



Instructor Policy & Expectations

Effective 9/1/2026

At the Chickadee Learning Collective, we are dedicated to providing a quality educational environment for learners of all kinds. Please review and take note of the following policies that enable us to do so. The terms of your contract as an instructor will include the following:

Background Checks

All employees, contractors, and instructors of the Chickadee Learning Collective are required to complete and pass a background check.

Content

Chickadee Learning Collective is dedicated to giving our students a wide variety of experiences and encourages you to talk to your students to gain inspiration for your next class. We are open to classes, courses, and clubs that not only educate our students in the core subjects, but in any other skill that they may encounter in life.

Age Groups

Every event will have an age group assigned to it:

- Elementary (5-11 years old)
- Middle/High School (12-18 years old)
- Mixed Age

The age group for each activity is selected at the discretion of the organizer and the instructor. There is room for exceptions, but they must be agreed upon by the family, instructor, and organizer.

Rate of Pay

The rate of pay will be agreed upon in advance between the instructor and the organizer.

Class Size

The class size will be agreed upon in advance between the instructor and the organizer.

Class Date & Time

The class date & time will be agreed upon in advance between the instructor and the organizer. We ask that you arrive with enough time to prepare for your event.

Materials

If your class, course, or event requires materials, we will determine at the time of scheduling who is responsible for providing those materials to ensure that every student has what they need to succeed and participate.

Supervision & Student Ratios

The student-to-instructor ratio at the Chickadee Learning Collective will never be more than 10 to 1. Parents are always welcome to attend classes and events, but not all programs are drop-off programs. Please confirm whether or not the program you are instructing/organizing is intended as a drop-off program.

Online Safety

Online classrooms through the Chickadee Learning Collective will utilize the platform "Canvas", will not be open to students under 12 years of age, will not be open to anyone outside of the Chickadee Learning community, and will be proctored daily by an instructor. Parents are encouraged to play an active role in any online community that their child is a part of.

First Aid, CPR, & Allergens

First Aid kits will be available at all events. At least 1 CPR-certified adult will be on-site at each event.

Please keep common allergens in mind when packing snacks. Allergies like peanuts, tree nuts, and eggs are present in our student body.

Educational Philosophy & Teaching Approach

While the Chickadee Learning Collective primarily believes in a child-led approach, we also acknowledge the need for exposure to different teaching styles and welcome teachers from every content background and every style.

Diversity & Inclusion

Chickadee Learning Collective is largely secular, but is welcoming to all. Please keep in mind that we have families from all political affiliations and religious backgrounds, and do your best to be respectful and inclusive.

Venues/Classrooms

Chickadee Learning Collective is currently operating out of community spaces. Please be respectful of that space. If you have your own space to offer for classes, we are happy to add compensation for that use.

Behavior

Before each class and event, instructors will set the expectation for etiquette, introduce themselves, explain the appropriate use of tools and materials, and review our rules to set our learners up for success. An organizer from the Chickadee Learning Collaborative will be present at all events unless otherwise arranged with the instructor.

At the Chickadee Learning Collective, we have 3 simple, overarching rules:

1. Be safe: Things like climbing on non-climbing structures, using tools in a way that could hurt someone, or running in the parking lot, just to name a few.
2. Be kind: You don't always have to agree, but you do need to be kind.
3. Be respectful: We serve learners from every lifestyle and utilize community spaces; we must be respectful to our instructors, each other, and our classrooms.

Protocol for a student struggling with behavior:

1. Gentle Reminders: The student will receive 2-3 gentle reminders.
2. Warning: The student will be informed that if they are unable to follow our rules, they will have to leave for the day.
3. Dismissal: Contact will be made with the parent, and the student will be dismissed for the day. Developmentally inappropriate physical violence and persistent disrespect will forgo Gentle Reminders and Warnings and will warrant an immediate dismissal. Students who are dismissed for behavioral reasons will not be refunded.
4. Persistent Behavior: If a student is dismissed from three classes for behavioral reasons, there will be a meeting with Katie and the family, and they will determine a plan for the student's future involvement with the Chickadee Learning Collective, which may include a Suspension or Expulsion from the program.

Please note: Our three rules apply to the adults as well. We have a Zero-Tolerance Policy for negative behavior from adults and reserve the right to dismiss you and terminate your contract as a result.