



Registration Packet

Richardson Home School Association
P.O. Box 831991
Richardson, Texas 75083
www.rhsa.org

Meets at:
Preston Highlands Baptist Church
17463 Davenport Rd.
Dallas, TX 75252

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WELCOME

Thank you for your interest in the Richardson Home School Association Teaching Co-op. We are a Christian organization with teachers who teach from a biblical perspective. Our Co-op depends on the co-operation and participation of parents, students, and teachers. This packet contains information and forms necessary to register for the school year. An on-line Class Catalog, with full class descriptions completes the registration information. We thank the staff and congregation of Preston Highlands Baptist Church in Dallas for graciously opening their building to our Co-op for the school year. We ask for the prayers and co-operation of each student, parent, and teacher to make the Co-op a safe and God-honoring place. May the Lord bless each of you.

INTRODUCTION TO THE RHSA TEACHING CO-OP

PURPOSE STATEMENT – The Co-op exists for the primary purpose of enriching the education of our children and to have Christian fellowship with other home schoolers. The Co-op is not designed to take the place of parental education at home, but to provide enhancement educational opportunities.

HISTORY – The RHSA Teaching Co-op began in 1992.

ADMINISTRATION – A volunteer committee organizes and administers the Co-op.

SCHEDULE – The Co-op offers classes on Tuesdays and Thursdays on a 32-week schedule, August through May.

TEACHER CREDENTIALS – The majority of our teachers are degreed in the field in which they teach and are mature Christian leaders with years of experience in private and public education.

TEACHER REQUIREMENTS – Teachers must sign a statement of faith in Jesus Christ and must agree to teacher guidelines and responsibilities established by the Co-op.

PARENTAL REQUIREMENTS – Parental participation is necessary and is an important factor in the successful operation of the Co-op. Service hours are required. Students who are dropped off will be asked to complete a job to satisfy the parent's service hour requirement.

LOCATION – Preston Highlands Baptist Church, 17463 Davenport Rd., Dallas, TX 75252

REGISTRATION INFORMATION

Please carefully read all the Handbook and registration information and complete all forms before submitting your registration. If your registration forms are incomplete, they will be returned to you for completion and delay your registration. Please understand that submitting a completed registration packet does not guarantee membership/acceptance into the Co-op. If there are any concerns or issues that need to be addressed, the Registrar will contact you. If you hear nothing, you may assume your registration is complete, and that you are “in” all the classes for which you registered. You can also view your family account on ecoops.com/rhsa to see the classes you are enrolled in, grades, etc.

Registration forms are available on-line at www.rhsa.org and at www.ecoops.com/rhsa. Select Registration Packet under Teaching Co-op from our home page.

REGISTRATION STEPS:

1. Read Registration Information.
2. Read the Parent/Student Handbook
3. Complete all registration forms. **NO CURRENT CO-OP FAMILIES MAY REGISTER FOR THE FOLLOWING CO-OP YEAR UNLESS ALL TUITION PAYMENTS ARE CURRENT AND ALL SERVICE HOURS HAVE BEEN FULFILLED.**
4. Bring completed forms and checks or money orders (no cash) to Co-op registration at Preston Highlands Baptist Church.

Registration Dates:

February 3– Current Co-op families, 9:30am – 3:00pm

February 20 – New and current families, 9:30am – 3:00pm

After May 14 , registration forms will be accepted by mail (2717 Stoneridge Dr. Garland, TX 75044) or by appointment (text 469-693-6928).

June 25th – Posting of Canceled Classes

Aug 13th – In-person Registration at Preston Highlands Baptist Church, 10:30 am– 12:30 pm during Meet the Teacher

5. Attend RHSA Town Hall Meeting at Preston Highlands Baptist Church August 13 - 6:00 – 7:00pm.

RHSA Meet the Teacher provides an opportunity to meet teachers, locate classrooms, receive supply lists and syllabuses, purchase some supplies, receive Ecoops login and access information. There will be representatives from some RHSA support organizations (Scouts, Field Trips, Youth and Government, Graduation, etc.) at this meeting.

