

Hi FLHE families,

I trust you have all had time to look over the winter class schedule. In order to be prepared for registration day, please take a moment to read over the information below, carefully.

All classes are offered on Tuesdays at Faith Life Church. Please refer to the class schedule for class times. Please note: Two of the high-school classes will run an additional two weeks.

Registration Day: January 15

Fall Semester Calendar:

First day: January 29

Last day: April 9

Last day of Chemistry and Interpersonal Communications classes:
April 23

No classes: March 19 due to Dream Team party at FLC

Registration Day Schedule:

9:30am: Current Teacher Registration

10:00am: Teacher Meeting

10:30am: Mandatory Meeting for ALL participating families

11:00am: Open registration by numerical order

Reminders:

- Before coming, please print off, fill out and bring with you the activity release and membership forms. These can be found on our website under the documents tab:
<https://faithlifechurch.org/faith-life-home-educators/>
- FLHE Family Fee (\$40) this can be paid via cash or check. All checks should be made payable to: **Faith Life Church**. Please include "FLHE FEE" in the memo line. This fee is for the entire school year.

- A parent or grandparent is the only person who can register their children. There will be no early or late registration.
- All parents wishing to register their children must attend the mandatory meeting at 10:30am. In order to facilitate the member meeting occurring promptly at 10:30am, families may begin lining up as early as 9:30am. Please **do not** come earlier – we **will not** begin handing out numbers until 9:30am.
- Before hopping in line, please ensure you have your completed membership and activity release forms, and ensure you have your \$40 membership fee in hand. Numbers will be given to those with completed forms and fee in the order that they arrive. *You may not register for classes without turning in this paperwork. If you pay your registration fee, but the classes you wish to register for are full, a refund of the \$40 will be given to you.*
- Once you have received your number, please proceed to the auditorium to wait for the mandatory meeting to begin. After the meeting, we will dismiss people using the number system. To avoid chaos at the sign-up tables, we will dismiss ten numbers at a time. Please pay attention so you do not miss your number being called.
- Class registration will take place in Motion City. Tables will be arranged by grades, and there will be signs at each table to assist you with finding the class you are looking for. Teachers for each class will be at their table to receive checks and answer any questions.
- After registration, parents will need to sign up for their volunteer spot. This is also in Motion City. Your registration is complete only once you have completed this step. If you do not sign up to volunteer, your children will be not be able to attend the classes, and your checks will be returned to you.

Payment policy:

- Family membership fee must be paid in full at registration by cash or check.
- 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. You may also pay by cash, but you **MUST** have exact change.

- Students will not be allowed in class if fees are not paid in full.
- If you sign up for **Chemistry, Yearbook, and Interpersonal Communication classes** you are committing to two-semester classes. You will not be refunded any of the fees if your child does not attend in the spring.

Communication:

- Official communication will be via the Faith Life Home Educators Facebook group and the Faith Life Church website. If you do not have social media, please make a note on your membership form that you would like to receive an email notification of updates.
- To join the FLHE Facebook page, please send a group request to “Faith Life Home Educators”.
- Additional communication from the co-op teachers will come via email communication or notes given to students at class.
- FLHE’s web address is <https://faithlifechurch.org/faith-life-home-educators/>
- If you need to speak with to someone in person, you may also call: 740 964 7400 x219

Parent Participation:

- One parent from each family is required to serve during the co-op session.
- A parent is required to fill **TWO** 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 are going to miss a co-op day.
- Parents must notify the teacher or Katie Gastaldo of their replacement, kgastaldo@faithlifechurch.org

- Your students are not registered for classes until the parent has registered to serve.