

REGISTRATION DATES:

- Board Members: April 7th & 8th
- Teachers: April 9th – 11th
- Current Families: April 12th – 14th
- New Families: April 16th – 18th
- All Families: Online Add/Drop for classes – April 19th – 23rd
- Late Registration: April 22nd (if there's still room...)
- Online Waitlist opens May 1st (will remain open until Nov. 1st, 2019)

REGISTRATION PLANNING AND PREPARATIONS-

- **Registration opens at midnight** (which means you may want to stay up on the night before your window opens and register when the date changes at midnight.) You'll want to plan your schedule for this first come/first serve situation.
- **Be sure to have logged in to the website before registration!**
You don't want to be trying your password out for the first time, in a long time, on the moment of registration.
- **New Members:** You will also want to change your robo-password to one of your choosing. If you have any problems logging in, let me **know as soon as possible**.
- Be sure to have completed your background check, if needed. (All new members will receive an email regarding this.)
- **Check that your information on the website in the "My Family" section** is current (address/phone number and grade of each student.)
- Please remember that to register for a class either one year (grade) up or down, you **must contact the teacher first**. (This ensures that placing your student in their class will be a good fit for your student as well as for the class.)
- **It's best to only register on a laptop or desktop computer.**
Using a smart phone or tablet may result in technical difficulties.
- **Have a Plan:** look through the grid a day ahead of time to see what classes you want and if there are any seats available. You will want to have a Plan A and a Plan B so that when you encounter classes closing during registration you know where to go next.
- Parents have to either help set up our co-op or take down our co-op. If you are not planning on attending all 5 periods, you must either schedule for a 1st period class with your "set up" job or schedule for a 5th period and "clean up" job.
- You will be registering for each class one at a time. Make your plan based on which classes are almost closed or tend to populate quickly. Prioritize those classes on your planned list; you will want to register for those first. Then work your way down to the classes that have or most likely will have more seats available.

HOW TO REGISTER:

Get on the co-op website (located at <https://livinghopecoop.com/>)

Login to the website using your password. (If you're doing the midnight race, be sure to not login too early so that you become "Timed Out" just as the window of registration begins.)

To register: go to the Class Grid - then click on the class you want- if there are seats available, sign your family member up at the bottom. There will be a "Register Family Member" section that contains a drop-down list of your family members. Click on the member you want and hit the "Register" button. (This drop-down menu will appear at the bottom the second your registration window begins.)
Once you click on that button, you are guaranteed that seat for your student.

You must register all family members for all 5 periods. Click on **"Not at Co-op"** for any periods in which you will not be attending class.
Don't forget to register yourself (Directions continued on back of this sheet.)

REGISTERING FOR PARENT JOBS:

Go to the "Jobs/Subpool/Clean Up" links **at the top or bottom row of the grid** to sign up for Parent Jobs.

All members will need to sign up for one period of Subpool.

You must have a Set Up OR Clean Up job. (This is a before co-op job or after co-op job.)

- If you are a TA in a 1st period class, you will sign up for "Classroom Set up". If you are a TA for a 5th period class, you will sign up for a "Classroom Clean Up" job.
- See "Class List and Registration" on the website for specifics on Subpool and parent job requirements.

If you want to TA in a class, go to the class and sign yourself up for the class. The system will automatically place you in as a TA.

If there are no jobs available, just leave your schedule blank and the Parent Jobs Coordinator will assign you jobs as needed or click "No Preference".

IMPORTANT: Keep in mind that our co-op takes the ENTIRE community to run smoothly. ***Your Parent Schedule is subject to change*** based on the needs of the community. We will try our best to keep to the schedule you have requested, but there are many variables that have to be considered when orchestrating our collective workload. We appreciate your willingness to serve each other!

Online Add/Drop for classes – April 19th – 23rd

After your registration window closes, if you want to make any class changes, plan to participate in the all-member Add/Drop window. ***This is the last chance to make changes before registrations close for the summer.*** This Add/Drop window will allow you to register your kids just as it did before. You'll see the drop-down window below the desired class. You will have to drop your student first out of one class in order to pick up the new seat in another class. You can make as many changes as you want during this time.

Online Waitlist: Wednesday, May 1st

If you are interested in joining a closed class, you will want to get on the class' waitlist. Starting May 1st, go to the grid, click on the class you want, and the registration window will be available at the bottom (just like it did at registration).

****We ask that members do not contact the teacher in order to get into their full class-*** teachers are not allowed to circumvent the Online Waitlist process.

This Online Waitlist is open and available until November 1st, 2019.

PAYMENTS for 2019-2020 classes: April 29th, May 6th, and May 13th

Payments for 1st Session Tuition and the 1st Material Fees for classes can be made on any one of these 3 dates.

- May 13th is the last day to make payments for 1st Session Tuition Fee and 1st Semester Materials Fees.
- *Registrations for classes will automatically be dropped if payments are not made by this day.*
- *The 1st Session Tuition Fee and Material Fees are non-refundable.*
- **TIP:** **Print your Family Payment Checklist** by going to the website, log in, press the "My Family Registration" button and click the blue line at the top "Print Family Payment Checklist". Take this list and fill out all the Material Fees and session fees so that you know what to pay. (This list will contain the teacher's name for each class.)
- **Material Fees:** *You can find this information by going to the grid, click on the class, and the fee will be listed in the class description.*

MANDATORY NEW FAMILY ORIENTATION: April 29th - 9:45 – 11:15am

All new families must attend this orientation. This will take place on Monday, April 29th at Lighthouse Christian Center from 9:45am- 11:15am. Please meet in the Sanctuary on the 2nd floor of the building. We will go over details about how and where to make your payments, how to find your family co-op mailbox, where to find your child's classrooms, as well as other important details regarding LHC's policies and procedures. You will receive an email reminder about this meeting.

1st Session & 1st Semester Material fees payments can be made on the day of the New Member Orientation or come back and pay on one of the other days listed. ***Whichever date you choose to make payments, please come prepared: Print your Family Payment Checklist and have filled out the amount of Material Fees for each class.*** (See instructions in the above "Payments" section.)

Contact the Registrar if you have any questions.