

QUESTIONS TO ASK TO CREATE AN AWESOME LEARNING POD



MISSION STATEMENT

1. What does this pod stand for?
2. What's our objective?
3. What's our shared vision?

LOGISTICS

Location

1. Where will the learning pod be held?
2. Does the designated area have enough space to spread each individual 6 feet apart?
3. Can the pod move to another location within the house or is it confined to one room?

Time & Schedule

1. How often will the learning pod be held at one location? Will the learning pod change locations every week or every month?
2. How often will children meet during the week?
3. How long will each meeting be? When will it start and finish?
4. What happens if a parent is late to pick-up their child?

Structure

1. Should we have pod positions?
 - a. Pod Rep: Someone in charge of coordinating the pod including communications with the teacher and other parents
 - b. Pod Accountant: Someone in charge of accounts both payable and receivable
 - c. Pod Secretary: Someone in charge of administrative tasks like taking notes and scheduling meetings

COVID-19 PRECAUTIONS

Internal

1. Will children wear masks?
2. If they don't wear masks, what are our expectations of quarantine and isolation?
3. If children don't wear masks, will the teacher?
4. If children wear masks, how often will they get a "mask-free" break?
5. Will children's temperatures be checked before each gathering?
6. How often will equipment and surfaces touched during the learning pod be cleaned?
7. How often will everyone present in the pod wash their hands?
8. Will children be able to share food?
9. Who will pay for sanitizer, cleaning supplies, and thermometers?

COVID-19 PRECAUTIONS CONT.

External

1. What expectations do we have for adults, in terms of travel and avoiding infection?
2. Do we need to notify the group if we're traveling or engaging in high-risk activities? (i.e. dine in restaurants, large family gatherings, etc)
3. Do all learning pod participants need to take a shower and wear new clothes before each gathering?
4. What will be our protocol if someone tests positive for COVID?
5. Are you requiring the teacher and/or families to be tested for COVID before and during the duration of the pandemic?

CURRICULUM EXPECTATIONS

Basic Curriculum

1. Will the educator teach according to a given school curriculum, provide supplemental learning, or create alternative curriculum?
2. If an alternative curriculum (different from that of regular school), who will work together to create it?
3. How much time should be designated for lesson review?
4. How much time for new learning?
5. Is the curriculum contained in our facility or can the teacher take the students outside to surrounding areas?
6. How will academic progress be assessed? Will there be snack/meal breaks? How often?
7. Will there be a hand wash/ hand sanitizer break? How often?

Other Enrichment Activities

1. Do you want to include activities that go beyond the standard curriculum?
2. What kind of activities? (i.e. diversity, restorative justice, religion, etc)
3. How often will the children engage in these activities?
4. Will the same educator lead these activities?

EDUCATORS

Ensuring Quality

1. How experienced do we want educators? I.e. Do we want someone who has taught for at least 5 years?
2. What qualifications do we want the teacher to have? Are there any special needs or requests?
3. Will we require to see a sample of the educator's curriculum?

EDUCATORS CONT.

Hiring

1. How will we hire the teacher? Will we pay a company to do it?
2. If not, who will be in charge of searching, interviewing, vetting, reference checking potential teachers to work with?
3. Will interviews include both phone and in-person?

Wages (if hiring a contractor)

1. How will we support the teacher in receiving a living wage that values their labor?
2. Will we withhold taxes from the teacher's paycheck?

SAFETY & LIABILITY

1. If there's an accident, who is liable?
2. Can we buy insurance for this?
3. Do we waive liability?
4. Who will provide emergency contact information?
5. What other adults will be in the host home during these school-hours?
6. Will you provide sick days, vacation days, and healthcare coverage?

STUDENTS

1. How many students do we want in one learning pod?
2. How many different grade levels will we allow?
3. What are some expectations we should have for our children to ensure that each gathering is productive?

FINANCE

1. How much is each family willing to pay?
2. What if a family has more than one child in the learning pod?
3. Who will be the main facilitator that collects the money to pay for the educator?
4. How will we pay? (venmo, paypal)
5. How frequently do we pay?
6. What happens if a child is "absent"? Does that family still pay for that day?
7. Are school supplies included in the cost? Do we need to pay for extra supplies?
8. Is prep time included in the cost? How do we want to compensate or negotiate teacher's prep time?