Note: New families must complete the New Family Introduction Form (p.13). They must have the recommendation of a current Co-op family or a reference letter from a pastor or church leader with their registration forms. Interviews by the Co-op Committee may also be required.

FREQUENTLY ASKED QUESTIONS

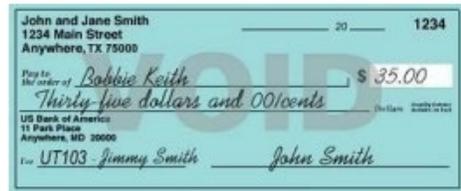
ABOUT REGISTRATION

RHSA membership?

You may apply to the RHSA Teaching Co-op with a registration fee of \$200 for the school year if you register between Jan 1 – May 15 or \$300 for the school year if you register between May 16 – Dec 31. Membership provides participation in the teaching co-op, field trips, scouting, graduation, and other activities. You also will receive email updates on homeschool events as they become available. Please see our website for more information about member benefits. The registration fee helps cover building rent, insurance, and other administrative costs of the Co-op. This fee is due with your registration packet and must be made payable to RHSA. This fee is non-refundable and non-transferable.

To whom do I make checks payable for the Supply Fee & May Tuition Deposits?

A separate check must be made payable to each teacher for each class taken per student for the amount designated as the Supply Fee & May Tuition Deposit in the Class Description. Supply fee and May Tuition can be on one check per student/class. Even if you have two students taking the same class, a separate deposit check is required for each student. Supply Fee & May Deposit checks must be included with your registration forms. Supply Fee & May Deposit checks are non-refundable and non-transferable, unless the student remains on the wait list or the class does not make. Checks will not be cashed until after May 7. Please date your teacher checks with May 1, 2024.



Where can I or a friend get a registration packet?

Go on-line to www.rhsa.org and click on Registration Packet from our home page under the Teaching co-op tab.

ABOUT CLASSES

Who decides how much the classes cost?

Each teacher, in conjunction with the Co-op Committee, decides how much to charge for the class based on the amount of preparation needed for lesson planning, preparing handouts, and time spent correcting papers. Since teachers base their monthly tuition on a nine-month scale, the tuition for all months will be the same without respect to the number of class days in the month.

How strict are the class age ranges?

Teachers determine the age ranges for the classes they will be teaching. All age guidelines will be strictly enforced. Any exceptions to the specified age guidelines must be approved by the teacher.

How will I know if I get the classes I requested?

All classes are filled on a first-come, first-served basis. You are notified at registration if you are in the class or you have an option to be on a class wait list.

How do I know if my student is moved from a wait list into the class?

You will receive an e-mail from the Registrar if your student is moved from a wait list into the class.

Questions? E-mail rhsaregistrar@gmail.com.

Supply Fee & May Deposit checks for wait list classes are held until there is an opening for your student or will be shredded if the class remains full through the end of September.

How will I know if any of my students' classes are canceled?

Classes are canceled if they do not make their minimum enrollment at spring registration or if a teacher becomes unavailable due to personal circumstances and no substitute can be found. You can check for canceled classes on-line at www.rhsa.org and click the class grid tab under Teaching Co-op from our Home Page. Canceled classes will be in red on the grid. You will also receive an e-mail from the Co-op Registrar. You can then reschedule classes on the next scheduled registration day or by mailing a Class Schedule Form to the Registrar. Please email the registrar for address. Supply Fee & May Deposit checks for classes that are canceled before classes begin will be shredded or refunded by the teacher.

What if I need to make a class change?

ALL REGISTRATION AND CLASS CHANGES MUST BE SUBMITTED ON THE APPROPRIATE FORMS TO THE REGISTRAR.

