

## INSTRUCTIONS FOR ONLINE REGISTRATION FOR CLASSES:

1. Login to our website, [www.thursdayconnection.org](http://www.thursdayconnection.org)  
(You must be a member with an account to register.)
2. Click on the menu option "Registrations/Class Schedules" then go to the appropriate table (Classes, Music Lessons, Online, Lunch/Break Rm/Big Kid Rm/Library")
3. To enroll in a class:
  - o Find the class you want to register for each child.
  - o Click on the class, select the child or children you wish to enroll
  - o Click the "Register" button. The message that follows will tell you if your student is enrolled or on the waiting list.
4. To drop a class:
  - o Click on the menu option "Registrations/Class Schedules/My Class Summary"
  - o Click on the "Future Classes" tab.
  - o Click on the "Remove" box for every class you wish to drop.  
**CAUTION: Once a class is dropped, there is NO GUARANTEE you can re-enroll.**
  - o Click on the "Remove" button at the bottom of the page.
5. Please email Jen Bullard at [jen.bullard@thursdayconnection.org](mailto:jen.bullard@thursdayconnection.org) if you have any problems or questions, and also when you have completed your registration (***before you pay***). We'd like to check things over first...it's easier to correct errors in scheduling than to issue refunds (though we can do that too)!

A few notes about class scheduling:

- Students can register for as many or as few classes as you'd like
- Students may not have blocks of unassigned time in the middle of the day. They must either sign up for a class, lunch, break room, or leave campus with you
- All students are allowed to sign up for one half hour lunch period and one break room period at no charge. The only restriction is that you cannot sign up for break room during the hours from 11:00 AM-1:30 PM since the lunchroom is the break room, and we are trying to avoid overcrowding.  
Available lunch periods (usual age groups, not mandatory):
  - o 11:00-11:30 AM: Elementary (K-6)
  - o 12:00-12:30 PM: Middle School (5-8)
  - o 1:00-1:30 PM: High School (9-12)
- Details on buying lunches, etc will be covered in the orientation meeting
- **PAYMENT INFORMATION:**
  - o Login to your account, click "Balance" on the top menu to pay or see what you owe
  - o Registration fees: \$60 per family per semester Registration Fee, \$10 per student per semester insurance fee, \$5 per family per lifetime parking fee (new families only) (**nonrefundable**)-**DUE MAY 7, 2020**
  - o First month's tuition and materials fees (**nonrefundable**)-**DUE MAY 7, 2020**
  - o **If you are unable to make payments by this deadline due to financial hardship caused by COV-19 pandemic, please contact the Registrar. Otherwise, your classes may be dropped.**

Beginning school year 2020-21, the library is available as a study hall between the hours from 11:00 AM-1:30 PM.

**You must register for this as a class. It is located on the Registration/Class Schedules/"Lunch/Break Rm/Big Kid Rm/Library" menu.**

- o Limited to 6 students per half hour.
- o Cost is \$25 per semester per student per half hour.
- o You may sign up for multiple sessions if space allows.
- o Students K-2 should sign up for the Big Kid Room during this time rather than the library.
- o Library rules apply (quiet study).
- o Space is available (no charge) for students whose parents are working during that time at TC