

## REGISTRATION DATES:

- Board Members: April 7th (opens at 10PM) and closes at 10PM, April 9th
- Teachers: April 10th (opens at 10PM) and closes at 10PM, April 13th
- Returning Families: April 13th (opens at 10PM) and closes at 10PM, April 16th
- New Families: April 18th (opens at 10PM) and closes at 10PM, April 21st
- All Families Online Add/Drop classes: April 21st (opens at 10PM) and closes at 10PM, April 26th
- Late Registration: April 24th (opens at 10pm) (**IF** we have not reached our family capacity)
- Online Waitlist: May 2nd (opens at 10pm) (will remain open until Nov. 1st, 2023)

## REGISTRATION PLANNING AND PREPARATIONS-

- **Registration opens at 10pm** on the first date listed of your registration window. You will 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 most importantly 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 are required 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 1<sup>st</sup> period class with your "set up" job or schedule for a 5<sup>th</sup> 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 more seats available.

## HOW TO REGISTER:

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

**Login to the website using your password.** (Remember: It is possible to become "Timed Out" if you log in too early. It may be helpful to refresh your screen promptly at 10pm as your 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" button 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 two periods of Subpool.

You must also 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 1<sup>st</sup> period class, you will sign up for "Classroom Set up". If you are a TA for a 5<sup>th</sup> 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 you may 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 parent schedule you have requested, but there are many variables that must be considered when orchestrating our collective workload. We appreciate your willingness to serve each other!

## **Online Add/Drop for classes – April 21st (opens at 10pm) and closes at 10pm, April 26th**

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: Tuesday, May 2nd, 10pm**

If you are interested in joining a closed class, you will want to get on the class waitlist. Starting May 2nd, at 10pm, 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, 2023.

## **PAYMENTS for 2023-2024 classes: May 1st, May 8th and May 15th**

Payments for 1<sup>st</sup> Session Tuition & 1<sup>st</sup> Semester Material Fees for classes must be made by May 15th, at Lighthouse Christian Center.

- May 1st, May 8th and 15th are the only days 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 May 15th, 2:00pm.
- The 1<sup>st</sup> 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 "Print Family Payment Checklist" (blue underlined) at the top of the page. Take this list and fill out all the Material Fees and session fees so that you know what to pay. (This also contains teacher's names.)
- **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: May 1st, 9:45 – 11:15 am.**

**All new families must attend this orientation.** This will take place on Monday, May 1st at Lighthouse Christian Center from 9:45 – 11:15 am. Please meet in the Fellowship Hall on the lower 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.

1<sup>st</sup> Session & 1<sup>st</sup> Semester Material fees payments must be made on the day of the New Member Orientation. 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.)