These forms may be submitted in person or by email to the registrar or by mail if during the summer months. No places in classes will be "held." See the "Class Changes..." section in the Handbook for further information on adding/dropping classes, or withdrawal. Add/Drop forms are located on ecoops.com/rhsa.

After RHSA is closed in May, where do I mail my Registration forms?

Please email the RHSA Registrar for address. Registrar email: rhsaregistrar@gmail.com

Are grades given by teachers?

See Grades in the "Services" section in the Handbook.

ABOUT MISCELLANEOUS ISSUES**What is the parent service hours requirement?**

See "Parents' Service Hour Requirements" section in the Handbook.

What if my address, e-mail address, or phone/cell number(s) change after I have registered?

Please e-mail the Co-op Registrar at rhsaregistrar@gmail.com. Keeping the Co-op informed of any of these changes enables the parents to receive updates and information from the teachers and Co-op throughout the year.

Whom do I contact if I have a question about Registration?

You may e-mail the Co-op Registrar at rhsaregistrar@gmail.com.

RHSA CO-OP CALENDAR 2024-2025

August	13	Teacher Orientation 9:00am - 10:00am Open House/Meet Teacher 10:30am-12:30pm Town Hall Meeting @ 6:00pm
	20	First Day of Classes
September	3	Tuition Due Tuesday!
October	1	Tuition Due Tuesday!
November	5	Tuition Due Tuesday!
	26/28	No Classes - Thanksgiving Break
December	3	Tuition Due Tuesday!
	17/19	No Classes - Christmas Break
	24/26	No Classes - Christmas Break
	31	No Classes - Christmas Break
January	2	No Classes - Christmas Break
	7	Classes Resume! Tuition Due Tuesday!
February	4	Tuition Due Tuesday!
March	4	Tuition Due Tuesday!
	11/13	No Classes – Spring Break Week 1
	18/20	No Classes – Spring Break Week 2
	25	Classes Resume
April	1	Tuition Due Tuesday!
May	6	No Tuition Due Tuesday!
	6/8	Last Week of Classes
	10	Graduation!! (Date could change)
	13/15	Inclement Weather Make-up Days

CO-OP REGISTRATION – CHECKLIST

If your registration forms are incomplete, they will be returned to you for completion and delay your registration.

1. In order to register, current families service hours record must be in good standing and all tuition payments for the current year must be up-to-date. Read the entire registration packet. All Co-op students MUST read the Handbook student sections, or the Handbook student sections must be read to them.
2. Forms that must be filled out and signed:
 - RHSA Membership Application, pg. 9
 - Contract of Enrollment and Notes of Interest, pg. 10
 - Service Hours Request Form, pg. 11
 - Release of Liability and General Agreement, pg. 12
 - New Family Introduction Form, if applicable, pg.13
 - Class Schedule Form, pg. 14 - Fill out a separate Class Schedule Form for each student.
**Note: Don't sign anything you haven't read – you will be held to your signature.
3. **Checks or Money Orders Only (NO CASH WILL BE ACCEPTED).**

Annual Membership Fees

- RHSA Teaching Co-op Membership Fee, \$200 for the entire school year if registering between Jan 1 – May 15 or \$300 for the entire school year if registering between May 16- Dec 31, Payable to: RHSA (non-refundable and non-transferable). You can also send this fee via zelle to rhsafinancial@gmail.com.

Supply Fee & May Tuition Deposit

- *Write a check made to the teacher for the Supply Fee and May Tuition deposit for each class listed on each student's Class Schedule Form. Put class code and student's name on memo line of check. One check may be submitted for the supply fee and May Deposit per student per class. **Supply Fee & May Deposit Checks are non-refundable and non-transferable, unless the student remains on the wait list or the class is canceled.***



RHSA Meet the Teacher

Please attend the RHSA Meet the Teacher Tuesday, August 13 , 10:30 – 12:30pm, at Preston Highlands Baptist Church, 17463 Davenport Rd., Dallas, TX 75252. Meet the Teacher ends promptly at 12:30pm.

