

JCHC Fall 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 1) Policy Manual Adherence Agreement and 2) Medical and Liability Waiver by the first day of classes (both are available to download and print from the website).

Fundraising Opportunities:

There will be at least 2 fundraising nights (Papa Murphy's pizza sale) this semester to help raise funds to operate our co-op. More information will be given as it becomes available.

All co-op families are expected to participate and help with fundraising efforts for the semester.

Required Co-op Supplies:

We require that each student carry 1) a backpack containing their needed supplies for each class, 2) a water bottle to use when needed, and 3) 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 **(NEW THIS YEAR)** 1 thin wire coat hanger, 1 pair of used (clean) or new pantyhose and a FRESH Black Sharpie Marker.

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 one position you will help with every week on Friday)

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

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

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

Committee Descriptions (each parent will sign up for one committee to help with throughout the semester)

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.

Fall Schedule: (a more detailed schedule can be found on our website)

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

9:00 - 9:55 Session 1

9:55 - 10:10 Snack Time

10:10 - 11:05 Session 2

11:10 - 12:00 Session 3

Co-op Dates:

Information Meeting: Monday, August 6, 2018 at Resonate Church from 6:30-7:30 PM.

Start date: September 7, 2018 @ Resonate Church

End date: November 16, 2018 @ Resonate Church

Program Date: November 17, 2018 @ Resonate Church

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, 2018.

JCHC Fall 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** to Sarah Acker.

Registration deadline for fall classes is Friday, August 24, 2018.

NEW FOR 2018... All registration forms received/postmarked after August 24th, will incur a \$25 late fee.

REGISTRATION CLOSSES September 1st, 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, 2018: _____

Allergies, medical and/or other health concerns: _____

2) Name: _____ Birth Date: _____ Age as of Sept. 1, 2018: _____

Allergies, medical and/or other health concerns: _____

3) Name: _____ Birth Date: _____ Age as of Sept. 1, 2018: _____

Allergies, medical and/or other health concerns: _____

4) Name: _____ Birth Date: _____ Age as of Sept. 1, 2018: _____

Allergies, medical and/or other health concerns: _____

5) Name: _____ Birth Date: _____ Age as of Sept. 1, 2018: _____

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)*

Pioneers may choose a *Study Hall* or choose to help in *Nursery* or *Discoverers Rooms* in place of one of the following classes: (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 COMMITTEE 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 Fall 2018 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) \$45

Operations Fee: **\$45**

LATE Fee (if returning forms after 8/24) \$25

LATE Fee: _____

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: _____

Total Registration Amount Due: _____

NEW PAYMENT INFO for FALL 2018 – Your registration must be paid in one of two ways. 1) one-time payment via cash or check made payable to Janesville Christian Homeschool Co-op or JCHC **due with** your registration paperwork, or 2) Payment plan via check or cash with due dates listed below. Please select your appropriate payment method below. ***Your registration will not be complete until we have received one form of payment.***

_____ one time cash/check due with registration paperwork _____ payment plan due on dates listed below

Payment Plan: Divide amount due into 3 installments: 1st _____ 2nd _____ 3rd _____
Due with registration October 5th November 2nd

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 # _____