

Family Information for the Parent-Teacher Co-op

Parents Names: _____

Address: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Emergency contact: _____ Emergency phone: _____

Any health concerns we should know about? _____

Classes signing up for:	Student(s):	Grade:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check the boxes of the following statements if they are true.

- I am willing to have my email address and phone number released to other members of the Co-op;
- I have paid the (**non-refundable**) registration fee to the Co-op
- I have signed the Parent Teacher Co-op Release Form
- I agree to **all** the Student Guidelines and General Rules
- I have signed the Parent Teacher Agreement Form
- My student(s) have not been expelled from any other educational institution within the last 12 months
- I have signed the Parental Responsibility Form
- The Co-op has received our written Testimonies/Statements of Faith

***All new students and parents must submit a Christian testimony as well as all students entering the 10th grade. These must be received no later than one week after the registration process. If after one week's time they still are not received, students will be dropped from all classes.**

Signed _____ Date _____

Testimony/Statements of Faith Needed: _____ Received: _____ Date: _____

PARENTAL RESPONSIBILITY FORM

I understand that the following responsibilities are mine as a parent using the Parent-Teacher Co-op Tutoring program:

1. I understand I have a God-given responsibility to provide for the education of my child.
2. I understand I will oversee and make myself available to further the process of my child's education with the Parent-Teacher Co-op.
3. I understand I will see that my child's homework is completed each week prior to class. I will do this by asking to see the completed work and checking it.
4. I understand that I am to be in the presence of my child when he takes a test and will sign each test indicating so.
5. I understand that correspondence will be sent home, and I am responsible to check it so I can be informed.
6. I understand that in the contract with the teachers, they make themselves available by phone or e-mail for extra assistance. It is my responsibility to see that the contact is made before Wednesday of that week.
7. I understand that it is my responsibility to make certain that my child is equipped properly for each class as defined by the tutor of that class. This includes buying all the required texts.
8. **I understand that when I enroll my child, I am entering into a legal contract to pay for the full year regardless of whether or not my child is in attendance.**
9. I understand that the monthly payment is due on the 1st of the month. If payment is not received by the 1st of the month, the child will not be permitted into class unless other arrangements have been made by that teacher.
10. I understand that the Parent-Teacher Co-op is not an umbrella program, nor do they keep grades or issue a report card. All record keeping is my responsibility.
11. I understand that my child is subject to dismissal for the following reasons:
 - a. Incomplete homework assignments.
 - b. Continual display of disrespect for tutor or peers.
 - c. Non-payment of fees as scheduled.
 - d. Inappropriate dress, appearance, or behavior.
 - e. Behavior in direct conflict with our Student Guidelines & Statement of Faith.
12. I understand that I need to have my child dressed appropriately according to the dress code outlined. Otherwise, they will need to change or leave the premises and an infraction notice will be sent home.
13. I understand that I should plan to visit my student's classes a minimum of once each semester.
14. I understand that my child will be taught biblical principles according to the Statement of Faith.
15. I agree that if I have a concern, I will go immediately to the tutor to discuss this and allow the tutor time to correct the situation
16. I agree to work at the Parent-Teacher Co-op at the assigned volunteer times and will find my own replacement if a certain time/date does not work. If I have not fulfilled my volunteer times by the end of the school year, I'm responsible to pay \$20 per time missed.
17. I am responsible for any broken or damage to property or building caused by my child.
18. I agree to go over the rules and guidelines with my students.

I understand and agree to the above responsibilities as a parent.

Parent/Guardian Signature

Date

Student(s) _____

Parent-Teacher Agreement

I Teacher responsibilities:

1. Profess an active testimony that Jesus is their personal Savior (realize they are a sinner, Romans 3:23, there is a penalty for sin, Romans 5:12, realize Jesus paid the penalty on the cross and because of that payment they have eternal life, Romans 10:13).
2. **Pray** for each student and their family.
3. Be punctual in class and in correcting and handing back homework (two week turnover).
4. Teach the subject matter and answer all questions from a biblical worldview.
5. Contact the parent **immediately** with any issues concerning their student.
6. Grade homework with a percentage unless otherwise stated in class description.

II Parental responsibilities:

1. Pray for each teacher.
2. Pay for each class in six payments **due on the first of the following months**: August, September, October, November, February, and March (unless other arrangements are made with the tutor). Class fees must be paid **in full** by March 1st or students **will not** be allowed to return to class, register for the following years classes or graduate with the co-op.
3. Assist the student in completing the assignments **on time**.
4. Contact the teacher **immediately** with any issues concerning your student or the class.
5. **All classes must be dropped or changed by August 1st**. Parents will be responsible to **pay for the full year** of teaching after **August 1st** even if you pull your child from the class. The 2nd semester classes must be dropped or changed by December 1st or parents will be expected to pay for the 2nd semester class.
6. Monitor all tests and exams.

III Student responsibilities:

1. Arrive on time and prepared for class (books, paper, pencils...).
2. When help is needed, contact teachers BEFORE Wednesday.
3. Show a Christ like attitude and respect for student guidelines and rules, for teachers, staff, parents and other students.
4. Hand in homework completed and on time.
5. Will not leave premises without permission.

Class (es): _____

Teacher(s): _____

Parent Signature: _____

Date: _____

***Teachers have the right to terminate this contract if responsibilities are not met.**

***Class payments must still be paid as per this agreement.**

PARENT-TEACHER CO-OP RELEASE FORM

THE UNDERSIGNED HEREBY FULLY RELEASES, DISCHARGES, AND AGREES TO INDEMNIFY AND HOLD HARMLESS (“Release”) Parent-Teacher Co-op and/or Banner of Christ Church from any and all rights, claims, liability, and actions that may arise (be they with or without merit) for the use of facilities, equipment or properties (facilities”) by the undersigned, and any of its members, customers, invitees, guests or others who may use or be present on the facilities with the undersigned’s permission, or while the undersigned is supervising or allowing the use of the facilities.

This Release is given by the undersigned for and on behalf of itself, its owners, directors, officers, members, agents, customers, invitees, guests and all others who may use or be present on the facilities while the undersigned is supervising or allowing the use of the facilities.

This Release is given to the Parent-Teacher Co-op and Banner of Christ Church and its owners, directors, officers, members, invitees, and guests. The undersigned agrees that it has received for this Release valuable and adequate consideration, the receipt of which is hereby acknowledged.

This Release is intended to cover all matters of injury, damage, or loss, (be they tort, contract, or otherwise) whether known, unknown, foreseen, unforeseen, patent, regarding injury, abuse or damage to property or person.

Parent/Guardian Signature

Date