NOTE: Please use this checklist to ensure that your registration packet is complete. All forms must be signed and all checks or money orders (no cash) must be submitted, for your registration to be accepted. The RHSA Teaching Co-op Committee retains the right to make final decisions regarding a student's acceptance into the Co-op.

Questions? Contact the Co-op Registrar at rhsaregistrar@gmail.com.

RHSA Teaching Co-op Application 2024-2025

The Richardson Home School Association is a Christian-led organization of home school families. We exist to support and promote the home education of school-age children. The membership year is June 1– May 31. This membership form is for the teaching co-op classes and includes all other RHSA membership benefits.

Last Name: _____ [] New member [] Current member [] Former member

Mom's Name _____ Dad's Name _____

Address: _____

City: _____ State: Texas ZIP Code: _____

Telephone(home) _____ Mom's Mobile _____ Dad's Mobile _____

Email Address to Receive RHSA Emails: _____

(RHSA now communicates nearly everything by email.)

Children: (Please list all your children, including those enrolled in a school. Under School write "Home" if they are home schooled.)

Name	Date of Birth	Gender	Attend RHSA Co-op?	School
1. _____				
2. _____				
3. _____				
4. _____				

Potential Sources of Networking Within RHSA: _____

Occupation: _____

Home Business: _____

Church Name: _____

Volunteer Opportunities Mark areas where you could give a few hours to serve other RHSA families:

____ Mentor for New Families _____ Field Trip Committee _____ Help with Parties
(select and plan field trips) (Valentine, Easter & Christmas)

Concerns, Suggestions, or Special Needs? _____

Membership Fee

The below registration fees are for the entire school year depending on the date you register -**Please make check payable to RHSA**

RHSA Teaching Co-op Membership paid between Jan 1 – May 15..... \$200.00

RHSA Teaching Co-op Membership paid between May 16 – Dec 31..... \$300.00

I would also like to give a tax-deductible contribution in the amount of (Thank You!) \$ _____

Acknowledgement:

I have read and discussed with my spouse the Association's Statement of Faith and understand that the Association is a Christian organization. I have also read and discussed the Association's Code of Conduct and Organization with my spouse, and we agree to abide by the Code of Conduct and Organization. I and my spouse also agree that RHSA does not provide or organize transportation to and from RHSA events and that RHSA is not liable for any personal injury or property loss that might occur when one RHSA family transports members of another RHSA family. Such transportation is a private agreement between the parties and does not involve RHSA.

Parent/Guardian Signature _____ Parent/Guardian Printed Name _____ Date: _____

Date Received: _____ Check # _____ Amt Paid \$ _____ EM: _____ DB: _____

Contract of Enrollment

I am enrolling my child/children in the Richardson Home School Association Teaching Co-op. We have read and indicate our understanding of the following documents and statements by the signatures below.

1. Service Hours Agreement

I understand the RHSA Teaching Co-op is a CO-OPERATIVE that requires my fulfillment of **32 weeks of service hours** throughout the year or a \$300 payment, at the time of registration, in lieu of service hours. I understand that my failure to fulfill the Service Hours Agreement will result in the forfeiture of the opportunity to register for Co-op the following year. Families with students in junior high and high school classes will need to have the student sign up for a service job.

Parent _____ Date _____

2. Parent/Student Handbook

I have read and understand the current Parent/Student Handbook. I agree to abide by the guidelines and understand that failure to do so may result in dismissal from Co-op.

Parent _____ Date _____

Each individual student, regardless of age, must *themselves* sign below. I have read completely (or have had read to me) the Handbook student sections and agree to abide by the guidelines and understand that failure to do so may result in dismissal from Co-op.

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

3. Statement of Faith and RHSA Code of Conduct and Organization

I have read the RHSA Statement of Faith and understand that classes are taught from a biblical worldview and that teachers have the freedom to pray during class. I agree to abide by the RHSA Code of Conduct and Code of Organization.

