

2016-2017 Enrollment Checklist

This checklist will help you to keep track of your enrollment process progress for the 2016-2017 school year. As you complete each item on the list, check it off as a useful reference.

Registration Deadline: June 30, 2016

- ☐ 1. Turn in Family and Emergency Information form (one per student)
- ☐ 2. Turn in Volunteer Agreement form, signed by parent (one per family)
- ☐ 3. Turn in Financial Commitment form, signed by parent (one per family)
- ☐ 4. Turn in Rules/Policy Agreement form, signed by parent AND student (one per family)
- ☐ 5. Sign up for your 12 volunteer hours. 6 hours during the first semester (two, 3 hour times slots) and 6 hours during the second semester (two, 3 hour time slots). **Directions for signing up are found under the volunteer tab on the website.**
- ☐ 6. Turn in \$5.00 cash or check made out to 'Melissa Murrish' for Administration fee
- ☐ 7. Turn in Class Selection sheet (one per family)
- ☐ 8. Turn in Student Picture Identification Page (one per family)

****Very important:** Please note that your student's name will not be added to the class roster until **all** 8 items have been completed and turned in.**

Please direct any questions to our Co-op Director, Melissa Murrish at: mdmurrish@gmail.com

****Students registering after the registration deadline will be required to pay a late registration fee of \$15.00.**

You will receive a confirmation email once the above items have been received, to indicate that your student(s) have been successfully signed up for classes.

Welcome to the Central Brevard Christian Coop, we'll see you the first day of class!