

West Branch Learning Tree Registration Guide

Registration for the West Branch Learning Tree consists of several phases. This informative page has been created to assist everyone in navigating the registration process with ease. You need to carefully read the contents in its entirety to ensure a smooth and successful registration experience.

Pre-Registration complete by August 4, 2025

- 1) **Handbook:** Read the **entire** Handbook. Parents with Teens must read the Teen Code of Conduct and share it with their teen(s).
- 2) **Profile:** Sign in to your account on the website. Look at your **profile**, and make sure everything is correct.
- 3) **Preview Classes:** Go through the class grid for this year. Click on the class you want for your child. Read through the **WHOLE** class description, making sure to pay attention to costs, homework expectations, and classroom requirements for you and your child(ren). Find your registration date & time under any Class Fee in the upper right corner.
- 4) **Registration Packet:** Fill out your Registration Packet. This can be found under the picture on the website, under "Membership Forms".
- 5) **Orientation:** Sign up for Orientation on **August 25th**. This informative session is **required** of all members before our year begins in September. Sign up through the Calendar link on the left-hand side. Be sure to sign up everyone who will be attending. We will meet in the FBC sanctuary before breaking into groups to tour the building.
- 6) **Verification of Completion:** Once you've read both pages of this document, email Amanda (regwbtl@gmail.com) with the answers to these questions (not all of which can be found in this document). This is mandatory!
 - a) Which "class" do you sign up for **EVERY** regularly attending family member?
 - b) Who do you contact if you wish your child to attend a class outside of our preset guidelines?
 - c) When should you pay your invoice for the current classes?

Day of Registration (August 11):

- 1) **Begin Registration:** Click on "Class Registration" on the left-hand side of the website, under "Public Pages".
- 2) **Add Each Student:** Click on the yellow **REQUIRED *ADD STUDENTS - TUITION FEE \$110 Pre-School - 12th class**. Add **EVERY REGULARLY** attending family members, infants, school-age kids, and adults.
- 3) **Select Classes:** The class grid is sorted by hour and age group. Click on the class you want for your child. Read through the **WHOLE** class description, making sure to pay attention to costs, homework expectations, and classroom requirements for you and your child(ren). Check the box next to the name of the child you're signing up for the class. Then click on the **Register** button. If your child is in the appropriate age group for the class and you have trouble registering them, please check that their age and grade is updated in your profile.
- 4) **Review Class Selections:** Once you have chosen all the classes for all your children, look at your class registration summary at the top of the page. If everything looks good, sign out of your account. Many classes will NOT have Waiting Lists this year.
- 5) **Select Backup Classes:** If children are on waiting lists, register for a second (backup) class for each of those children. If you have any questions, email Amanda (regwbtl@gmail.com). She's happy to help!

PLEASE NOTE: Many emails will be sent out once registration opens. **We will need responses as soon as possible**. If you do not respond, we may end up making decisions for you. Those decisions might be able to be changed later, but they might not. It is vitally important for you to stay in touch with us through this time, so we get you signed up for as many things you want as possible. If you are going to be out of town or unable to check your

email regularly, let Amanda (regwblt@gmail.com) know **NOW**. She will get as much information from you as she can, to be better able to get you signed up for things.

Post Registration:

- 1) **Waitlist:** After registration is closed, we will see what we can do to get kids who are waitlisted into their first-choice classes. Please understand that registration is on a first-come, first-served basis. We are not a school, and are not looking to replicate the school experience. The board (not teachers) makes the final decision on waitlist changes.

- 2) **Helper Registration (tentatively scheduled for Wednesday, Aug 13th):** Helper positions will be available after registration is finalized. Some classes may require more than one helper, we will know more once class registration is finished. Click on each area you're interested in helping in, read the description, and make sure you can commit to it.

- 3) **Invoices:** Please wait to pay your bill until you receive your invoice via email. Email will be sent out within one week of registration closing. Discounts are applied once registration is finalized. The discounts that we give are: children under the age of 2; teachers; the Board; an Officer; and more than 3 kids registered and attending. You can pay your bill by going to Class Registration again and clicking on "View My Class Registration Summary" at the top of the page. This will take you to the complete list of classes for your family and will have a PayPal link at the bottom. You do not have to have a PayPal account to use it. If you do not want to pay via PayPal, you can contact Treasurer treasurer@wbltcoop.org about where to mail checks. Please pay as early as you can – this allows us to be sure how many class materials each teacher can buy. We request that all families pay their bills in full before the first day of co-op. If other arrangements need to be made, please contact the treasurer ASAP.

- 4) **Background Checks:** Background checks are required for all regularly attending new members and are performed every two years for existing members. Those requiring a background check will receive an email and should complete the background check online for each attending adult before the first day. There is no out-of-pocket cost to members, as the expense is included in your tuition fee.

- 5) **Attend Orientation:** Orientation is MANDATORY. You must have an adult family member attend this meeting. Teens 7th grade and above are also required to attend. (Attendance for children younger than 7th grade is optional.) If you will not be able to attend this required meeting you MUST let a board member know before August 5 to receive an alternate way to fulfill this requirement. Unexcused absences from orientation will result in a fee and a questionnaire that must be answered (answers can be found by reading the WBLT handbook) before the fall semester begins.