

For office use only: Paid Cash / Check # _____ Board Member: _____ 2022 - 2023 School Year
 Date of registration: _____ Wait Listed Date: _____ Member / Non-member / Teacher / Board

CHAMPS Member and Registered Non-Member Registration Form

Last Name: _____ Father: _____ Mother: _____
 Street Address/City/Zip: _____
 Home Phone: _____ Work Phone: _____
 Father Cell Phone: _____ Mother Cell Phone: _____
 Email: _____
 Additional adult family members who may be attending: _____

New Families: How did you hear about CHAMPS? (Name of person who referred you, if applicable)

Child's Name (Please list All children in your family who will be at CHAMPS)	Age	Will they attend classes?
		YES NO
		YES NO
		YES NO
		YES NO
		YES NO
		YES NO

Medical Release

I give permission for my child(ren) to be treated in case of an emergency. I do not hold Christian Homeschool Arts & Music Programs, NFP, or Cardinal Drive Church of Christ responsible for any injuries which occur to my child(ren) while on the premises

Signed: _____ Date: _____
 Emergency Contact and Phone #: _____ Relationship: _____
 Child(ren)'s Physician's Name: _____ Phone #: _____

Sick Policy

The following is CHAMPS sick policy:

1. Students should stay home if they are sick until at least 24 hours after there is no longer a fever or signs of a fever (without the use of fever-reducing medications).
2. Students should stay home if they are sick until at least 24 hours after the last incidence of diarrhea or vomiting.
3. Students need to stay home for at least 24 hours after the initial dose of antibiotics in case of strep.
4. If a Champs member develops a fever or vomits while at Champs, they will be asked to go home.

_____ (Initial) I understand and agree to abide by the above sick policy.

Name: _____

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Photo Release

I give permission to CHAMPS to publish photographs and/or video taken of me and/or my minor child(ren) during participation in the CHAMPS programs for use in the CHAMPS printed publications, Facebook Page and Website. I acknowledge that neither the child(ren) nor I will receive financial compensation of rights of ownership.

Signed: _____

Date: _____

Food Allergies - CHAMPS IS A PEANUT FREE ZONE

Please list if there are any food allergies in your family that would impact the food that other families brought to CHAMPS. Please list the individual that has each allergy as well as what he or she is allergic to. Also, indicate if the allergic party carries an Epi-Pen.

Registration Fees - DUE AT TIME OF REGISTRATION - NON REFUNDABLE

Families can register as **CO-OP MEMBERS** or **NON-MEMBERS**.

CHAMPS members **pay less** for attending CHAMPS by fulfilling assigned volunteer service hours, which include weekly monitoring and serving on an Operational Team. Members help CHAMPS run smoothly by providing these services.

CHAMPS non-members **pay more** for attending CHAMPS. They are not obligated to perform monitoring duties or serve on an operational team.

		MEMBERS * (per family)	NON-MEMBERS (per family)
Early Registration (current families)	March 7, 2022 – May 1, 2022	\$30.00	\$250.00
Open Registration (current and new families)	May 2, 2022 – August 31, 2022	\$60.00	\$375.00
Late Registration (does not apply to new families)	After September 1, 2022	\$100.00	\$500.00

* **NOTE:** Returning MEMBER families must be in good financial and service hour standing at time of registration or they may be asked to register as NON-MEMBERS for the following year.

INITIAL ONE

(Initial) I am registering my family as CHAMPS **MEMBERS** and agree to pay the appropriate registration fee and perform assigned service tasks. I understand Registration Fees are non-refundable.

(Initial) I am registering my family as **NON-MEMBERS** and agree to pay the appropriate registration fee. I understand Registration Fees are non-refundable.

Name: _____

2022 - 2023 School Year

STAY & SERVICE Deposit (MEMBERS ONLY) - DUE PARENT NIGHT AUG. 22nd

MEMBER families are asked to pay a **\$50 STAY & SERVICE DEPOSIT**. If you finish the school year and complete your required service assignments, including operational team commitments, you will receive \$50 back from CHAMPS unless you choose to roll it over to next year's **STAY & SERVICE DEPOSIT**. If you **do not complete your required service assignments, including your operational team commitment** then you will forfeit your deposit and be considered **not** in good standing for service hours. If you **DROP OUT** of CHAMPS after the third week in September, you will also forfeit your deposit. You have six months after leaving CHAMPS to request the return of your deposit. Failure to do so will result in the forfeit of your deposit.