Parent _____ Date _____

4. Payment of tuition

I understand that by enrolling my child/children in the RHSA Teaching Co-op, I am guaranteeing that I will pay all monthly tuition in accordance with the payment schedule. If I withdraw my child/children before the end of May or if my child is dismissed from a class or from Co-op for any reason, I understand that I forfeit supply fees and the May Tuition Deposit for that class.

Parent _____ Date _____

5. Review with Co-op Director

I have reviewed the Handbook and this Contract with the Co-op Director.

Parent _____ Date _____

Notes of Interest

I am enrolling my child/children in RHSA teaching co-op. I have read and indicate my understanding of the following statements by initialing each. Where needed, these statements have been discussed with my child/children. All statements can be found in the Parent/Student Handbook. Please initial each statement below and include this document with your registration paperwork.

___ I understand that parents, students, and anyone with me cannot wear sleeveless shirts. Skirts, dresses, and shorts must come to mid-thigh (hem cannot be shorter than 4 inches above knee). Yoga pants, leggings and the like must have a shirt that comes mid-thigh or covers the bottom. The individual will be asked to go home and change clothes.

___ Classes not dropped before the first day of class will incur September tuition.

___ Drop forms for a class must be turned in to committee. Informing the teacher does not drop a student from the class. Failure to turn in a drop form for a student from a class will continue to incur monthly tuition.

___ Students are not enrolled in a class until an add class form has been turned in to committee. Students may not attend a class until they have enrolled in the class and paid the supply fee and May deposit and tuition for that class. The exception is if the student is visiting a class for a week with the teacher's approval.

___ Tuition payments are made in 9 equal payments (this includes the May Tuition Deposit) September-April regardless of the number of weeks in a month.

___ RHSA communicates information to our families via email.

___ Our academic policy is in place to uphold the integrity of our classes. Students are required to submit work that's complete, legible, and turned in on the due date. Late work will not receive full credit. Cheating is not tolerated. Please see the full academic policy in the handbook.

___ Every co-op day, please sign in at the front table to show you are present. Please list a phone number and the adult responsible for your children that day. Students taking only junior high or high school classes may sign themselves in and indicate HS as their adult. All other students and children must have a responsible adult on campus.

___ RHSA has a board/committee member who is the parent and teacher liaison. Out of courtesy to our teachers, please attempt to work things out with the teacher when possible. If you do not feel your attempt is satisfactory, contact the liaison for assistance. (This statement is informational only and not found in the Handbook.)

_____ I understand that if I am unable to serve any of my service hours on any given week and do not find a substitute to take my place, I will owe \$15 to RHSA to cover the missed week. I am required to bring the payment the next week

SERVICE HOURS REQUEST FORM

We require that each family contribute time of service to the smooth running of the Co-op. Together we make this co-op a friendly, well-organized place to learn. The commitment is 1 hour each week for 32 consecutive weeks, not including holidays. Service hours correspond to class times. There are other areas to serve within the Co-op that count for service hours. Some of these jobs take a little more time each week and are a year-long commitment.

We have certain positions to fill first. For those who cannot serve, payment in lieu of service is available. This is a one-time payment of \$300 due at registration. A limited number of payment spots are available.

If you are unable to serve any of your weeks and do not find a substitute to take your place, there is a fee of \$15 you will owe to RHSA to cover your missed week. You are required to bring this fee the next week you return.

If you only have students in junior high or high School classes the student will be required to sign up for a service job. However, many parents of our high school students find they have some time to serve and help RHSA when possible. Please indicate below if you can serve.

