

STARTING A GROUP/CO-OP PLANNING CHECKLIST

This is a planning document designed to include common questions and considerations associated with starting a new home ed group or co-op. Use this document to brainstorm your ideas and add your own.

Group planning overview

Name of the group	
What is the aim and purpose of the group?	
What do you hope to achieve?	
Who can help you set up and run the group?	
What role/s will you have?	
What role/s will others have?	
What is your mission statement?	
Will you register your group with HEN for insurance?	

Group size and ages

How many participants?

Is there a size cap?

How many adults per child? *For e.g. more than one parent to attend or one only*

What age range? Is it strictly enforced?

Will younger/older siblings be accommodated? If so, how?

Group timing

How often will the group meet?

On which day/s will you meet?

What time will you meet?

Will you have blocks of session time? *For e.g. morning and afternoon broken up by lunch*

Will you have morning/afternoon tea and lunch breaks?

Will there be extra days associated with the group, such as separate excursion days?

Will you have additional special days such as end of term events?

Will members be expected to attend a whole day or session blocks such as a morning block only?

Group venue

Will you have a hired venue? What kind?	
What will you look for in a building?	<input type="checkbox"/> heating <input type="checkbox"/> air con <input type="checkbox"/> kitchen facilities <input type="checkbox"/> toilet/s <input type="checkbox"/> hot water <input type="checkbox"/> one room <input type="checkbox"/> multiple rooms <input type="checkbox"/> carpeted floor <input type="checkbox"/> wet area floor <input type="checkbox"/> washing up area <input type="checkbox"/> playground <input type="checkbox"/> parkland <input type="checkbox"/> H&C water <input type="checkbox"/> car parking <input type="checkbox"/> public transport <input type="checkbox"/> tables and chairs <input type="checkbox"/> locked doors <input type="checkbox"/> complete private hire <input type="checkbox"/> whiteboard <input type="checkbox"/> noticeboards <input type="checkbox"/> use of storage
Will you meet at outdoor spaces such as a park?	
Suggested venues and suburb	
Will you need to have your own insurance cover for the venue?	
What documents might you require for venue hire?	
How will you manage keys and opening the venue?	
Does the venue have accessible toilets, ramps and mobility related access?	

Group membership application

What is the group's entry criteria, if any?	
How will any trial sessions be managed?	
Will existing members be allowed to nominate or veto new applicants?	
Will new members have a paper form to sign?	
Will members state upfront their expected level of attendance and commitment?	
Will the group be advertised or kept quiet?	
How will you find new members?	
How will people be able to apply for membership?	
On what grounds would you reject an application?	

Expectations of parent/carer members

What do you expect from members regarding attendance commitment?

What do you expect from members regarding commitment to run activities or help?

How will you handle members not abiding by their attendance commitments?

How will you handle members not abiding by their activities commitments?

Will you allow members to pick and choose what they wish to do, and when?

Will parents/carers be expected to remain on the premises at all times? *Note for HEN insurance, this must be the case.*

Will you allow members to bring an additional adult, such as a grandparent?

Must members contribute to all meetings? How will you manage input from those who can't attend?

Running of the group

How will the group be run? *For e.g. by you alone, a core group, will everyone have a vote*

Will your group follow a home ed philosophy, such as structured, natural learning or a combination?

What is the general ideology of your group? *For e.g. secular or faith based*

How will you manage a variety of ages and abilities?

Will you hold meetings? How often, and how?

Will you permit photography? What will you photograph?

What is your plan for fair conflict resolution among adults?

Will you request divisive topics be avoided? If so, what kinds of topics?

<p>On what grounds would a member be asked to leave the group immediately?</p>	
<p>How will you deal with difficult members?</p>	
<p>How will you store and access feedback? Will you request all feedback be in writing?</p>	
<p>Will you allow members to bring along an additional family member or visitor?</p>	

Medical and specific needs

<p>How will you manage allergies and food intolerance?</p>	
<p>How will you manage safety and first aid?</p>	
<p>How will you accommodate any specific needs of families?</p>	
<p>What is your plan for avoiding the spread of illness?</p>	

Guidelines for children

What do you expect from the kids in your group?