CONFLICT MANAGEMENT

1. How will we manage conflict?
2. How will we manage dissatisfaction and raise satisfaction?
3. How will we measure success?

COMMUNICATION

1. How will we communicate day-to-day?
2. How will we communicate about finances?
3. How will we share important documents?
4. How often will parents meet to discuss?

DIVERSITY & INCLUSION

1. Will we consider a sliding scale/fee for our pod or cohort?
2. Are we open to committing to inviting 1 student with income disparity from our school?
3. Are we open to creating an income-diverse pod in order to help bridge the equity gap
4. If so, are we open to supporting families with transportation, masks, and thermometers? Free group participation? Flexible location or scheduling?
5. Are we open to including families with essential workers?

TERMS OF COMMITMENT

1. How long do we commit to doing this pod for?
2. How much advance notice should families provide if they need or decide to leave the arrangement? Is this enough time to recruit another family?

Feeling overwhelmed?

Scout At Home can help take some of the burden off your shoulders! Get in touch with us!

Schedule your free consultation at www.scootathome.com



NOW LET'S START!

BUILD YOUR LEARNING POD WORKSHEET



The start of a virtual school year is overwhelming, and now you're planning to tackle a new beast: pandemic learning pod.

There's no wrong or right way to execute a pod. It's all up to you!

We've created a handy brainstorming worksheet for you to plan out the logistics, terms, and expectations of your pod.

MISSION STATEMENT

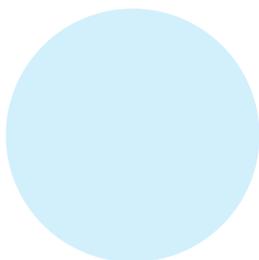
Our pod stands for _____

Our main objective is _____

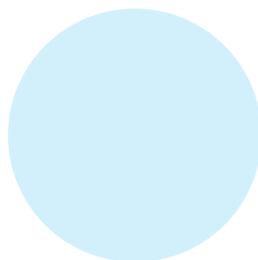
Our vision is to _____

POD STRUCTURE

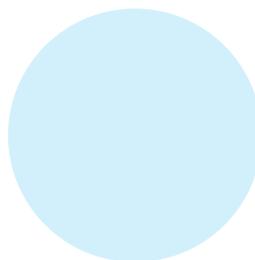
Our pod structure will include:



Pod Leader



Pod Accountant



Pod Secretary

_____ # of families

_____ # locations

_____ # of kids

_____ grade levels

Our pod will be taught by:

a hired teacher

a parent

alternating families

a tutor

hybrid of teacher + parent

TIME & SCHEDULE

	MON	TUE	WED	THU	FRI	SAT	SUN
Time							
Place							

COVID-19 PRECAUTIONS

Our pod will have the following internal precautions:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> students wear masks <input type="checkbox"/> students wear face shields <input type="checkbox"/> teacher wears mask <input type="checkbox"/> teacher wears face shields <input type="checkbox"/> students only eat food brought from home, no sharing <input type="checkbox"/> children shower and change after gatherings | <ul style="list-style-type: none"> <input type="checkbox"/> regular hand sanitization, every ____ mins <input type="checkbox"/> students wash hands every entry indoors/ before re-joining pod <input type="checkbox"/> temperature is checked every morning <input type="checkbox"/> avoid riding in vehicles together with other households <input type="checkbox"/> touched equipment and surfaces will be cleaned every _____ |
|--|--|

Our pod will have the following external precautions:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> adults may only travel to essential locations <input type="checkbox"/> adults may travel to these non-essential locations <ul style="list-style-type: none"> <input type="radio"/> dine-in restaurants <input type="radio"/> bars <input type="radio"/> gyms <input type="radio"/> retail stores <input type="radio"/> church <input type="radio"/> elderly/ retirement homes <input type="radio"/> hospital visits <input type="radio"/> beach <input type="radio"/> coffee shops <input type="radio"/> restaurants, bars, shops with outdoor seating | <ul style="list-style-type: none"> <input type="checkbox"/> adults will notify if they're traveling out of: <ul style="list-style-type: none"> <input type="radio"/> city <input type="radio"/> state <input type="radio"/> country |
|---|--|

If someone tests positive for COVID, we will...

