

Cornerstone Registration Checklist

The first day you come to registration, please be sure to have with you:

- Completed General Release Form** (1 per family)
- Completed Enrollment Agreement** (1 per family)
- Completed Family Registration Form** (1 per family)
- Emergency Contact Form** (1 for each of the student(s) you will be registering the first day.)
- Completed Student Course Selection Form(s)**
- Prerequisite(s) Completed** for each class that they are required in.
- Your checkbook** if you plan on paying with a check or checking account information if you plan to enroll in the FACTS program. You will need to write a separate check for each child you register.
- Your calendar** so you can record your “duty dates.”

If you return for a second day of registration, please be sure to have with you:

- Emergency Contact Form** (1 for each of the student(s) you will be registering the second day.)
- Completed Student Course Selection Form(s)**
- Prerequisite(s) Completed** for each class that they are required in.
- Your checkbook** if you plan on paying with a check or checking account information if you plan to enroll in the FACTS program. You will need to write a separate check for each child you register.

CORNERSTONE Tutorial, Inc.

General Release and Indemnity Agreement

September 2010–May 2011

I, the undersigned, hereby request permission for my child(ren) to participate in the 2010-2011 CORNERSTONE TUTORIAL, INC. ("CORNERSTONE") program which will offer classes at the Severna Park Evangelical Presbyterian Church, 114 Ritchie Highway, Pasadena, Maryland (the "Premises"). I will inspect the Premises before any of my children participate; I am familiar with the purpose and operation of the CORNERSTONE program; I know the risks and dangers involved in each of the related activities; and I voluntarily assume all risks of injury to my and my child(ren)'s person or property or both that may be sustained in connection with my participation in the CORNERSTONE program, whether incurred on or about the Premises or elsewhere. In consideration of the permission granted to my child(ren) to participate in the CORNERSTONE program and to enter and use the Premises for the purposes indicated, I, on behalf of myself, each of my children, my heirs, personal representatives, other legal representatives, and assigns, do hereby:

Release, acquit, forever discharge, and agree to indemnify and hold harmless CORNERSTONE, its tutors, agents, directors, officers, study hall monitors, assistants, and all other individuals (whether paid or volunteer) involved or associated with CORNERSTONE, from any and all claims, actions, causes of action, demands, rights, damages, costs, and compensation whatsoever for injuries to my person or property and/or to the person or property of any child of mine that may be sustained during, arise out of, or in any way be connected with participation in the CORNERSTONE program, whether at the Premises or at some other location, and whether due to negligence or any other fault.

I HAVE READ AND UNDERSTAND THIS REQUEST, GENERAL RELEASE, AND INDEMNITY AGREEMENT, AND I UNDERSTAND THAT IT IS A LEGALLY BINDING DOCUMENT.

IN WITNESS WHEREOF, I have signed and sealed this document on this _____ day of

_____, 2010.

Parent's Signature

Parent's Printed Name

CORNERSTONE Tutorial, Inc.

Enrollment Agreement

Having chosen to make use of Cornerstone Tutorial, Inc. classes to help meet our home education goals, we understand that we are making a commitment to Cornerstone Tutorial, Inc. in regards to both our involvement and finances as acknowledged below.

INVOLVEMENT:

