

## Cornerstone Families Registration

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

Dear Cornerstone Families,

- Here is all the information that you will need for registration First Semester 2022.
- Please read this letter in full as it gives dates, times, location, and some changes.
- New handbooks, with changes, will be distributed at registration.
- Please watch for emails and check our website [cornerstonefamilieshomeschool.com](http://cornerstonefamilieshomeschool.com) regularly for any updates and changes.

### First Semester Calendar:

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

- August 9, 2022                      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 13, 2022              First day of semester
- November 8, 2022                NO CLASSES- voting at the church
- November 15, 2022              Registration for second semester
- December 6, 2022                Last day of semester, Showcase at 7pm in the evening

### First Semester Registration Times:

- 8:30am                              Teacher registration
- 9:15am                              Teacher meeting
- 9:15am                              Doors open for registration
- 10:00am                             Mandatory meeting for **all** returning and new members
- 11:00am                             Returning members' registration in order by number
- 11:00am                             New and former members' meeting
- 11:30am                             New and former members' registration in order by number

### Reminders:

- Before coming, please print off, fill out and bring the following forms: [Cornerstone Families Registration Contract & Participation Release](#) and [Class Grid](#).
- The registration fee (check or money order) should be made payable to: **Cornerstone Families**. This fee is **\$40** per family. This will need to be paid **BOTH** semesters.
- Priority placement in the high school classes will be given to 9<sup>th</sup>– 12<sup>th</sup> 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 9:15am. Numbers for registering 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 the orientation, 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:**

- Cornerstone’s website is [cornerstonefamilieshomeschool.com](http://cornerstonefamilieshomeschool.com).
- Cornerstone has a Facebook account for postings that are non-official/informational announcements and sharing. Send group request to “Cornerstone Families Homeschool.” You must be a current member or student to access this group.
- Additional communication from the 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.
- If you have a question, please ask any committee member. **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 Cornerstone Families.
- Please use the narthex doors for all Cornerstone 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 Cornerstone participants. Members must be in classes or the narthex.
- Please remind your students to be self-governing in their adhering to all Cornerstone 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:**

Michele Mahaffey	Committee Chairperson & Church Liaison
Kara Wharton	Parent Helper Coordinator
Cindy Rodichok	Registration Coordinator
Hope Jordan	Teacher Liaison
Amy Coutinho	Communications & Membership Coordinator

**Non-Committee Personnel:**

Stacey Savage	Treasurer & Showcase Coordinator
Kendra Smith	Graduation Coordinator