

IMPORTANT THINGS TO KNOW **BEFORE YOU REGISTER** **FOR A CLASS!**

1. To find out about the class and to register, you will need to **go to each class and click on it.**
2. Click on the title of the course, to see the description and teacher information.
3. To register your student for this class, **click on your student's name.** (Remember, if you are not logged in, you will not be able to see your student's name.)
4. The class schedule is divided up into two parts: **Classes Offered** and **Operations Fee**. Every family must pay an Operations Fee so that we can pay the rent each month and purchase various supplies. SO.....When you are finished registering for classes, please count up the **number of classes** your entire family will be taking. Then click on that number in the Operation Fee matrix. Choose one of your students to represent your family and "register" for your Operations Fee.

NOTE: We try to keep this Operation Fee down to a bare minimum. The fee is determined by use of the building, so those who take more classes will pay a larger fee. However, for the 23-24 school year we did have to raise it by \$5.00.

5. To see all the classes you are signed up for (including Operations Fee), go to the tippy top of the page and click on **CLASSES**—this is your **CLASSROOM DASHBOARD**.
6. Remember! The price you see listed is for the **ENTIRE YEAR!** Monthly payments may be made; however, they must be made consistently on a monthly basis. Also, one-half of each class tuition must be paid by the end of the first semester. **NEW THIS YEAR: You will need to submit a payment plan to each teacher letting them know your intentions for your payment method. Form is available online.**
7. Don't forget that a \$25 deposit secures your spot in each class. If you drop the class after the teacher has prepared for it, you ***WILL NOT*** be refunded this deposit. If the class does not take place, you ***WILL*** be refunded the deposit.

If you need to snail mail a check for SHARE membership, or for Homelink Operation Fees, or a Deposit to a teacher for a class (Note: some teachers are only accepting checks or cash—make checks to the teacher), please send them to:

Cathy Mullins
3675 Montana St.
St. Louis, MO 63116

You may combine your checks for SHARE membership with your Homelink Operations Fee—that check is made out to SHARE.

BUT!!! Checks for classes must be made out to the teacher.