1. At least one parent is **required** to attend Back to Cornerstone Night in the fall. In the event that neither parent is able to attend, we understand it is our responsibility to make sure an adult family member is present.
2. We understand that we are responsible for overseeing our student's work. It is our responsibility, and not the tutor's, to check the weekly assignments.
3. If for some reason we need to change, delete, or modify an assignment given by the tutor, we will contact the tutor.
4. We will be willing to serve Cornerstone Tutorial, Inc. as part of a set-up team, lunch monitor team, or tear-down team, about 5 times during the school year. If we are unable to keep our commitment, we understand that we are responsible to secure a substitute.
5. We will support the dress code as stated in the Cornerstone Family Handbook. If, in the opinion of the study hall monitor or Cornerstone board member, our child is found to be in breach of the dress code, we agree to come to Cornerstone to provide alternate clothing, or remove our child from Cornerstone for the remainder of the day.
6. We will be financially responsible for any damage caused by our child to church property.
7. If a problem regarding our child's education arises, we agree to follow the course of action outlined in the Cornerstone Family Handbook. We will first attempt to work with the tutor. If we are not satisfied with the results, we will contact the tutor liaison who will arrange for three way communication between the tutor, the parent, and the tutor liaison, or another board member. If we are still not satisfied with the outcome, we will contact the tutor liaison who will present the matter to the board.
8. We understand that our student is required to remain in the building between classes unless the study hall monitor receives WRITTEN permission to the contrary.
9. We agree to read and follow Cornerstone policies as stated in the Cornerstone Family Handbook which is available on the Cornerstone website.

FINANCES:

1. We understand that all fees are payable at the time of registration, unless we select to participate in the designated payment plan (FACTS) offered at registration.
2. We understand that once we register, we will have a seventy-two hour, (3) day period in which we can get a refund of COURSE FEES. After the three (3) day period, no refunds will be given. We understand that the administrative fee is not refundable at all and class changes result in a \$50 fee.
3. We understand that materials and planning are based on registration information. A student's withdrawal FOR ANY REASON does not reduce the tutor's costs. There will be no refunds given due to withdrawal from a class.

Father's signature

Mother's signature

C O R N E R S T O N E
Tutorial, Inc.

Family Registration Form

(One form per family)

Parents Name(s): _____

Parents' E-Mail Address: _____

Street Address: _____

City, State: _____ Zip: _____

Phone: _____ Work or cell: _____

#1 Student Name: _____ Birth Date: _____ Grade Entering: ____

E-mail Address: _____

#2 Student Name: _____ Birth Date: _____ Grade Entering: ____

E-mail Address: _____

#3 Student Name: _____ Birth Date: _____ Grade Entering: ____

E-mail Address: _____

#4 Student Name: _____ Birth Date: _____ Grade Entering: ____

E-mail Address: _____

8th Graders are students aged 13 by 31 December of the academic year.

<p><input type="checkbox"/> Please include my name, address, and phone number in the Cornerstone directory that will be distributed to each Cornerstone family.</p> <p><input type="checkbox"/> Do not include my name, address, and phone number in the Cornerstone directory that will be distributed to each Cornerstone family.</p> <p>Parent's signature _____ Date: _____</p>
--

=====For registrar use only=====

___ General Release	___ Enrollment Agreement
___ Emergency Contact Form(s)	___ Duty Schedule

C O R N E R S T O N E
Tutorial, Inc.

Emergency Contact Form

(We must have one for **each** student. Download or copy as needed.)

Student's Name _____

Parents' Name(s): _____

Street Address: _____

City, State: _____ Zip: _____

Phone: _____ Work or cell: _____

Emergency Phone Number (Relative, Neighbor, Friend) _____

Insurance information:

Insurance Company: _____

Policy or Group #: _____

Address of Ins. Co.: _____

Phone of Ins. Co.: _____

Medical information:

Physician: _____ Phone #: _____

Allergies: _____

Medical Conditions: _____

Medications used regularly: _____

Cornerstone Student Class Selection Form, 2010-2011

Family:	Phone #:				
Address:	e-mail:				
Date:	First Name:				
	Date of Birth:				