What do you expect of parents with regard to their child?

How will you manage needing to intervene with another child, for e.g. if their behaviour needs addressing?

What do you expect of parents with regard to another child?

How will you manage issues such as hitting or generally hurting others?

On what grounds would you ask a family not to return, if there are issues with their child?

Will you have a bullying/respect policy in place that children must abide by to the best of their abilities?

Running activities

Will parents be expected to run activities? How many, and when?

Will you provide a roster outlining the schedule of activities? How will you give out the information?

How will you source and purchase any materials and equipment needed?

Where and how will you store materials and equipment?

How long will your activities run for?

How will you manage children not wanting to do an activity, or leaving before they have completed any tasks?

How will you decide on what activities to run?

Financial

How will you charge? *Per child, per family, discount for second+ sibling, etc*

How much will you charge? How will you allocate the funds?

For what length of time will you charge? *A full term, blocks of four sessions, etc*

Will you expect payment in advance before the member begins?

How will you receive and hold money? *PayPal, your bank account, cash etc*

Will you provide financial data to members such as a balance and how money has been spent?

Will you provide refunds if a member leaves? How much?

What will you do with any profit at the end of the term/year?

How will you manage any events requiring purchase of tickets or places?

Communication

How will you communicate with members? If some do not use social media, will you make allowances?

Will your group have a website or other online presence? If so, what?

Will you provide a calendar/schedule?

How do you prefer to deal with enquiries? Phone or email?

How/when will you communicate about the next session?

Will you provide a summary of the day's session? In what format and how will you make it available?

What privacy measures will you have in place, especially for online?

Insurance, WWCC and administration matters

Will you ask parents/carers to sign in and out?

Will you ask parents to have a WWCC?

Will you only hire tutors who have a WWCC or VIT?

Will you only use venues where there is public liability insurance?

How will you store and manage membership data?
Spreadsheet, Word document, free software etc

Roles that parents/carers can have

Some of your members may not be able to contribute as much as others due to personal circumstances. Here are some suggested roles ranging from more involved to minimal involvement. This is by no means a complete list as groups can be quite different, but instead offers some insight into things you might want to consider.

- Handling all money and financial data
- Making bookings
- Handling enquiries and sending out information
- Conflict resolution/mediator
- First aid (checking a kit and/or performing)
- Setting up/managing a website or online group
- Posting up any information at a venue e.g. the day's schedule
- Photographer
- Purchasing materials
- Contacting places to ask about excursions
- Unlocking the venue
- Dealing with venue hire people
- Setting up tables/chairs
- Setting up activity areas such as arts and crafts
- Setting up a calm/quiet space for kids who need a break
- Cleaning up
- Arranging morning tea/refreshments
- Suggesting excursions or incursions
- Running an activity
- Submitting suggestions for activities
- Assisting with running an activity
- Supervising/playing with younger children
- Washing up
- Cleaning equipment and materials such as arts and crafts
- Supervising/playing with children who don't wish to participate in an activity
- Arranging the group meeting
- Minute taking at the group meeting
- Storing materials
- Keeping track of supplies e.g. toilet paper, tea, coffee
- Maintaining a list of any allergies/intolerances or issues requiring care
- Supervising outdoor play
- Maintaining a list of any WWCC/VIT
- Gathering feedback and/or providing action on feedback to members
- Taking things home to wash e.g. cleaning rags, dressups, toys and so on

Your vision for a day in your group

Use the space on this page to jot down a schedule or outline for how you envision a day in your group. You may wish to consider issues like late arrivals, set up time, cleaning up time, time taken to move between and/or set up activities, lunch and snack breaks, setting up tea and coffee, setting up quiet spaces for kids who may need a break, laying out toys and games and so on.