_____ (Initial - Members Only) I agree to the Stay and Service Deposit as outlined above.

Current Member Families

_____ (Initial) I would like my Stay and Service Deposit rolled over for the 2022 - 2023 school year

Operational Fees - DUE OCTOBER AND FEBRUARY

Each family pays CHAMPS an Operational Fee for rental of the facility and operational costs. The 2022 - 2023 school year operational fees will be due on **Monday, October 3, 2022 AND Monday, February 6, 2023**. (NOTE: If you join mid-year, operational fees may be prorated based on the date you join.)

	MEMBERS (per family)		NON-MEMBERS (per family)	
	DUE Oct. 3, 2022	DUE Feb. 6, 2023	DUE Oct.2, 2022	DUE Feb. 6, 2023
1 - 2 classes per family	\$50	\$50	\$150	\$150
3 - 4 classes per family	\$75	\$75	\$225	\$225
5 - 8 classes per family	\$100	\$100	\$300	\$300
9 - 12 classes per family	\$125	\$125	\$500	\$500
13 or more classes per family	\$150	\$150	\$600	\$600

A \$25 late fee will be assessed for fees not paid by November 1st for Fall Fees and March 1st for Spring Fees.

_____ (Initial) I agree to pay the appropriate Operational Fees and late fees as outlined above.

Name: _____

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Drop Fees:

After week two of classes, there will be a \$25 drop fee per class for any dropped classes. This fee will be made payable CHAMPS and is required to be paid in a timely manner. Teachers are not required to refund May tuition for any dropped classes.

_____ (Initial) I agree to pay drop fees as per the above.

Returned Check Fee:

If any payment made to Champs is returned for non-sufficient funds, a \$25 NSF will be assessed and is required to be paid to Champs at time of notice.

_____ (Initial) I agree to pay NSF fees as per the above.

Teacher Fees - DUE FIRST MONDAY OF THE MONTH
Class Material Fees (if applicable)- Due Parent Night and January 9th

Teacher payments are to be made directly to the teacher. Teachers are not employees of CHAMPS. They are Independent Contractors. As such, the following conditions apply: 1) Teachers reserve the right to request a parent to accompany the child in their classroom. 2) Teachers reserve the right to remove a child from their class due to not following classroom policies, being consistently disruptive in the classroom, failing to complete class assignments, or other reasons which are negatively impacting the rest of the class. Teachers are encouraged to meet with the parents and child involved before taking this step. Teachers and / or the parent may request a Board Member participate in any meetings.

_____ (Initial) I understand that teachers are independent contractors and have sole discretion in the running of their classes.

In September, you must pay tuition for both September and May.

Specific teacher/material fees are set by teachers and are outlined in the course description catalog and available on the online registration.

May teacher fees are non-refundable. Teachers use projected income to create their personal budgets. These fees are to compensate teachers for lost income should students withdraw from their classes.

A teacher is allowed to miss 1 class per semester. If they miss more than one class per semester, they are responsible for adjusting the costs for families to accommodate their miss.

Private Lessons-If a teacher misses the lesson, families do not have to pay for the missed lesson. One time per semester families are permitted to miss a lesson without having to pay ***if they have given the teacher at least 1 week's notice of their absence.***

_____ (Initial) I agree to pay the teacher tuition payments and materials fees as outlined above.

Name: _____

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Service Commitment (MEMBERS)

The Service Commitment includes serving in Monitoring Positions Weekly **PLUS** serving on an Operational Team.

Monitoring Positions

MEMBER families are required to help us monitor the building, to ensure a safe environment for our children, and aid in fostering a positive learning atmosphere at CHAMPS. **Exact number of assigned shifts is determined by the number of classes and class hours in which your children are enrolled and the number of families attending CHAMPS.** The week before CHAMPS begins, Monitoring Positions will be emailed out based on the times your family is at CHAMPS. You will not be required to arrive early or stay late.

Please list any special needs you have which may affect when and where you serve as a Monitor.