8:20 – 9:50	8th Grade Language Arts (Clement)	\$ 315			
	Elements of Literature and Composition (Herndon)	\$ 315			
	American Government (Holmes) (PREREQ)	\$ 315			
9:55 – 11:25	Latin I (Clement)	\$ 315			
	U.S. History (Holmes) (PREREQ)	\$ 315			
	Geometry (Jenkins) (PREREQ)	\$ 315			
	British Literature (MacLeod) (PREREQ)	\$ 315			
	World Regional Geography (Schaeffer)	\$ 315			
	American Novel (<i>Spring</i> , Herndon) (PREREQ)	\$ 157.50			
11:30 – 1:00	Latin III (Clement) (PREREQ)	\$ 315			
	American Literature (Herndon)	\$ 315			
	Advanced Composition (Swartz) (PREREQ)	\$ 315			
	Algebra I (Jenkins) (PREREQ)	\$ 315			
	Algebra II (Jollie) (PREREQ)	\$ 315			
	8th Grade Junior World Regional Geography (<i>Fall</i> , Schaeffer)	\$ 157.50			
	8th Grade Shakespeare (<i>Spring</i> , Schaeffer)	\$ 157.50			
1:30 – 3:00	Christian Writers and the Research Paper (<i>Fall</i> , MacLeod) (PREREQ)	\$ 157.50			
	Speech (<i>Spring</i> , MacLeod) (PREREQ)	\$ 157.50			
	Rhetoric (<i>Fall</i> , Swartz) (PREREQ)	\$ 157.50			
	Physical Science (Luce) (PREREQ)	\$ 330			
1:30 – 3:30	Physics (Jollie) (PREREQ)	\$ 370			
	Fundamentals of Digital Photography (<i>Fall</i> , Schaeffer) (PREREQ)	\$ 182.50			
	Fundamentals of Digital Photography (<i>Spring</i> , Schaeffer) (PREREQ)	\$ 182.50			

Family Registration Forms turned in? (Y N) Payment method: check# or FACTS	Number of classes (per student) →			
	Total class fee (per student) →			
	Applicable Fees →	Family \$130	Late \$100	
	Total Due →			

Pre-requisites for Classes offered, Academic Year 2010-2011

Course Name	Pre-requisite
Latin III (Clement)	Student must have completed Latin II at Cornerstone with mastery level knowledge of material.
American Novel (Herndon)	Student must be a junior or senior (at least 16 years old).
American Government (Holmes)	Student must have taken U. S. History; recommended for older, mature students.
U. S. History (Holmes)	Student must be able to read and must have a desire to learn.
Algebra I (Jenkins)	Student must take pre-test, available on line (see course description for Algebra I).
Geometry (Jenkins)	Student must have completed Algebra I and must take pre-test (see course description for Geometry).
Algebra II (Jollie)	Students should have completed an Algebra I course (preferably with a passing grade of a C or better) and must take pre-test available from the tutor.
Physics (Jollie)	Students should have completed Algebra II before taking Physics.
Physical Science (Luce)	Parents must fill out questionnaire (see course description for Physical Science).
British Literature (MacLeod)	Student must be a sophomore, junior, or senior (at least 15 years old).
Christian Writers and Research Paper (MacLeod)	Student must be a sophomore, junior, or senior (at least 15 years old).
Speech (MacLeod)	Student must be a sophomore, junior or senior (at least 15 years old).
Fundamentals of Digital Photography (Schaeffer)	Ability to purchase the book, a desire to study and participate actively in class and reliable Internet access are required for this course. Some free online software downloads will be required, the first of which is Google's excellent photo processing program, Picasa (available for PC and MAC platforms). Also, the student must have access to a DIGITAL SLR (Single lens reflex) CAMERA. (See complete details in course description for Fundamentals of Digital Photography).
Advanced Composition (Swartz)	For advanced composition, student needs tutor's approval. If the student has had Mrs. Swartz's Rhetoric class, he can email Mrs. Swartz for approval. If he has not taken Rhetoric with Mrs. Swartz, then she needs to receive a 5-paragraph essay that the student has written for another class (along with a brief description of what the assignment was). Essay may be emailed to megan.swartz@cornerstonetutorial.org
Rhetoric (Swartz)	Students must be at least 14 years old.