

CURRICULUM CHECKOUT GUIDE



- 1. FAMILIES/GRADUATES NOT RETURNING** to Options will need to call the Curriculum Center at 720-554-5700 to schedule an appointment to return checked-out materials **ON OR BEFORE** students last day of attendance. Books used specifically for class may be given to your teacher on the last day of attendance or you may bring them to your appointment. All other materials are returned at the Options Fremont Building. Please do not leave items with your Coordinator.
- 2. RETURNING FAMILIES** who are prepared to check-in ***ALL (including student classroom books)** of their 2021-2022 curriculum by **May 31st**, will receive a one time 20% discount on the consumables that match students check-out items for the 2022-2023 school year! The discount does not apply if you are renewing any items.
- 3. CLASSROOM BOOKS** should be returned to your teacher or dropped off at the Fremont Front Office desk on or before the last day of classes. No need to make an appointment if these are the only items you have. However, if your student has materials checked out and you need to make an appointment, you may return class books at that time. Do not leave materials with your Coordinator.
- 4. NEW ENROLLING STUDENTS** that have a **CURRENT SIBLING** attending and returning to Options may check-out 2022-2023 curriculum, as long as the student is registered and has received a Student ID#.
- 5. VOLUNTEERS** helping out with curriculum return will receive a one time 50% discount, up to \$75 off, on the consumables that match students check-out items for the 2022-2023 school year!
- 6. PLEASE NOTE:** If you have any outstanding fines, are missing or forget to bring any check-in/renewal items to your curriculum appointment, you will not be able to check-out your 2022-2023 materials until those items are returned or paid for. To avoid this type of situation, please check your BookShark, world language, phonics, math manipulative bins and CD/DVD holders carefully.
- 7. CURRICULUM** used in class for the 2022-2023 school year will be distributed, in class, the first day of school. They will not be issued during your checkout appointment.
- 8. Carefully and thoroughly review the Curriculum Information/Price List, and the Student Worksheet, prior to your appointment. You do not need to fill out the worksheet, it's just for your convenience. We will fill those out during your appointment. These items are attached to this email and available on our Website. Please come prepared to your appointment so that we can attend to everyone's needs in a timely manner.**

***The only renewals allowed for 20% discount will be for Math Manipulatives, Spelling Power and Sing, Spell, Read & Write Level K-1 Kits (Level 2-3 is only a 1 year curriculum).
Don't forget to bring these items to your curriculum appointment!**

IMPORTANT CURRICULUM REMINDERS:

- A. ALL curriculum needs to be returned or renewed by June 30, 2022.
- B. Late fees for returning students begin accruing DAILY July 1st, 2022. Late fees for graduates and withdrawing students will begin the first day after the last day of attendance.**
- C. The Curriculum Center is closed for the month of July, 2022.
- D. Curriculum is on a first come, first served basis. If we are out of an item you need, we will be happy to place you on a waiting list for the next available copy.**
- E. Each student may have a maximum of 11 curriculum items. This includes home, consumable only and site books. Every student can check-out up to 4 Language Arts curriculum, plus 1 curriculum for each of these subjects: Art, Math, Science, Social Studies, World Language, and 2 items in the miscellaneous category.
- F. Do not select curriculum for the same subject your student is taking a class in.**
- G. BookShark and Math Manipulatives are ONE set per family. The math manipulative set must match the curriculum that the student has checked out.
- H. Exchanges for curriculum check-out items will start September 1, 2022. There are no refunds or exchanges on consumables.**
- I. A second BookShark kit can be checked out after October 1st. However, it must be of a different level than your current kit and must go on a different student's account (within your family).
- J. Explode the Code purchases are limited to 3 workbooks.**
- K. No curriculum check-outs or consumable purchases during the months of March and April, 2023.**