

JCHC Spring 2018 Information Sheet

jchc.registrar@gmail.com - Sarah Acker, Registrar – 815-685-5866

Please print and keep this page.

Co-op Member Requirements:

- Co-op members will be responsible for reading weekly emails. Emails from the Co-op Secretary with updates and supply lists will be sent every week.
- Members must read, fill out, and sign the Policy Manual Adherence Agreement and Medical and Liability Waiver by the first day of classes (both are available to download and print from the website).
- Boston Store Coupon Books: Parents are required to purchase a \$5 Boston Store coupon book for each student ages 6 and up. This \$5 book contains a \$10 off coupon, as well as many other coupons; it can be used by you or sold to someone else. This will help our group meet the requirements for a Bonus Check that has proven to be worthwhile.

Fundraising Opportunities:

There will be 2 fundraising nights with Papa Murphy's pizza nights this semester to help raise funds to operate our co-op. The dates for those pizza sales will be Wednesday, January 31st and Thursday, April 5th.

In addition to this, each family will be required to provide one pie or fancy dessert for the spring reception pie sale.

Required Co-op Supplies:

We require that each student carry a backpack containing their needed supplies for each class, a water bottle to use when needed, and an easily vacuumed snack for snack time.

Please **print your child's name** on their backpack, water bottle, and **all** supplies with Sharpie marker or address labels before the first day of Co-op.

Art Supplies: The weekly emails will contain updated projects and student supply lists. If you have more than one student in elementary/youth, their art supplies can be shared by creating a family supply box. This box is brought to the art room each Friday morning so each family member can use it during their art class.

All students (age 7 and up): 8x11 Sketch Book (notebook size), #2 Pencil, Pencil Sharpener, Eraser, Crayola Crayons, Colored Pencils, Crayola Markers, Crayola Watercolor Paints, Ruler, 2 Glue Sticks, Scissors, and Black Permanent Marker.

*The **Pioneers** classes will be completing art projects that require additional art supplies. Each student in that class will need to mark that payment on the last page of the registration paperwork.*

Music Supplies: Everyone will need a basic ½ -1 inch binder with pocket and a pencil.

Nursery Supplies: Supplies will be requested as needed.

Discoverers' Supplies: Oversize t-shirt for painting. Check weekly email for other requests.

Trailblazers' Supplies: ***Supplies to be brought with every week*** - 24 box Crayola Crayons, washable markers, 2-4 washable glue sticks, 3-4 #2 pencils, plastic pencil sharpener w/ shavings catch, ½ inch or wider paint brush (not watercolor paint size), paint shirt and a 5-7" pointed tip scissors (appropriate handedness). Check weekly email for other requests.

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Position Descriptions (each parent will sign up for a position)

Art, Music, or P.E. helper — help in classes, assist students, and support lead teacher

Class Guide — lead students to classrooms, help in classes, assist students, and support lead teacher

Trailblazers, Discoverers, or Nursery helper — help in classes, assist students, and support lead teacher

Committee Descriptions (each parent will sign up for a committee)

Art Show — plan, collect artwork, and set up and run the art show

Sunshine — plan, organize, and implement extra member activities including fun days (i.e. crazy hat day), appreciation, and member care

Fund Raising — promote and implement fundraisers

Photo/Slideshow — taking pictures and videos for publicity and/or slideshow use

Reception — plan, organize and implement reception time for the end of semester program

****Committee Leader Responsibilities**** — organize planning times or emails for each committee, communicate needs/concerns to the co-op director, oversee the committee's purpose to completion.

Spring Schedule:

8:50 - 9:00 **mandatory** opening time/announcements

9:00 - 9:50 session 1

9:55 - 10:10 snack time

10:15 - 11:05 session 2

11:10 - 12:00 session 3

Spring 2018 Important Co-op Dates:

Meet & Greet Meeting: Monday, December 4, 2017 @ Mocha Moment Coffee Shop (1121 Center Ave, Janesville, WI) 7:00-8:00 PM.

Start date: January 12, 2018 @ Resonate Church

End date: April 13, 2018 @ Resonate Church

Spring Program and Reception: Saturday, April 21, 2018. *Rehearsal* will be on Friday, April 20th @ Resonate Church

Please Note: We will NOT have co-op on Good Friday, March 30, 2018.

Please note that if Janesville Public Schools cancels classes due to inclement weather, co-op will cancel as well. However, there may be a day that we feel it best to cancel (due to weather), even if JPS does not cancel. Many of our members travel in from other towns, and we want everyone to be safe!

Please refer to the policy manual found on our website (jchcoop.com) for more information on our philosophy, regulations, and practices.

