

# CHECC Class Day Registration Form

Fall \_\_\_\_\_ Spring \_\_\_\_\_  
(print year) (print year)

Parents' Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_ Preference: Email \_\_\_ Snail Mail \_\_\_

Children's Names that will be participating in Class Day (please include infants and Pre-school children):

Child's Name	Age	Grade (Current School Year)	Would like a Special Needs Ass't.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you need additional space, please list on back.

All parents will be scheduled to assist/teach for two class periods with one break period. Please indicate your preference below. We will make every attempt to honor your preferences, but please be flexible as we are trying to meet the needs of all participants.

Teacher \_\_\_\_\_ Class Assistant \_\_\_\_\_ Nursery Worker (birth – 3 yrs.) \_\_\_\_\_ Special Needs Assistant \_\_\_\_\_

\*\*\*Classes you would like to teach (please include grade level and fill out the Class Description Form and Teacher Application):

Age Levels you'd be interested in assisting: 3/4 \_\_\_ 5/6 \_\_\_ 7/8 \_\_\_ 9-11 \_\_\_ 12+ \_\_\_ Special Needs Ass't \_\_\_

If your child has any allergies we should know about, please list them here:

Any additional comments/questions: \_\_\_\_\_

**Please return this form and \$10 per child (maximum \$40 per family) registration fees by the date listed on the checc.info website on Class Day Registration Day.**

(checks are payable to: CHECC)

P.O. Box 2664

Sierra Vista, AZ 85636

Total Registration Fees Enclosed: \$ \_\_\_\_\_

\_\_\_ I am requesting a Scholarship for Class Day

\*\*\* Please complete one Class Description form for each class you would like to teach.

CHECC use only:

CHECC Member: Yes \_\_\_ No \_\_\_

CHECC Class Day registration received: \_\_\_ Yes \_\_\_ No

CHECC Class Fees Total: \_\_\_\_\_ received: \_\_\_ Yes \_\_\_ No

# CHECC Class Day Selection Form

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please make a first and second class choice for each of your children for each of the three hours. Return form with Registration Form and all Class Day Fees. Children will not be enrolled in any classes until class fees are paid. (Some ages may only have 1 choice. Please complete the form accordingly.) Please fill out the separate Nursery Form for any children you will have in the nursery.

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

Child's Name:				
Periods	1 <sup>st</sup> Choice	1 <sup>st</sup> Choice Fees	2nd Choice	2nd Choice Fees
1 <sup>st</sup> hr				
2 <sup>nd</sup> hr				
3 <sup>rd</sup> hr				

**Nursery Registration Form**

Children 0-2 Years of Age

CHECC Class Day: Fall \_\_\_\_\_ Spring \_\_\_\_\_  
(print year) (print year)

Parent's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Is your child potty trained? Yes\_\_ No\_\_

Does your child take a morning nap? Yes\_\_ No\_\_ Time of nap \_\_\_\_\_

Does your child have any allergies? Yes\_\_ No\_\_

Please specify:

Does your child nurse or have a bottle? Yes\_\_No\_\_

What times does your child nurse or have a bottle?

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Is your child potty trained? Yes\_\_ No\_\_

Does your child take an afternoon nap? Yes\_\_ No\_\_ Time of nap? \_\_\_\_\_

Does your child have any allergies? Yes\_\_ No\_\_

Please specify:

Does your child nurse or have a bottle? Yes\_\_No\_\_

What times does your child nurse or have a bottle?

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Is your child potty trained? Yes\_\_ No\_\_

Does your child take an afternoon nap? Yes\_\_ No\_\_ Time of nap? \_\_\_\_\_

Does your child have any allergies? Yes\_\_ No\_\_

Please specify:

Does your child nurse or have a bottle? Yes\_\_No\_\_

What times does your child nurse or have a bottle?

Please fill in your Class Day schedule below. If you do not know your schedule yet, please turn in this form to register your children for the nursery.

