

Parent Name: \_\_\_\_\_

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

## Registration Checklist

➤ Please initial each item and return this completed form to the EE Office during your Registration Appointment.

- \_\_\_\_\_ **Class Registrations:** (done online) Please double-check all registrations by logging in to your ClassJuggler account prior to your office appointment.
- \_\_\_\_\_ **Registration Fees:** (equal to one month's tuition) Registration Fees are equal to one month's tuition and are due at the time of enrollment. They must be paid in order to hold a child's spot in classes over the summer. Registration Fees are a portion of the total tuition for the class. Registration Fees are non-refundable.
- \_\_\_\_\_ **Family Registration Form:** (one per family; done annually) All sections need to be signed. Families are not required to *believe* our Statement of Faith. All families and students are required to *support* of our statement while participating in our program and recognize that our classes will be taught from this perspective. Religious views will be expressed in our classes.
- \_\_\_\_\_ **Student Medical Release Forms:** (one per child; done annually) We need a form for every child who will be on campus even if they are not enrolled in classes. We also need a form for teachers, staff, co-op workers and volunteers who will be on site on a regular basis.
- \_\_\_\_\_ **Sibling Registration:** (done annually) Siblings of any age who are not enrolled in classes but who will remain on campus for more than one hour per week are required to be listed on the Family Registration Form and have a Student Health/Permission Form on file. The Sibling Registration Fee is \$10/year per child. Parents are responsible for non-enrolled students while they are on campus. *Please note that the playground is off limits during class periods in order to minimize noise and distractions to classes on that end of the building.*
- \_\_\_\_\_ **Student Schedule Forms:** (one per child) Please complete one Student Schedule Form for each child enrolled in classes. These forms will be kept on file so that individual students can be located easily when needed.
- \_\_\_\_\_ **Study Hall:** Study Hall includes all class periods in which a student is not enrolled in a class regardless of whether or not the parent is on site. The Study Hall Fee is \$10/month per weekly hour of Study Hall (\$100/year.) These periods are supervised by co-op staff members. Students are allowed to enroll in ONE Study Hall for each THREE Classes in which the student is enrolled. A student may be enrolled in no more than two hours of Study Hall per day, and the two hours may not be back to back. *Any variation from this policy must be approved by the Director and may only be considered in the case of extenuating circumstances.*
- \_\_\_\_\_ **Lunch/Recess:** Lunch periods and Recess periods are no cost if the student is enrolled in a class immediately prior to or after that period. Lunch/Recess count as a Study Hall otherwise.
- \_\_\_\_\_ **Study Hall Policies:** Students in Study Hall are expected to bring something to study or read quietly. Students will also be allowed to play board games, card games, chess, play with Legos or read as long as noise is kept to a minimum. Use of electronic games, phones or other electronic entertainment is NOT ALLOWED in Study Hall. Computers may be used in Study Hall for ASSIGNMENTS ONLY. *Students who repeatedly ignore these policies may be banned from Study Hall.*
- \_\_\_\_\_ **Supply Fees:** (DUE AUGUST 15th; Amount varies by class) Supply Fees will be charged to your account in August and are due by August 15th. Books which need to be purchased by the parent are listed in class descriptions. Some teachers will also send you a booklist and other supply needs in August.
- \_\_\_\_\_ **Tuition Payment/Agreement:** (DUE AUGUST 15th; Paid In Full OR Installment Agreement) The annual tuition balance is due by August 15th. This balance may be paid in a lump sum or parents may set up an Installment Agreement. A minimum payment of one month's tuition (August installment) is due at the time of the Installment Agreement. A TUITION DISCOUNT of 10% is available on the remaining balance if all tuition fees due are paid IN FULL by the due date. Post-dated checks or a charge/debit authorization must accompany all Installment Agreements. Parents MUST SCHEDULE an APPOINTMENT with an Office Staff representative to set up an Installment Agreement. The Office Schedule is available in the "Connections" area of the EE website. **NO PAYMENTS, SCHEDULE CHANGES, ACCOUNT ISSUES, ETC. WILL BE HANDLED ON THE DAY OF ORIENTATION.**
- \_\_\_\_\_ **Orientation Attendance:** Orientation attendance is mandatory for all families and teachers. At least one parent must attend one Orientation meeting. Students are also encouraged to attend. Special Student Orientation sessions will be offered for teens as well as elementary students. At least two different meeting time options will be offered. RSVP is required. By initialing here you agree to attend Parent Orientation on the following date/time: \_\_\_\_\_
- \_\_\_\_\_ **Email Loop:** Every family is expected to join the Email Loop. This is our primary form of communication. Parents must also insure that they are able to receive email from extraed@att.net and check their Spam Boxes regularly for messages from our office staff.
- \_\_\_\_\_ **Mail Slot:** Every family will be assigned a Mail Slot where important papers and communication from teachers, staff, other families, etc. will be placed. Parents are required to check their mail slot on a weekly basis. *Initial if you have been assigned a Mail Slot.*
- \_\_\_\_\_ **Lockers:** Every student will be assigned a locker or "cubbie" space where their personal belongs are to be stored while on campus. A locker deposit of \$10/year is required. (\$5 for cubbies) Students are responsible to clean their lockers/cubbies at the end of the year in order to receive their deposit back. Lockers will be assigned after all registration steps are complete including Orientation. *Initial if you have been assigned a Locker. Locker Numbers* \_\_\_\_\_
- \_\_\_\_\_ **Background Check:** (optional) Every teacher, co-op staff member and parent volunteer who works with children is required to complete a background check at least every 24 months. The applicant is responsible to pay the background check fee which is less than \$20. Parents who are not serving in a staff or volunteer position are not required to complete a background check.