

# UNIT BOX PROGRAM POLICIES

## Purpose of the Unit Box Program

The unit boxes are designed to help teachers fulfill the General Church curriculum. We hope they will help teachers with their efforts to prepare and teach units that are distinctively New Church in approach and content. To this end unit boxes provide ideas and materials so that teachers can develop units for their classrooms. They are *not* curriculum per se, but an interpretation of the current curriculum.

Unit boxes include New Church background material, teaching suggestions, activities, projects, and supporting materials such as books, artifacts, videos, audiotapes, and posters. The goal is to enrich these unit boxes with more resource materials through contributions of ideas from the teachers who use them.

The 2010 edition of the unit box catalog lists unit boxes by multi-grade levels and also by discipline. In addition to this print version, you may access the catalog online at:

[www.newchurch.org/resources/education/resources/schools/unitBoxes/](http://www.newchurch.org/resources/education/resources/schools/unitBoxes/).

## Unit Box Reservation Policy

The Resource Center unit boxes are offered for use by General Church schools and home schooling families.

### Teachers in General Church schools

- may borrow unit boxes free of charge.
- will bear any costs that may be incurred in returning the materials to the Office of Education in a timely manner.
- have priority in reserving unit boxes if orders are placed by September 1<sup>st</sup> for the entire school year. First year teachers—or teachers changing grade levels—will receive first priority regardless of when orders are placed.

**Please place your order by July 15<sup>th</sup>** so that we can have your fall units ready for transportation with parents dropping off students in Bryn Athyn in mid-August.

### Home School families

- must register and pay a fee to borrow unit boxes. Registration forms are available at [www.newchurch.org](http://www.newchurch.org).
- may place orders at any time during the summer.
- will wait until after the September 1<sup>st</sup> deadline for school orders for confirmation that we are able to honor the dates units have been requested. Unit box requests made by teachers after September 1<sup>st</sup>—during the school year—will be filled according to availability and will not affect prior requests from home school parents.

**If a unit box is not available for the time period requested**, teachers and parents have the option of receiving the teacher's notebook without the supporting materials or they may request the unit box when it is next available.

**Order your boxes** by phone, fax, mail, e-mail, or in person. Due to ordering volume, **we ask you to honor our two week advance notice policy**. This enables us to serve the needs of all who have made requests in a timely manner.

**Lost and damaged materials.** Teachers and home school families assume responsibility for the cost of replacing lost books and other materials they have borrowed.

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### Contacting Us

Sarah Odhner and Becky Cooper are available to help you with the unit box program. Please contact us at [unitbox@newchurch.org](mailto:unitbox@newchurch.org). Our shared email address helps us serve you more effectively as we are both part-time. Feel free to check the status of your unit box orders using this address. You may also call Sarah at **267-502-4958**, or Becky at **267-502-4964**. When faxing a request for unit boxes, please send it to the attention of the Unit Box Program.

**Unit Box Development:** If you have suggestions about new unit boxes you would like us to create in the future or additional books and other resources we could add to existing unit boxes, please feel free to call Gretchen Keith at **267-502-4952**.

### Unit Box Loan Periods and Transportation

**Our policy is to send unit boxes a week before your reserved teaching date.** Most units may be kept for 4 weeks, but extensions may be given if units are not needed elsewhere. Some long units (such as the fifth grade Colonial Life unit) require an extended loan period. **Please return unit boxes promptly** when you are finished with them! Please assume that another teacher is waiting to use these unit boxes unless you find out otherwise by contacting us. If you need the unit box longer than anticipated (or want to use it later than originally planned), please call to see whether it is possible to keep it longer.

**When car transportation is unavailable** we will ship materials via UPS. We request that you use UPS if you are mailing unit boxes back to the Office of Education. We have lost valuable materials sent via the US mail and some of our books are irreplaceable (being out of print). This policy protects you as well, because you are responsible for replacing lost materials.

**Your help with arranging car transportation for unit boxes is greatly appreciated.** Whenever possible we like to make use of car transportation to minimize the cost of getting unit boxes to and from General Church schools in North America. People in local congregations are usually in the best position to set up rides with people traveling to Bryn Athyn. Parents bringing students to the Academy schools, Bryn Athyn College and members serving on General Church or Academy boards, may be willing to transport unit boxes for your school.

Note: Whenever possible, it is preferable to deliver unit boxes (or pick them up) at the designated drop off location on the first floor of Cairncrest. In an effort to facilitate car transportation, we may be able to make special arrangements to have unit boxes picked up or delivered elsewhere on weekends (when Cairncrest is closed). **Advance notice is requested.**

### Unit Box Checklists

Reminder! Please check the contents of your box against the list of materials checked out to you when your boxes arrive. Contact us immediately if you discover any discrepancies. We suggest that you re-check this list when returning materials to the Office of Education. The checklist of materials is located in the plastic sleeve at the front teacher's manual. We appreciate your help in preserving the wonderful materials in these units. Thank you!