1<sup>st</sup> hour \_\_\_\_\_

2<sup>nd</sup> hour \_\_\_\_\_

3<sup>rd</sup> hour \_\_\_\_\_

**CHECC Code of Conduct For ALL CHECC Events, Christian Home Educators of Cochise County**

CHECC is organized and operated exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

For any event sponsored by CHECC, whether it is an enrichment activity, field trip, project, or sports related, good behavior is expected. Please correct any behavior that does not conform to the above statement, or any inappropriateness from your child, as soon as you are aware of it.

***By signing below, I agree to conduct myself in the following manner:***

- \*To be respectful at all times to any teacher, adult, or student.
- \*To be attentive to instructions, teachings, or explanations and to carry them out to the best of my ability.
- \*To be patient and polite with circumstances that may change or not be what was originally expected.
- \*To treat facilities and property with the utmost care and leave a room, building or any area, as good as or better than it was before entering.
- \*To be a representative of model Christian behavior in my speech, mannerism and treatment of others.
- \*That foul language, illicit drugs, alcohol and improper public displays of affection will not be tolerated at any CHECC event.
- \*That modesty in dress and attire projects a proper demeanor for CHECC students. No spaghetti straps. Dresses, skirts and/or shorts should be fingertip length. Under garments will not be exposed under any circumstance. If a student's attire is deemed inappropriate by the adult in charge the student will be requested to change.
- \*I understand that in assuring sound operations and compliance with the 501(c)3 tax law under which CHECC operates, changes may have to be made in policies and procedures from time to time. CHECC's accounting operates in a fiscal year (July 1 - June 30), on a cash method, under an Accountable Plan which ensures sound accounting practices and compliance with 501(c)3 tax law. CHECC operates in a manner the Board reasonably believes to be in CHECC's best interests. If I have any questions or concerns, I will talk with a Board Member.
- \*If any conflicts occur, I will follow the Matthew 18 principle and talk directly with the person who has offended me or with whom the conflict is with before I talk with others. I will not take part in furthering the problem by talking with others outside of the conflict until I have made an attempt to resolve it and only then to get help in resolving it.

***Each family member's signature:***

Parent/s \_\_\_\_\_

Father's Signature

\_\_\_\_\_

Mother's Signature

Student/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Teacher Class Description & Application Form

Fall Spring

(Fill in the year)

**(Please return this form with your Registration Form. Please Note: Classes will not be approved or offered if the Teacher's CHECC Membership is not current.)**

Class Title \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Co-Teacher (if any preference).  
\_\_\_\_\_

Age Level of Class: 3/4 \_\_\_\_\_ 5/6 \_\_\_\_\_ 7/8 \_\_\_\_\_ 9-11 \_\_\_\_\_ 12+ \_\_\_\_\_

Class Description (Please include all curriculum, book or story titles, and materials you will be using):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prerequisite (i.e. needs to be able to read, etc.) \_\_\_\_\_

\_\_\_\_\_

Are there any special materials or supplies required for the student? \_\_\_\_\_

\_\_\_\_\_

Will teacher or student supply? \_\_\_\_\_ If student, where can they be purchased?

\_\_\_\_\_

Max number of students (if less than 10)? \_\_\_\_\_ Cost per student? \_\_\_\_\_

Homework required? (If yes, estimate amount per week) \_\_\_\_\_

Is there anything you'll need for your class? (i.e. white board, tables, etc.) Please attach a detailed list of supplies needed using the "Supplies Request Form" for supplies other than classroom furniture/equipment.

\_\_\_\_\_  
\_\_\_\_\_

Are you at least 21 years of age? \_\_\_\_\_ Do you have any felony Convictions? \_\_\_\_\_

If yes, please explain on the back of this form.

Are you a regular church attendee? \_\_\_\_\_ Where? \_\_\_\_\_

If you have changed churches or your church attendance has changed, please explain below: \_\_\_\_\_

\_\_\_\_\_

Please briefly write your Christian salvation testimony:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Rules and Regulations

### CHECC

### Class Day

As parents we are ultimately responsible for our children's education. CHECC offers families the opportunity to supplement their home school curriculum with academic and enrichment classes. CHECC Class Day requires extensive parental involvement.

