	12 <sup>th</sup> Grade	_____
3 <sup>rd</sup> Grade	_____	8 <sup>th</sup> Grade	_____		
4 <sup>th</sup> Grade	_____	9 <sup>th</sup> Grade	_____	Total Children	_____

*Item #7- Children’s School District- What school districts will be represented in your APP?*

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*Item #8- Disruptive Children- What should the Proxy’s response be to disruptive children?*

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*Item #9- Proxy Qualifications, Selection, and Pay- What are the Proxy qualifications? What is the name of the Proxy? How much can you pay a Proxy each week?*

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

Proxy Weekly Pay: \_\_\_\_\_

Proxy Qualifications:

1. Background check required? Circle Yes or No
2. Formal teaching experience required? Circle Yes or No
3. Technology experience required? Circle Yes or No
- 4.
- 5.
- 6.

*Item #10- APP Schedule- What is the operating schedule for the APP?*

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival					
Break 1					
Break 2					
Break 3					
Departure					

*Item #11- APP Budget- What is the total expected weekly budget for the APP?*

- a) Total Weekly Facility Costs from #4: \_\_\_\_\_
- b) Weekly Proxy Cost from #9: \_\_\_\_\_
- c) Weekly Food Cost: \_\_\_\_\_
- d) Other Weekly Cost: \_\_\_\_\_
- Total Weekly APP Costs (add a – d): \_\_\_\_\_



*Item #12- APP Funding- How will the APP fund itself to cover the costs?*

- a) Total Weekly APP Costs from #11: \_\_\_\_\_
- b) Weekly Funding from parents: \_\_\_\_\_
- c) Gap in expenses (a minus b): \_\_\_\_\_

Identify the plan to cover the Weekly Gap in expenses from above:

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