

A CHECKLIST FOR
STARTING
A
CHRISTIAN SCHOOL
in
21 BASIC STEPS

HOW TO START A CHRISTIAN SCHOOL STEP-BY-STEP

1. Be certain of God's will.

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| <input type="checkbox"/> Pray fervently. Satan hates the idea of children being under the influence of God's Word every day. He will try to stop you by discouraging you. | <u>Projected</u> | <u>Completed</u> |
| <input type="checkbox"/> View the video entitled, "Why Christian Education?", which is produced by Alpha Omega Publications. (Other messages on Christian Education are included in the School Development Kit.) | | |

2. Seek information.

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| <input type="checkbox"/> Contact your AOP Representative to request an information packet called, "Getting Started Kit" (GSK). | <u>Projected</u> | <u>Completed</u> |
| <input type="checkbox"/> Request a free 60-day evaluation of any AOP material. | | |

3. Schedule a presentation.

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| <input type="checkbox"/> Call (toll-free) 800-682-7391 (Choose option 1 and then 2) to arrange for your regional AOP Representative to give an on-site presentation of the AOP program. | <u>Projected</u> | <u>Completed</u> |
| <input type="checkbox"/> Schedule a meeting with all interested parents. | | |
| <input type="checkbox"/> Review a projected development plan with your AOP Representative. Ask questions about state regulations regarding private schools, fire and health codes, teachers, curriculum, required number of school days, and hours per day, etc. | | |

4. Visit a local school recommended by your AOP Representative.

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| <input type="checkbox"/> Allow your AOP Representative to arrange for you and other key leaders to see how the high-tech AOP program operates in real life. | <u>Projected</u> | <u>Completed</u> |
| <input type="checkbox"/> Give each of your staff opportunity to work through the Switched-On Schoolhouse curriculum in a "hands-on" environment. (Sample lessons can be found on the demo CD.) | | |

5. Finalize your commitment.

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|--|------------------|------------------|
| <input type="checkbox"/> As God leads, sign and return the School Application | <u>Projected</u> | <u>Completed</u> |
| <input type="checkbox"/> Purchase the School Development Kit (SDK) from AOP. | | |
| <input type="checkbox"/> If you choose to implement the Switched-On Schoolhouse electronic curriculum, review, complete, and submit the Site License to AOP. | | |
| <input type="checkbox"/> Register your staff for training on-line at www.aop.com . | | |

7. Assess your technology needs.

- Determine your network operating system, software licenses, number of workstations, and cabling.
- Complete the Technology Development Survey and Technology Review Questionnaire. *
- Begin working on the Start-up Timeline from the **SDK**. *
- Secure operating systems for all donated computers.

Projected

Completed

7. Share your vision and begin raising funds.

- Set up a Finance Development Committee.
- Determine the amounts needed for preparation of your facility and implementation of your technology plan. *
- Review and adjust your budget plans. *
- Develop a fund-raising plan from the Fund-Raising Ideas section of the **SDK**. *
- As you present the needs of the school to your constituency each week, encourage and allow individuals to donate.

Projected

Completed

8. Develop your school philosophy and policies.

- What will be the mission of your school? Review examples and suggestions of policies such as: qualifications for admission, graduation requirements, and academic standards.*

Projected

Completed

9. Finalize an Operating Policy.

- Thoroughly review the General Operating Policy Guide in the **SDK** and begin preparing the following from the templates provided on the **SDK** CD-Rom:
 - All operating policies *
 - A sample budget *
 - School Enrollment Package *
 - School forms *

Projected

Completed

10. Prepare your facility.

- Fulfill all fire, safety, and asbestos inspections in accordance with your convictions.
- Build or purchase student workstations. *
- Install electrical and set up network. (See Technology Section) *
- Procure other school furnishings. * (View sample pictures)

Projected

Completed

* Available in School Development Kit

11. Finalize your working budget.

Determine:

Projected

Completed

- “Ballpark” figures for what you can pay staff.
- What will you have to charge for tuition to cover staff salaries and overhead?
- What fees will be necessary to cover curriculum and other start-up costs? *
- Review your financial plan with the Finance Development Committee.

12. Promote the school and register students.

Projected

Completed

- Develop promotional brochures and flyers. *
- Prepare and submit an announcement to your local newspaper. *
- Create a radio advertisement. *
- Plan a community drive to promote in local stores and churches. Build enthusiasm for God’s great new work. Let your community know. AOP has provided templates for brochures, forms, and promotional materials in the **SDK**. *
- Prepare enrollment packets. *

13. Hire and train your school staff .

Projected

Completed

- Interview prospective staff and prayerfully consider those character qualities you feel each of your staff should possess.
- Send your staff to AOP Training.
- Train staff in using personalized and computerized curriculum. *
- Follow AOP suggestions for staff orientation.
- Review the Staff Handbook with all staff. (AOP has provided templates for a staff handbook in the **SDK**.) *

14. Review your Financial Projections.

Projected

Completed

- Reconsider projected enrollment and staff needs.
- Salaries and all other costs.
- Finalize the operating budget for the first year.

15. Prepare Your Curriculum.

Projected

Completed

- If you will be using LIFEPAC curriculum, order diagnostic testing.
- If electronic, install the Switched-On Schoolhouse subjects on the school network server.

* Available in School Development Kit

16. Diagnose for student academic needs.

- Schedule and administer student diagnostic testing.
- Review Diagnosis & Prescription pp *
- Prescribe SOS curriculum units for each student.

Projected

Completed

17. Order your paper-based curriculum.

- Review your first initial order with your AOP Representative.
Place the final paper curriculum order at least three weeks before students will arrive.
- Order on-line at www.aop.com.

Projected

Completed

18. Prepare staff for the opening day of school.

- Prepare and review the first day's schedule.
- Discuss the Student Handbook together.*
- Assign various parts of student orientation to selected staff members.
(A sample schedule and PowerPoint for Student Orientation are provided in the SDK.) *

Projected

Completed

19. Prepare Parent Orientation.

- Parents must understand the philosophy, procedures, and policies of your Christian school.
- Customize the LIFEPAC Parent Orientation to meet your needs. *
- Customize the SOS Parent Orientation PowerPoint. *
(Templates for each Parent Orientation, both LIFEPAC and SOS including a sample list of lessons to cover in SOS are provided in the templates found in the SDK.) *

Projected

Completed

20. Plan a Dedication Service.

- Plan details for your Prayer and Dedication Service.
- Invite parents, students, and community leaders to participate.

Projected

Completed

21. Open your school and begin making a huge difference in the lives of precious children entrusted to your care.

Projected

Completed

* Available in School Development Kit