Name: _____

Co-op Registration Checklist

○ Pick up a family form for the appropriate day of classes. Note there is one form for Friday and one form for Thursday. Put all students in a family on the same form.

○ Write student information on class roster sheets at teacher tables.

○ Pay each teacher separately for classes.

○ Visit helper table and sign up for helper positions. 3 hours = 2 class spots, 2 hours = 1 class spot, 1 float, 1 hour = 1 class spot. *skip only if you completed the signup genius prior to registration OR you are paying the $50 drop-off fee for students 16yo+ who drive themselves. Thursday only high school classes do not require a helping spot or drop-off fee.*

○ Complete family form. *Make sure EVERY child has a spot for EACH of the co-op hours your family is on campus.*

○ Visit background check table to pay $10 yearly background check fee. This is required for the primary adult attendee. Additional background checks are needed for regular attendees, such as a grandparent or whoever will be helping. *cash or check payable to CRCS, no electronic payments.*

○ Visit check-out table to pay $25 family co-op registration fee and $50 drop-off fee if applicable.Turn in family form. If you need a copy of your form, snap a picture or make a copy. We need the original. *MUST BE PAID AT REGISTRATION or you will not be considered part of co-op for this semester, cash or check payable to CRCS, no electronic payments.*

All steps completed   Initial: _____