Elementary Coordinator - Judy Koonce 571-228-2587

Class Day Coordinator - Melissa Moody 378-2217

Location: Country Estates Southern Baptist Church  
5700 Hwy 92

#### Schedule:

9:00 - 9:20 Devotions, Pledge, Announcements

9:25 - 10:20 First Period

10:20 - 10:30 Snack

10:30 - 11:25 Second Period

11:30 - 12:30 Third Period

1. Fees and Tuition for Class Day are as follows:
  - a. CHECC Membership must be paid and current to register for Class Day.
  - b. A non-refundable registration fee of \$10 per child (max \$40 per family) is due at the time of registration.
  - c. All fees for classes must be paid before your child is enrolled in any class.
  - d. If you have to withdraw from CHECC, you must notify the Elementary Coordinator and Class Day Coordinator. Your registration fee is non-refundable.
2. Mandatory Assembly - 9:00 - 9:20 is assembly time. Please arrive on time. This will be a time for devotions, announcements, and questions & answers. We will adjourn for classes after prayer and pledge led by our students. This will give our youth an opportunity for some public speech experience.
3. Snack Time - Each family is responsible for bringing their own snacks. Please make sure that you place all wrappers in the trash cans and that you clean up after snacks.
4. CLEAN UP - Everyone will assist in CLEAN UP. Teachers will clean up their room after each class hour. Third period teachers must empty the trash cans. Volunteers will be assigned to specific clean-up duties to help make sure the facilities are left in good condition. Please do not leave the facility until you have done your part. Let us leave the building better than we found it!
5. Name Tags should be worn by all students and parents.
6. Nursery is for 0-2 year olds.
  - a. All nursery children must have name tags on their backs and need to have the schedule of the parent on their nametag as well as any allergies.
  - b. All materials such as diaper bags, sippy cups, need to be labeled.
  - c. Please pack a snack for your child.
7. Student Supplies: Students are responsible for bringing supplies listed by the instructors each week. If your child carries a book bag, please make sure all supplies, including bags are marked with their name.
8. Positive attitudes! Our children should be reminded that parents are devoting their time to teach and assist in classes. Respect and cooperation are imperative if a child wants to participate. The teacher involved should bring any unresolved problems to the parent's attention. *If the problem persists, it will be taken to the Elementary Coordinator and Class Day Coordinator.* Teachers are also expected to treat all students with respect as well.

