

## **Moving Beyond the Page**

### **Learning Center Planning Sheet**

Starting a Learning Center is easy and free, but there are a few things to consider that will help make your Learning Center successful. This worksheet will walk you through a few of these items. Once you have created your Learning Center, you will also want to check out the "Learning Center Course Planning Sheet" to help you plan your courses.

#### **Before You Begin**

Before you create your own Learning Center, you should check to see if there are any other Learning Centers in your area. The discount rate for each Learning Center is based partly on the number of students signed up for courses, so it may be in your best interest to join an existing Learning Center — even if you plan on teaching courses yourself.

You can find existing Learning Centers by navigating to [www.movingbeyondthepage.com/learningcenter](http://www.movingbeyondthepage.com/learningcenter) and clicking the link or button that says "find a Learning Center." If you want to learn more about an existing Learning Center, click the link beside the director's name that says "contact."

#### **Getting Started**

If you want to start your own Learning Center, click the "start a new Learning Center" link from the Find page. You will need the following information:

1) Name

Your Learning Center should have a unique name that will help distinguish it from other Learning Centers that may be in your area. The name could be based on an educational philosophy, a geographic location, or a homeschool group to which you already belong. Feel free to be creative and have fun with your name. It can go a long way towards communicating to others what type of Learning Center they may want to join.

Name: \_\_\_\_\_

2) Description

Each Learning Center will also have a description. This is your opportunity to tell others what your Learning Center is all about. If you are a small group of friends that wants to homeschool in a fun and safe environment or a large homeschool group using Moving Beyond the Page Learning Centers, you should say so. You can also include information about whether you are accepting new members, where you normally meet, and whether you have any specific requirements for joining. When families in your area look for existing Learning Centers, this description will be one of the first things they see, so the more information you can provide, the better.

Decription:

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3) Director

Every Learning Center will have one director. This will be the primary point of contact for the Learning Center. When you create your Learning Center, you will be set up as the director by default. This can be changed later.

(you)

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4) Mailing Address

The mailing address for the Learning Center will be visible only to members of the Learning Center and the staff at Moving Beyond the Page. This means that you can control who sees this address, and it will not be available in any public location on our website. There are two primary uses for this address. First, the Find page will use the zip code for this address when prospective members are looking for nearby Learning Centers. The system uses the coordinates of the post office within your zip code to determine the distance from the searcher's zip code. It will not tell searchers how far they are away from your specific address. Second, if Moving Beyond the Page or a member of your Learning Center needs to get in touch with you by mail, this is the address that will be used. The name used on the mailing address can be different from the name of the director.

Name

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Address 1

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Address 2

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City, State Zip

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