

## West Monroe Co-op Registration Packet

### Co-op Registration Check list: (Please come to registration prepared!)

1. Know your Username and Password to the website (we can't look it up!)
2. Please print this Registration Packet and bring it with you (already filled out and signed!)
3. Please select your child's schedule in advance. Be sure and have alternate classes selected in case your 1st choice is full.
4. Co-op is a Sub-group of NELCHA. In order to participate in co-op you must belong to NELCHA. If you have not yet joined NELCHA for the 2018-2019 school year, you must do so at registration. (Please print a NELCHA application, fill out in advance and bring it with you)
5. You will need a separate check for NELCHA and for Co-op. NELCHA fees range from \$50 to \$45 dollars and Co-op Fees are dependent on the classes you select. If you are registering for any "paid" classes this year you will need a separate check/s for that as well. Please see the explanation of "Specialty" Classes for details. (You are welcome to pay with cash, however we will not have change.)

**Registration Dates and times are listed below. You must come during one of the time slots that you qualify for!**

#### July 26th:

9:00 – 11:30

Returning teachers teaching 3 or more classes

1:00 – 3:00

Returning teachers teaching 2 or less classes & New teachers

#### July 27th:

10:00 – 12:00

Returning families

1:00 - 3:00

Open registration - All teachers, new families, and returning families

## **Explanation of and payment options for Specialty Co-op Classes:**

Co-op is a joint and volunteer effort for all families participating. The fees from these classes are limited to the cost of supplies and books. However, we do invite some professionals to come in and teach classes at co-op for a fee. These teachers are typically a friend or relative of one of our members. These teachers do not have children taking co-op classes and they do collect a small fee for their services. If you sign up for one of these classes you are obligated to pay for each week, regardless of attendance – these payments are nonrefundable.

All fees will be paid at registration. You have 3 options for paying for the “Specialty” classes that are described above.

***These payment options are for “Specialty” classes only. All other classes, insurance, facility fees, etc must be paid in full at registration.***

- Option #1: Write a check, or pay cash up front for the total amount. (20 class periods, total fee is indicated in class description)
- Option #2: Write two checks, each with ½ of the total fee. Date one check for registration day, and one for February 9th (We will hold the spring ck until the spring semester begins)
- Option #3: Write four checks, each with ¼ of the total fee. Write one check for registration day, then a check dated for October 8, a check dated Feb 9th, and a check dated March 11th. (we will hold the other three cks until their date.

**Again- the above options are for “specialty” classes only! All other class fees and co-op fees must be paid in full at registration!**

**The following forms are part of this document and must be filled out when you come to registration:**

1. Student Agreement (please make certain that your children have read & signed this)
2. Parent Agreement
3. Registration Summary Form (you may need multiple copies of this form)
4. Waiver/Release form

*Don't forget to print your **NELCHA Application** for 2018-2019 & bring it as well!*

## NELCHA West Monroe Co-op Student Agreement

*All students enrolled in NELCHA Co-op must adhere to the following guidelines:*

- Be honest, courteous and patient with everyone; treating others with Christ-like kindness.
- Respect and obey those in authority.
- Be on time for classes. (This means arriving BEFORE class begins.)
- Use respectful and polite language.
- Remain with their class unless they obtain permission from their teacher to leave and be in the appropriate areas at all times; not roaming the building or property.
- Eat only during the appropriate times and places.
- Do not bring electronic devices of any kind to class (phone, ipad, game systems, etc.)
- Do not bring weapons, tobacco, alcohol or illegal drugs on the property.
- Complete homework (if any) given by your instructor and fully participate in class by engaging with other students and the instructor during class time.
- Contact the instructor when you are absent.
- Reimburse for any damage done by the student to the facility or equipment.

**Dress and Conduct Code:** Be mindful that hemlines, necklines and conduct i.e. physical aggression/affection and language, should be appropriate for church activities. Shoes are required. So as to esteem others more highly than yourself, prefer modesty over making a “statement” with your clothing, make-up and jewelry. Please use good personal hygiene and come to co-op clean! (There are to be no tank tops, crop tops, halter tops, spaghetti straps, exposed backs, short shorts/dresses or pants that expose undergarments or mid-drift or very tight-fitting. Shirts with messages must not be offensive. Please make sure all clothing is freshly laundered!)

Please have each child in your family read and sign this. I have read (or my parent has read this to me) and I agree to abide by the above guidelines.

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## NELCHA West Monroe Co-op Parent Agreement

- I understand that NELCHA Co-op is supplemental to what is being taught in the home. As the parent, I also realize that these co-op classes will not complete any curriculum, only enhance them. I understand that NELCHA Co-op does not keep permanent records or assign grades.
- I understand that the NELCHA Co-op does not give credit toward high school graduation requirements; although parents may use class time toward fulfilling some requirements in a given subject, according to the parents' own discretion.
- I understand that the NELCHA Co-op does not give legal protection or legal assistance. Also, NELCHA Co-op is not obligated to testify regarding your home school's validity, authenticity, or effectiveness to legal authorities or in court.
- I agree that our family is committed to attend all classes for which we have registered. We will arrive on time and fully participate in the classes by completing any homework assignments and engaging with other students and the instructors during class time. Two absences without valid excuses will result in forfeiture of any priority registration
- I understand and agree that I must remain in the building the entire time and be responsible for my children regardless of their age whenever they are participating in classes.
- I understand and agree that the NELCHA Co-op Advisory Council, instructors or the church will at no time be responsible for mishaps, injuries, or accidents that may occur during the year.
- I have read and am in agreement with the information in the NELCHA GUIDELINES AND POLICIES.
- I understand that all fees are totally non-refundable.
- I understand, as a co-op parent, I must commit to actively assist in the co-op day for a period of time equal to that of my child's scheduled hours.
- I understand that I must commit our family to a minimum of 2 consecutive periods or classes.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Registration Summary Form West Monroe Co-op

