



- \_\_\_\_ 1.) Read the Co-op Handbook carefully for an understanding of Co-op guidelines and procedures.
- \_\_\_\_ 2.) Print and complete the Family Enrollment Application (one per family). All forms are available at the "Forms" link at the Co-op website.
- \_\_\_\_ 3.) Write out a check to Brazos Valley Co-op for the \$60 per family Co-op registration fee.
- \_\_\_\_ 4.) Print and complete Student Class Registration forms (one per student).
- \_\_\_\_ 5.) Print a Registration Worksheet for a summary of information needed for teacher checks.
- \_\_\_\_ 6.) Write separate checks out to each teacher for each class' supply fee + deposit.  
*(Please write separate checks for each class, even if the teacher is the same.)*
- \_\_\_\_ 7.) Print and sign the Parent Contract (one per family).
- \_\_\_\_ 8.) Print and have each student read and sign a Student Contract (one per student).
- \_\_\_\_ 9.) Bring a personal calendar to sign up for parent duty.
- \_\_\_\_ 10.) Bring all of the above to registration day!

~ Since we will only have a limited number of forms available on registration day, please print and complete all forms ahead of time.

~ Numbers will be given on a first-come-first-served basis, and only to those with completed forms & checks (registration and teacher checks).

~ Please let us know if you have questions! Someone will be available on registration day, but we recommend that you email us your questions ahead of time.

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