Family Name _____

Adult present on campus _____

Email _____

Will you have children under age three with you at Co-op? _____

Our main Service Hours are 1 hour on Tuesday in one of the following places:

- **Hallways** – Keeping hallways quiet and being available to help teachers in the classroom so the children are not left alone.
- **Front Door** – we need to monitor those coming in and out of our facility. The Committee/Board will be seated in the front but may need to leave.
- **Playground** – making sure safe play is occurring both physically and emotionally. If you have young children, this is an easy service hour because you may already be on the playground. On days the playground is closed, you will be reassigned.
- **Hospitality** – Setting up coffee and snack bar, break down of coffee and snack bar. Both positions also walk the Social Hall for cleanup.
- **Other areas of service** – Serving lunch, Snack Bar, Yearbook, Field Trip Lead, Special Event Lead, Teacher luncheons and Baking team. The baking team is reserved for parents of babies. Some of these are not weekly commitments but are year-long volunteer positions. See committee for more details.

Please list the hours you will be at RHSA on Tuesdays: _____

_____ I prefer to pay \$300 in lieu of service hours

_____ I only have junior high or High School students

Release of Liability and General Agreement

In consideration of being permitted to participate in the Richardson Home School Association Teaching Co-op,
(Please print below: first name of each parent or legal guardian, each child in the family, even those not attending Co-op, and any other family member who may be likely to come on campus.)

(herein after referred to as "Family") agree to the following:

1. Release, waive, discharge, and covenant not to sue either the RHSA Teaching Co-op or Preston Highlands Baptist Church, their officers, employees, board members or other families participating in the Teaching Co-op of RHSA (hereinafter referred to as "Releasees") from all liability to Family for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member while Family is participating in Teaching Co-op of RHSA activities or any other activities on the premises of Preston Highlands Baptist Church.
2. Family agrees to indemnify Releasees from any loss, liability, damage, or cost Releasees may incur due to the presence of Family in or on the premises of Temple Shalom. Family realizes transportation to and from Co-op or any time off campus is the Family responsibility.
3. Family assumes full responsibility for and risk of bodily injury, death, or property damage while in or on the premises of Preston Highlands Baptist Church and/or while working or for any purpose participating in the activities of the Teaching Co-op of RHSA.
4. Family expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect,
5. Family, in consideration of being permitted to participate in the Teaching Co-op of RHSA, for Family, and Family's heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action or right of action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur as a result of participation in the Teaching Co-op of RHSA or any activities in connection with the Teaching Co-op of RHSA.
6. Family states that both Mother and Father of Family or legal guardians have carefully read the above release and know the contents of the release and sign this release as Family's own free act.
7. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in the Teaching Co-op of RHSA.
8. RHSA and the Teaching Co-op operate under biblical guidelines and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18: 15-20; 1 Corinthians 6: 1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation and if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation*. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with the Teaching Co-op of RHSA and expressly waive their right to file a lawsuit in any civil court against one another or against another RHSA Teaching Co-op family for such disputes, except to enforce an arbitration decision.
9. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
10. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Date: _____

Male Signature: _____ Print Name: _____

Female Signature: _____ Print Name: _____

Bring this copy signed by parents or legal guardian(s), with your completed registration forms

New Family Introduction Form

We welcome new families to Co-op and we look forward to getting to know you and your children. To begin that process, please answer the following questions for us. A new family's registration will not be accepted without a completed New Family Introduction Form. Thank you!

Tell us a little about your child or children. If you need more space, please use the back of this sheet.

Tell us why you have chosen to home school you child(ren).

How many years have you been home schooling? _____

Acceptance into the Co-op is contingent upon follow-up of references.

You must have a pastor, church leader, or current RHSA Teaching Co-op parent answer the following questions and sign below or attach a signed letter containing the following information:

Do you know the family personally? _____ Do you know the specific student(s) enrolling? _____

Would their family be a positive addition to our conservative Christian teaching co-op? _____

Would the student(s) be a positive addition to Co-op classes? _____

Additional Comments: _____

Name and Position: _____ Date Signed _____

Phone Number: _____ Email Address: _____