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

| <b>Child's Name:</b>     |       |     | <b>Child's Name:</b>     |       |     |
|--------------------------|-------|-----|--------------------------|-------|-----|
| <b>Age &amp; Grade:</b>  |       |     | <b>Age &amp; Grade:</b>  |       |     |
| Period                   | Class | Fee | Period                   | Class | Fee |
| 1                        |       |     | 1                        |       |     |
| 2                        |       |     | 2                        |       |     |
| 3                        |       |     | 3                        |       |     |
| 4                        |       |     | 4                        |       |     |
| 5                        |       |     | 5                        |       |     |
| <b>Total Class Fees:</b> |       |     | <b>Total Class Fees:</b> |       |     |
| <b>Child's Name:</b>     |       |     | <b>Child's Name:</b>     |       |     |
| <b>Age &amp; Grade:</b>  |       |     | <b>Age &amp; Grade:</b>  |       |     |
| Period                   | Class | Fee | Period                   | Class | Fee |
| 1                        |       |     | 1                        |       |     |
| 2                        |       |     | 2                        |       |     |
| 3                        |       |     | 3                        |       |     |
| 4                        |       |     | 4                        |       |     |
| 5                        |       |     | 5                        |       |     |
| <b>Total Class Fees:</b> |       |     | <b>Total Class Fees:</b> |       |     |

Total Class Fees: \_\_\_\_\_

Registration Fee: \$7

Facility Fee: \$25

Cleaning Supply Fee: \$5

Insurance Fee: (\$5 per person attending co-op) \_\_\_\_\_ (# of Family members attending co-op: \_\_\_\_\_ )

Total Family Co-op Fees: \_\_\_\_\_

*Make Checks Payable to: NELCHA Co-op*

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

Waiver/Release Form and Covenant Not to Sue

State of Louisiana

Ouachita Parish

This unconditional release, and covenant not to sue, (hereinafter the "Release") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Northeast Louisiana Christian Homeschool Association Co-op located at, Cedar Crest Baptist Church, West Monroe, Louisiana 71291, (hereinafter the "Church") and the parents and/or legal guardians of \_\_\_\_\_ (hereinafter "Student") on behalf and in the stead of the Student as follows:

WHEREAS, the Church is providing physical space to an education organization known as Northeast Louisiana Christian Homeschool Association Co-op, (hereinafter the "Co-op"); and

WHEREAS, the Student is enrolled to attend classes at the church, which are organized, staffed, managed and run by the Co-op; and

WHEREAS, \_\_\_\_\_ and \_\_\_\_\_ are the Parent(s)/Legal Guardian(s) of the Student, (Hereinafter the "Parent(s)") and have full authority to enter into this Release, and desire, for the purposes and considerations contained herein to enter into this Release; and,

WHEREAS, the Church is not willing to provide said space, without assurances that it will not be subject to allegations, claims, or suits seeking damages for any action, or inaction by the Church, its agents, employees, officers, directors, invitees or licensees; and

WHEREAS, but for the church providing the space for the Co-op to conduct classes, the classes either would not be provided, or the cost of the classes for the Student would be substantially increased and cost prohibitive to the families;

NOW, THEREFORE, in consideration of the premises, the mutual covenants contained herein, the foregoing contractual recitals, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Student, by and through the Parent(s), and the Parent(s), hereby releases, absolves, and discharges the Church, and the Co-op, together with all of their employees, volunteers, agents, attorneys, officers, directors, managers, elders, deacons, and/or servants (hereinafter the "Released Parties") from any and all claims for damages, whether arising in tort, contract, at common law, based upon a statutory provision, or otherwise, including, but not limited to, any claim for ordinary negligence or gross negligence of the Released Parties. The Student, by and through the Parent(s) and the Parents(s), further covenants not to sue the Released Parties, for any claims arising from, or connected to the actions of the physical plant of the Church, for any and all purposes provided by the Co-op. The Parent(s) further agree to be brought by the Student, whether arising in contract, tort or otherwise, arising from the Student's attendance at any function, class or activity conducted by the Co-op at the church, whether brought against the church and/or the Co-op for the negligence or gross negligence of the Released Parties.

Furthermore, I or we, grant to the NELCHA Co-op Advisory Council the authority to act as guardians/spokesmen in granting permission for emergency treatment/hospitalization (including anesthesia) if necessary for my child en route to a hospital or other medical facility as well as grant such permission for said emergency arise, I/we will be attempted to be notified, but that if I cannot be reached by telephone, such medical treatment as deemed necessary by competent medical personnel is authorized.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date