

BRISTOL ACADEMY SPRING 2020 REGISTRATION CHECKLIST

RETURNING STUDENTS, WHO TOOK CLASSES WITH US IN FALL 2019

To Do via Email

- Send one email per student you are registering, page 2

To Do on Paper

- CLASS REGISTRATION, page 3
- COST CALCULATIONS, page 4

Checks to Write (Cash is also OK) See page 4 to calculate amounts.

- One check/cash per teacher for class fees
 - Each check payable to the class teacher
- One check/cash for the Facilities Fee
 - Payable to First Christian Church

Submit Your Checks & Paperwork, by doing one or the other:

- Come to Registration in Person. This is preferred!**
 - 3:00—5:00 at Bristol Skateway, Thursday January 2nd
- Mail your checks and paperwork (mail p. 3-4)
 - Donna Hensley, PO Box 16822, Bristol VA 24209
 - Email leaders@bristolacademy.org to let us know you have mailed it.

EMAIL REGISTRATION

Send a separate email for EACH student you are registering.

Do **not** send this email from your student's email account.

Send this email from the parent/guardian's email account.

Use the following script to write your email:

From: << Parent email address >>

To: leaders@bristolacademy.org

Cc: << The email address of the student you are registering with this particular email >>

Re: Registering << First & last name of the student you are registering >>

I am writing to register << student name >> for the following classes:

<< name of class >>

<< name of class >>

etc. (list each class this student will be taking).

I am this student's << give your relationship: mother, father, guardian >>

Here are two people who could be contacted regarding this student in the case of an emergency:

<< name of person #1 >> << person #1's cell phone number >>

<< name of person #2 >> << person #2's cell phone number >>

(Note: you will probably be person #1. Person #2 could be your spouse, or a friend who also has students in Bristol Academy, or anyone whom you know and trust.)

Here is our snail-mail address:

<< put your full mailing address here >>

This student << does / does not >> have medical conditions of which the teachers should be aware

<< If you answered "does," then list medical conditions here. >>

Frequently Asked Questions

What if my student does not have an email account?

If your student does not yet have an email account, now is the time to get one for him.

Why is this required?

This saves time for the busy volunteers who help run our group, increases the accuracy of our registration process, and enables us to easily create an email list for each class.

CLASS REGISTRATION FOR FAMILY _____

(surname of family you are registering)

Directions: For each sibling, write his name and then put an **X** next to the courses he will take. Then go to the Cost Calculations page to determine amount due.

Classes for Student #1, Name _____

X	Course Name	Teacher	Time
	US History	Isha Youhas	Tuesdays 8:30—10:00
	Creative Writing	Jono Kiser	Tuesdays 10:00—11:30
	Intro to Logic & Fallacies	Nick Grabar	Tuesdays 12:00—1:30
	Chemistry	Meredeth Perhne	Wednesdays 10:00—11:30

Classes for Student #1, Name _____

X	Course Name	Teacher	Time
	US History	Isha Youhas	Tuesdays 8:30—10:00
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COST CALCULATIONS

This is formatted for up to three siblings; use another page if you need to register more.

Teacher / Classes	Number of Students¹	Cost²	What You Owe³	Write Check To:
Isha Youhas US History	1 student	\$125		Isha Youhas
	2 siblings	\$250		
Jono Kiser Creative Writing	1 student	\$150		Jonathan Kiser
	2 siblings	\$300		
Nick Grabar Logic & Fallacies	1 student	\$60		Nick Grabar
	2 siblings	\$100		
	3 or more siblings	\$120		
Meredeth Perhne Chemistry, w/lab fee	1 student	\$180		Meredeth Perhne
	2 siblings	\$320		
Insurance Fee ⁴ for 2 nd semester only	1 student	\$18		Donna Hensley
	2 siblings	\$36		
	3 siblings	\$54		
Facilities Fee ⁵ This is the minimum required donation for each situation.	1 student, 1 class	\$10		First Christian Church
	1 student, 2 classes	\$20		
	1 student, 3+ classes	\$25		
	Family	\$55		

- (1) **Number of Students:** This is the total number of children you are registering, or the total number of classes you are enrolling your child(ren) in for a particular instructor.
- (2) **Cost with Discounts Applied:** This is the cost when multiple siblings take classes from the same teacher, or when one student takes multiple classes from the same teacher. Not all teachers use sibling discounts, but some do.
- (3) **Write Your Amount Payable:** This is the amount that you owe to each instructor, to Bristol Academy, and to the church.
- (4) **Insurance Fee:** First Christian Church requires that Bristol Academy hold a separate liability insurance coverage. This fee is per student. There is no sibling discount and no discount for students taking only one or two classes. This is for the insurance policy which our group is required to purchase annually; this fund also covers small incidental costs such as whiteboard costs. Whatever insurance your family has cannot replace the need for our group to purchase this insurance.
- (5) **Facilities Fee:** This is the minimum amount that First Christian Church asks us to donate to the church. FCC generously offers their facility to us in exchange for a minimum donation of \$10 per class per student, or \$25 per student, or \$55 per family. Whichever calculation method (per student or per family) yields the lowest total for your family is your minimum obligation. You are always welcome to donate more than this requirement. We could not afford to meet at First Christian Church if they charged us a fair market value for using this space.