To be a Member in Good Standing, you are required to be at your assigned monitoring position weekly and on time. You will be required to meet your monitoring responsibilities based on the number and hours of classes effective week two of CHAMPS. (If you drop a class after week two, you will still be responsible to meet your original monitoring requirement.) If you are unable to monitor in a given week, you are required to find a substitute. You can email/text friends to sub for you and post for a sub in the "Sub Request" forum on the CHAMPS website. You are also required to let a Board Member know you will not be at CHAMPS. Board Member contact information is available on the CHAMPS Home Page.

Operational Team Request - Operational Team Descriptions are available on website. Please rank your preferences. If you do not indicate a preference, you will be assigned where needed most. Although we will do our best to honor your preferences, we cannot guarantee it. Operational team requirements are for the entire school year.

____ Fall Fine Arts Extravaganza	____ Spring Fine Arts Extravaganza	____ Fall Potluck
____ Spring Potluck	____ Yearbook Mentor	____ Art Mounting

____ I am interested in being the chairperson for my operational team.

(Initial) I agree to fulfill my monitoring position requirements and to serve on an Operational Team as outlined above.

Failure to meet Monitoring and Operational Team responsibilities on a semester basis will result in member families being transitioned to non-member status. Resulting higher fees will have to be paid.

STUDENT CODE OF CONDUCT

As a Christian homeschool co-op, CHAMPS is dedicated to providing a safe, God-honoring atmosphere. These guidelines are policies for the benefit of the whole group. Students and parents should read them and sign below signifying your willingness to deal with infractions in a Christ-like manner as they arise.

Name: _____ 2022 - 2023 School Year

1. Children are expected to be respectful to other students, parents, teachers, and guests. Teasing, bullying, insults, offensive language, and profanity are not allowed.
2. Respecting appropriate boundaries for physical contact is expected of all students; hitting, pushing, wrestling, and intentionally hurting others will not be tolerated.
3. Running is prohibited in all areas of the building unless the children are in a PE class and under the direct supervision of an adult. Children caught running will be asked to sit with their parents.
4. Stealing and destruction of property are not allowed. Students will not enter areas of Cardinal Drive Church which are off limits to them.
5. Students will not be disruptive in class and will not bring toys, games, electronics, food, or drinks to class (water bottles are ok).
6. Students are expected to abide by the dress code found on the CHAMPS website home page.

Parents, please discuss these guidelines with your children.

_____ (Parents - Initial) As a parent, I understand the guidelines in the above Student Code of Conduct. I understand my role in ensuring my child(ren) abide by above guidelines.

Students over the age of 10 Please sign and date

I understand the guidelines expected of me as a CHAMPS student as outlined in the above Student Code of Conduct.

Print Name: _____	Signed: _____	Date: _____
Print Name: _____	Signed: _____	Date: _____
Print Name: _____	Signed: _____	Date: _____
Print Name: _____	Signed: _____	Date: _____

POLICY ACCEPTANCE - GENERAL

I agree to abide by the Christian Homeschool Arts and Music Programs, NFP, Policy Manual and By-laws. By signing this I acknowledge that I am aware that I can access the CHAMPS Policy Manual and By-laws on the CHAMPS website at www.CHAMPShomeschool.com. (This must be signed by all adults bringing children to CHAMPS, including spouses, grandparents, etc.)

Signed: _____	Date: _____
Signed: _____	Date: _____

_____ (Parent initial) I have received a copy of the Champs Policy Manual.

In order to be considered registered with Champs, you must turn in a completed registration form, payment, insurance waivers for each adult and child attending Champs, PE insurance waivers if your child is taking PE, and COVID Policy acceptance form.

ALL CHAMPS members need to attend the mandatory parent information night on Monday, August 22, 2022 from 7:00 pm until 8:30 pm at Cardinal Drive Church of Christ, 2300 Cardinal Drive, Rolling Meadows

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TO BE COMPLETED BY BOARD MEMBER: At the time of registration, the following payment was received by check # _____ or cash in the amount of \$ _____ to cover the following costs and amounts:

Registration: \$ _____

Stay-and-serve deposit \$ _____

Operational Fees: \$ _____

_____ (Initial) Champs Board Member

Paperwork received:

_____ Registration form and payment

_____ Insurance waivers (adult and child)

_____ Insurance waivers (PE)

Waitlist Date: _____

Moved to registered: _____