Class Names and Ages - Nursery (0-2 years), Discoverers (3-4 years), Trailblazers (5-6 years), Adventurers (7-8 years), Navigators (9-10 years), Pioneers (11+ years) based on Age as of September 1, 2017.

JCHC Spring 2018 Registration Form

Direct Questions To: jchc.registrar@gmail.com
815-685-5866

Mail Forms & Fees To: Sarah Acker, Registrar
3861 Mallard Lane. Janesville, WI 53546

Please complete and return this form, **along with the Policy Manual and Medical Waiver Form** (found on our website) to Sarah Acker.

Registration deadline for Spring classes is Wednesday, January 3, 2018.

STEP ONE: List your family information.

Parent Names: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Mom's Cell: _____ Dad's Cell: _____

Email: _____

Emergency contact: _____ Phone: _____ Relationship: _____

Children's Name(s)

Children will be placed in classes based on age. If you choose to hold back your child, please make a note on this form. For more students, please attach another sheet or write on back.

1) Name: _____ Birth Date: _____ Age as of Sept. 1, 2017: _____

Allergies, medical and/or other health concerns: _____

2) Name: _____ Birth Date: _____ Age as of Sept. 1, 2017: _____

Allergies, medical and/or other health concerns: _____

3) Name: _____ Birth Date: _____ Age as of Sept. 1, 2017: _____

Allergies, medical and/or other health concerns: _____

4) Name: _____ Birth Date: _____ Age as of Sept. 1, 2017: _____

Allergies, medical and/or other health concerns: _____

5) Name: _____ Birth Date: _____ Age as of Sept. 1, 2017: _____

Allergies, medical and/or other health concerns: _____

Pioneers (11 and up) Study Hall Option List student's name by class they choose to opt out of (up to 3 classes)

Youth may choose a *Study Hall* or choose to help in *Nursery* or *Discoverers Rooms* in place of: (please circle preference)

ART _____ MUSIC _____ PE _____

STEP TWO: Sign up for your parent position and committee preference (top of page 2 gives descriptions)

In which position would you prefer to help on co-op days? (Please give 2 preferences.)

1.) _____ 2.) _____

On which committees would you prefer to serve? (Please number your 1st, 2nd, 3rd choices.)

____ Art Show ____ Sunshine ____ Fundraising ____ Photo/Video ____ Reception

Check box if you are willing to be a Committee Leader.

JCHC Spring 201 Registration Fees

Please complete and return this page.

***** Do not let your family finances keep you from participating in Co-op! Please contact our treasurer, Tim Vesterfelt (608-751-1104, jchc.treasurer@gmail.com), if you need assistance. *****

STEP THREE: Compute your fees

Registration Fees

of Children ages 0 – 2: _____ x \$5 = _____

of Children ages 3+ _____ x \$10 = _____

Add two amounts together = _____

(If registration fees are greater than \$50, place \$50 on the sub-total line.)

Registration Fees: _____

Operations Fee (per family) \$25

Operations Fee: **\$25** _____

Class Supply Fees

Pioneers _____ x \$5 = _____

Class Supply Fee: _____

(Pioneers - \$5 per child for paintbrush set)

Boston Store Fee

Children ages 6+ (before September 1st): # of children registering: _____ x \$5 Boston Store Total: _____

(Refer to policy manual for more information regarding the Boston Store coupon book.)

OPTIONAL Scholarship Donation

We have had families that want to be involved but cannot afford the fees. If you would like to donate to a scholarship fund, in any amount, please add that here.

Scholarship Donation Amount: _____

(Add up all sub-totals) **Registration Amount Due:** _____

Payment for SPRING 2018 Fees - Your total registration may be paid in one payment and submitted with this completed form or you can use the payment plan as stated below. **If a check is not received, you will receive an email from JCHC Treasurer with an option to pay online. Make checks payable to: Janesville Christian Homeschool Co-op OR JCHC.**

_____ one time cash/check _____ payment plan via check/cash _____ one time online payment _____ online payment plan

***** If you choose the online payment option, you will receive an email with an invoice from the JCHC Treasurer upon receipt of your completed registration paperwork. *****

(All fees for a check with insufficient funds will be paid for by the responsible individual.)

Payment Plan: Divide amount due into 3 installments: 1st _____ 2nd _____ 3rd _____
January 12th February 16th March 23rd

Refund Policy: JCHC will refund ½ registration fees up to 1 week after start of co-op. There will be no refunds for books, CD's, or supplies.

_____ **Please initial here to indicate you have read and understand the refund procedure.**

All monies (fees, fundraising, and donations) may be used for supplies, equipment, building use, staff enrichment or training, or other uses as deemed necessary by the administrative board.

**Director or Registrar **please initial and write date paid * _____ Check # _____