CURRICULUM EXPECTATIONS

Our curriculum will consist of:

- School Curriculum only: work only on school's provided daily lessons
- School Curriculum + Supplemental Learning: work on school's daily lessons and provide additional resources to supplement
- Alternative Curriculum: For students no longer enrolled in virtual classrooms, educator will co-create curriculum with parent



Other enrichment activities that we will have:

EDUCATORS

Our educators will have these qualifications:

length & descr. of teaching career

qualifications & specialties



Who will hire the teacher?

- pay a company to hire
- us

List who is in charge of

searching: _____

interviewing: _____

vetting: _____

reference checking: _____

SAFETY & LIABILITY

(relevant only if our pod group is hiring our own teacher)

If there's an accident, the one who is liable is: _____

Our emergency contact is: _____

We will prepare the following for safety and liability:

- | | |
|--|--|
| <input type="checkbox"/> buy insurance | <input type="checkbox"/> provide sick days |
| <input type="checkbox"/> waive liability | <input type="checkbox"/> provide vacation days |
| <input type="checkbox"/> provide healthcare coverage | |

FINANCES

These are families involved, # of kids each have, and their budget ranges for the pod:

Family:	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of kids:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget range:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Money collector (who submits final payments): _____

Method of payment (venmo, paypal): _____

Frequency of payment: _____

What's included in the cost?

- school supplies
- teacher's prep time (if we are in charge of hiring)
- PPE (i.e. masks, gloves, hand sanitizer)

Do families still pay for days when their child is absent?

yes no



CONFLICT MANAGEMENT

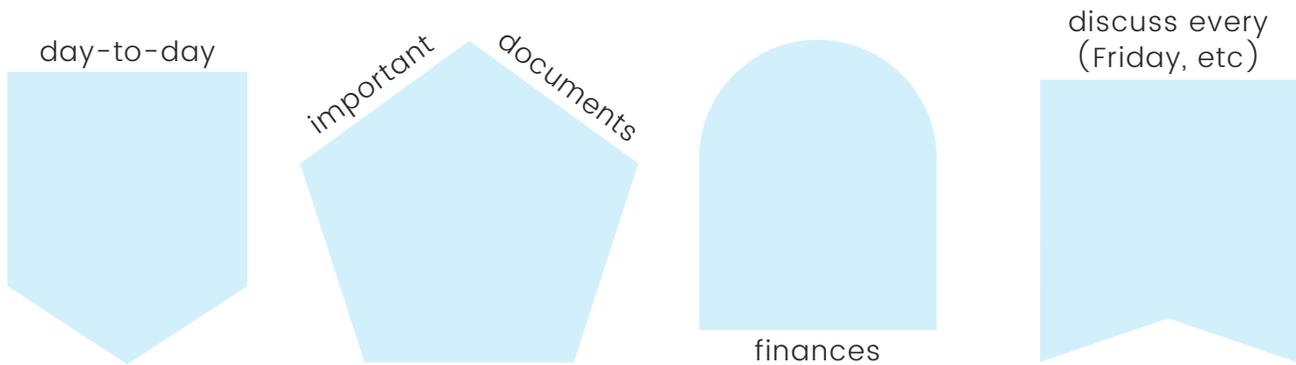
We will manage conflict by _____

We will manage/ increase satisfaction by _____

We will measure success by _____

COMMUNICATION

Our method and frequency of communication is the following:



DIVERSITY & INCLUSION

Our pod will support equity by doing the following:

- create a sliding scale for payment
- offer 1 fully subsidized spot
- provide free transportation
- provide free masks
- provide free thermometers
- include families with essential workers

TERMS OF COMMITMENT

We will commit to this pod:

- for the entire school year
- until schools reopen for participating students
- other specified time period: _____

Families who leave the pod earlier should give advance notice

- a week early
- a month early
- 2 months early

OUR LEARNING POD

	MON	TUE	WED	THU	FRI	SAT	SUN
Time							
Place							

POD POSITIONS

Leader: _____ Accountant: _____ Secretary: _____

COMMUNICATION METHODS

Day-to-day: _____ About finances: _____ Sharing important docs: _____



Family:
Phone #:
Email:
Address:

Family:
Phone #:
Email:
Address:

Educator:
Phone #:
Email:

