**Cornerstone Families Registration**

Cornerstone Families provides Christian based enrichment and supplemental classes for homeschooling families with a student in 7th grade or higher.

Dear Cornerstone Family,

* Here is all of the information that you will need for registration First Semester 2017.
* Please read this letter in full as it gives dates, times, location, and some changes.
* New handbooks, with changes, will be distributed at registration.

**First Semester Calendar**:

Classes run every Tuesday for 12 weeks, except when noted below. Dates may be adjusted due to inclement weather.

* August 15, 2017 Registration (see times below) Registration Fee, Class Fees, and Supply Fees to be paid IN FULL by check or money order only. **NO CASH**
* **NO LATE REGISTRATION**
* September 12, 2017 First day of semester
* November 7, 2017 NO CLASSES- voting at the church
* December 5, 2017 Last day of semester, Showcase at 7pm in the evening

**First Semester Registration Times:**

* 8:30am Teacher registration
* 9:00am Teacher Meeting
* 10:00am Mandatory Meeting for **all** returning and new members – at the meeting numbers will be given out, allowing you to register
* 10:30am Returning Member’s registration in order by number
* 10:30am New Member Meeting
* 11:00am New Member’s registration in order by number

 **Reminders:**

* Before coming, please print off, fill out and bring the following forms: [Cornerstone Families Registration Contract & Participation Release](http://cornerstonecoop.weebly.com/uploads/8/5/3/0/8530561/cornerstone_families_registration_contract_and_participation_release_form.pdf) and [Class Grid](http://cornerstonecoop.weebly.com/uploads/8/5/3/0/8530561/grid_first_sem_2017-2018.pdf).
* Registration Fee (check or money order) should be made payable to: **Cornerstone Families**. This fee is $35 per family. This will need to be paid **BOTH** semesters.
* Priority placement in the high school classes will be given to 9th – 12th  grade students.
* A parent is the only person who can register their children. There will be no late registration.
* All parents wishing to register their children must attend the mandatory meeting at 10am. In order to facilitate the member meeting occurring promptly at 10am, the doors will open at 9:30am. Numbers will be given to those in line outside the building in order of arrival. After entering the building, the membership form above will need to be turned in and the membership fee paid. Then, everyone will wait in the Dome for the mandatory meeting to begin. After the meeting, current members will register. Class signup sheets will be arranged according to the numbers printed on the class grid. After registration, each parent will need to fill out a family grid, and sign up for their parent helper spots. Orientation will not be complete until these 2 requirements are met.
* While current members are registering, former members and new members will attend a “new member orientation”. After that meeting, registration will proceed in the same order as for the current members.

**Payment policy:**

* All fees must be paid in full at registration by check or money order.
* All class and supply fees are paid to each teacher. Multiple students can be combined into one check, just note that in the memo. Writing of checks ahead of time greatly increases the speed of registration. Make sure you bring enough checks!! No cash will be accepted.
* Students will not be allowed in class if fees are not paid in full.
* If you sign up for a **2 semester class**, you are committing yourself to pay for the second semester whether or not the student participates in the class.

**Communication:**

* Official communication will be via the Cornerstone Yahoo Group; this is a forum/e-mail list that only contains official, important news regarding the co-op. Information on joining the Yahoo Group will be provided in the handbook.
* Cornerstone has a Facebook account for postings that are non-official/informational announcements and sharing. Send group request to “Cornerstone Co-op Families”. You must be a current member or student to access this group.
* Additional communication from the co-op teachers, members, committee, etc will be found in your mail folder, located on the sign-in table, (please check each week) or the white board.
* Cornerstone’s web address is <http://cornerstonecoop.weebly.com/>
* If you have a question, **DO NOT CALL THE CHURCH OFFICE.**

**Parent Participation:**

* One parent from each family is required to serve in the assigned parent positions for all 12 weeks.
* A parent is required to fill 2 parent helper positions if their child is enrolled in 2 or more classes. If the child is enrolled in only 1 class, then the parent is only required to fill 1 parent helper position.
* Parents are expected to assist the teachers as needed; this means no cell phones or other tasks during that period.
* Parents are responsible for finding their own replacement if they must be absent.
* Parents must notify the Parent Helper Coordinator of their replacement in advance.
* Your students are not registered for classes until the parent has registered for their parent helper responsibilities.

**Policy Reminders:**

* Any child or children in a public homeschool program such as a charter school/e-school/K-12/ or independent study program is/are not eligible for membership in the Cornerstone Homeschool Co-op.
* Please use the narthex doors for all co-op functions
* Remember that the narthex doors will be locked, parents will need to wear name badges, and parents must sign in and out.
* The kitchen is off limits to all participants, unless it is for an official class.
* The upstairs church lobby is off-limits for all co-op participants. Members must be in classes or the narthex.
* Please remind your students to be self-governing in their observation of the co-op rules.
* Out of courtesy for the teacher and other students, please be sure that your student is on time for every class and that you are in your parent helper position on time. It is disruptive to be tardy.
* Please try to schedule your student(s) with a minimum of free time to help relieve congestion in the narthex.
* Students may be outside **only if accompanied by an adult**. Parents, please be as flexible as possible in accompanying students that ask to go outside.

**Cornerstone Committee:**

Keri Sutter Committee Coordinator, Church Liaison

Alexandra Rakowsky Registration Coordinator

Michele Mahaffey Website Maintenance, Yahoo Group Moderator Kara Wharton Parent Helper Coordinator

Angela Pettengill Membership Coordinator

Beth Gilger Teacher Liaison

**Non-Committee Personnel:**

Tom Creech Co-op Set Up

Kari Wharton Parent Helper Assistant

Tina Milenovic Treasurer