

**Read this page in its entirety before starting registration - it will answer most of your questions. I promise. :-)**

### **Class Registration:**

- 1.) Sign in to your account on the website
- 2.) Look at your profile (located on the top blue bar, right-hand side), and make sure everything is correct.
- 3.) Click on "Class Registration" on the left-hand side
- 4.) The grid is sorted by hour and age group. Click on the class you want for your child. Read the class description, making sure to pay attention to costs and homework requirements. Check the box next to the name of the child you're signing up for the class. Then click on the Register button.

**\*\*\*Make sure you register EVERY child in the REQUIRED \*ADD STUDENTS - TUITION FEE \$90 Pre-School - 12th class in the yellow bar, even babies!!!\*\*\*.** This is how we track how many students we have signed up.

The "With Mom" classes are for kids who are not in a class. They will be with \*you\*, though – so you will need to sign up for that class the same hour as your child. It does not count as a helper position, but it lets us know we shouldn't ask you for help that hour.

- 5.) Once you have chosen all the classes for all your kids, look at your class registration summary at the top of the page. If everything looks good, sign out of your account.

If children are on waiting lists, go back to the registration grid and choose a second class for each of those kids or put them (and you) in the "with mom" class. Come back the next day, and your discounts will have been applied. The discounts that we give are: if you have children under the age of 2; if you teach; if you are on the Board; if you have more than 3 kids being paid for

- 6.) **Once your discounts have been applied**, pay your bill. You can do that by going to Class Registration again, and clicking on "View My Class Registration Summary" at the top of the page.

7.) This will take you to the complete list of classes for your family, and will have a PayPal link at the bottom. You do not have to have a PayPal account to use it. If you do not want to pay via PayPal, you can contact Debi Parker or Daneale Williams about where to mail checks. Please pay as early as you can – this allows us to be sure how many class materials each teacher can buy.

8.) After registration is closed, we will see what we can do to get kids who are waitlisted into their first choice classes. **This will not be able to happen for everyone.** Registration is on a first-come, first-served basis, and we try very hard not to have large classes. We are not a school, and are not looking to replicate the school experience. **TEACHERS** – do not tell parents whose kids are waitlisted that they can take your class anyway. You don't see the full picture. If you want to accept more students, talk to Debi Parker or Amy Kearns, and they will see if it's possible.

9.) If you have any questions, email Debi Parker. She's happy to help!

**10.)** Once you've read the entire sheet, email Debi with the answers to these questions: a) what "class" do you sign every attending child up in? b) when do you pay your bill? c) Who can bring your children to co-op if you can't make it? d) When/under what circumstances can adults visit? e) When/under what circumstances can children visit? e) What do you need to do if you are going to be absent? f) When should you tell your Grade Level Chair about a problem you're having?

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### **Registration prioritization:**

Classes – Board members register first. Teachers register second. Members register third. Board members & teachers each get a day to register. Due to limited class space and a large number of families, we prioritize preschool and kindergarten registrations to those children who have school-age siblings.

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### **Other things to do during this time:**

- 1.) Fill out your Registration Packet. This can be found under the picture on the website, under "Membership Forms".
- 2.) Sign up for Orientation. You can do this through the Calendar link on the left-hand side. Please sign up everyone who will attend – kids and adults.
- 3.) Fill out the Educational Accommodation Form (also found under "Membership Forms") if you have kids with special needs. One form for each kid. This needs to be filled out every year for every kid. Things change, and this will help us help you best.
- 4.) If you get an email about background checks, get a background check done for each adult who will be regularly attending co-op. It will cost you nothing, and will be online.

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**PLEASE NOTE:** A lot of emails will be sent out once registration opens. **We need responses as soon as possible.** If you do not respond, we may end up making decisions for you. Those decisions might be able to be changed later, but they might not. It is vital that you stay in touch with us through this time, so that we get you signed up for as many things that you want as possible. If you are going to be out of town or unable to check your email regularly, let Debi Parker know. She will get as much information from you as she can, to be better able to get you signed up for things.

With going to five hours this year, we are not having adults register for helping positions until after registration is over. This will happen starting August 11th.

This is what we are expecting: If you teach 2 hours, you float; If you teach 1 hour, you maybe float but you for sure help 2 hours; If you don't teach, you help 4 hours. If you're only two or three hours, you will work all hours you're attending.

Click on each area you're interested in helping in, read the description, make sure you can commit to it, and click on the box next to your name.