9. The parent must be present at the facility during the entire Class Day. For safety reasons, children must remain under the supervision of their teacher or parent at all times. Children must be monitored to and from bathrooms and assisted to each class.
10. Mothers who do not wish to leave their young children while teaching may take the child to her class if the mom is confident the child will not disrupt her teaching. If a mother chooses this option and the child becomes disruptive, the mom will be asked to take the child to the nursery providing care. If your child is not ready to be apart from you, that's okay - there will always be future semesters when you can teach.
11. Lost and Found: CHECC is not liable for lost or unclaimed items. There is a place where we keep lost items until the end of Class Day. It is the responsibility of each family to check there first if they lose anything. Items not claimed at the end of Class Day semester will be given to the Goodwill.
12. Emergency Procedure: In the event of an emergency and we are required to leave the building, classes are to stay together, students with the teacher, until a parent can take responsibility for them.
13. Sign-In Sheet: Every family is required to sign in upon arrival every class day. If an emergency occurs, such as a fire, it is imperative to know who is or is not in the building. (We do not want an EMS to risk his/her life trying to save someone who is not in the building.)
14. In case of a family emergency: school aged children may be brought by another adult who will be responsible for them only after the Elementary Coordinator and Class Day Coordinator have been contacted. This is a provision for rare occasions, not routine practice. Family emergencies do not include circumstances such as routine Dr. visits, etc.
15. All classes have a maximum enrollment of 10 students. Once classes are full, students will automatically be placed in their 2nd choice classes. For safety and liability purposes, approval must be obtained from the Elementary Coordinator and the Class Day Coordinator before there is any increase in the class enrollment limit.
16. High School Students who need a study period may use the study room for 1 hour during Class Day. The study room will be parent monitored.
17. Teacher Criteria: Teaching a class is not as intimidating as it may seem! It's actually a lot of fun. You don't need to be an "expert" in the topic. There are so many good materials available that make it very easy to teach a class. To teach a class all you have to do is choose a subject, submit a Class Description Form and plan nine lessons. You will also have an assistant to help you each week. You may find it helpful to think of things you enjoy - hobbies or something you're interested in. It's also helpful to think of an age level you'd like to teach. Another option is pairing up with another parent and co-teaching a class.
  - a. Must be current CHECC members and have children involved in Class Day unless approved by the board.
  - b. Must be a known Christian of Biblical character as per written testimony on Teacher Class Description Form.
  - c. Must be at least 21 years of age.
  - d. Must agree with the CHECC Statement of Faith in all aspects.
  - e. Must be actively worshipping in an evangelical body as indicated on Teacher Class Description Form. If church attendance changes, please inform the Elementary Coordinator or Class Day Coordinator.
  - f. Must not have any felonies.
18. Once Class Day has begun, no new students will be enrolled. This includes families who are just moving into the area. They are welcome to enroll in Class Day the next Semester.
19. During Your Free Period: As a courtesy, please fellowship in areas where there are not any classes being conducted. Even if you think you are talking quietly, this can be very distracting to students and teachers. If you need to care for a fussy baby, please do so in the nursery. We will do our best to provide a designated area for moms to fellowship during their free period.
20. Class Day Attendance is limited to parents and students who are enrolled in Class Day. Families who are interested in visiting Class Day to determine if they would like to enroll in the future may visit one time. Grandparents are welcome to come with the family if they are in town visiting.

## **Teacher & Assistant Responsibilities:**

There will be at least 1 Assistant assigned to each classroom. The Teacher and Assistant are expected to work together to keep a positive atmosphere and order in the classroom; not only between the adults and students, but also amongst the students themselves. The Teacher should let the Assistant know how she wants help in this area.

Teachers and Assistants are expected to treat all children with patience, respect and a positive, encouraging attitude. We will use the Biblical model of correction as found in Matthew 18:15-17. If a child is not cooperating, speak to the child once and remind him/her of the rules of behavior. If the child does not respond, please talk with the parent and ask the parent to remind her child of the rules. The next step will be to talk with the supervisors in charge and everyone will decide together the best course of action. Always be praying for your students. Always work with each other in humility. We use this same Biblical model for resolving any conflicts among adults.

The Teacher is responsible for planning the lesson for each day and relaying the information to the Assistant when needed.

The Assistant will be responsible for teaching the class if the Teacher is absent from Class Day. However, the Teacher will prepare the lesson for the Assistant.

The Teacher or Assistant must take attendance in each class every Class Day. This is necessary if there is an emergency and we have to evacuate the building. We must know that all students are accounted for and safe.

In an emergency, the Teacher and Assistant are required to have their class calmly and quickly leave the building together. Make sure you take the attendance sheet with you. Leave the building to designated area and students must stay with the class until notice is given from the Elementary Coordinator or Class Day Assistant that students are allowed either back into the building or to join their parents. Early in the course of each Class Day Semester, we will have a Fire Drill to practice our emergency procedure.

Both the Teacher and Assistant are responsible for set up and clean up in the class. Trash cans should be emptied after the 3rd period class and put in the dumpster. If the room needs vacuumed, please do so at the end of 3rd period. Turn lights off when leaving the room.

The CHECC Code of Conduct is addressed to students and adults, so please uphold the same standards.

Both Teacher and Assistant are responsible to let the Elementary Coordinator and Class Day Assistant know if they will not be able to come to class day. Call Melissa Moody at 378-2217 or Judy Koonce at 571-228-2587. Do not assume that someone will cover for you. You **MUST** call and let us know. Not only is it common courtesy, it is also imperative for the safety and liability of everyone.