EVERYTHING YOU WANT TO KNOW ABOUT REGISTERING FOR A HOMELINK CLASS!

(This is Cathy's effort to help you better understand registering and paying for SHARE/Homelink classes. If you at least read it once, you will remember some of the important points. Thanks!)

#1. In order to take a Homelink class, the family must be a member of SHARE (for insurance purposes). You can become a member by looking at our homepage, above the header, and clicking on the word "JOIN". You may also join SHARE at STEP 1 of the private Homelink class registration page.

#2. Our schedule, with the descriptions, is on both the "public" Homelink page and the "private" Homelink page of the SHARE website. You can view the classes on the public side; however, <u>to actually register for one, you must be on the private side</u>. It will be the same page, but after you have logged in with your passwords, your student's names will show up on the right-hand side of the course description, and you can click on one of them to register for the class.

If you do not see your student's name listed, they are probably not in compliance with the age filter chosen by the teacher. Contact your teacher to talk about your student and if the teacher says the student can join the class, we will register them on the admin side.

#3. The class schedule is divided into 3 matrixes:

a. <u>Operation Fee</u> – Every family must pay an Operation Fee so that we can pay the rent each month and purchase various supplies. SO….after you have finished registering for classes, please COUNT UP THE NUMBER OF CLASSES YOUR ENTIRE FAMILY IS TAKING. THEN CLICK ON THAT NUMBER IN THE OPERATION FEE MATRIX. CHOOSE ONE OF YOUR STUDENTS TO REPRESENT YOUR FAMILY AND "REGISTER" FOR YOUR OPERATION FEE.

THIS IS IN ADDITION TO YOUR SHARE MEMBERSHIP FEE.

PLEASE NOTE: THIS PRICE IS FOR THE ENTIRE SCHOOL YEAR

Please follow these directions to figure out your operation fee. You may have to click on a different fee: this is calculated per family, not per student. Just count up the number of classes your entire family is taking, and choose that level of operations fee.

Do not do this more than once. Just count up the total number of classes being taken by your family, choose one of your students to represent you, and choose that number of classes.

The Operations Fee pricing is as follows

# OF CLASSES PER FAMILY	OPERATION FEE
1 class	$40.00
2 classes	$60.00
3 classes	$80.00
4 classes	$100.00
5-9 classes	$120.00
10+ classes	$150.00

If you choose to pay by check instead of a credit card, please make check payable to SHARE… Do NOT make checks out to Homelink!!!! Checks can be deposited IN THE BOX ON CATHY'S "DESK" in the basement or mailed to:

Cathy Mullins
3675 Montana
St. Louis, MO 63116

b. Drop-Off Fee – If you are staying with your students or picking them up right after their class, you are exempt from this fee.

Last year quite a few parents were a bit annoyed because they felt like they had to supervise and watch out for the students who were dropped off and left for many hours of

the day at Homelink. They expressed to us that, for example, the student who is dropped off for a 10:15 class but does not have another class until 1:00 pm needs to be supervised and parents should have to pay for that supervision. We pretty much agree.

We sure do not want to keep any student from taking as many classes as they need, so we are keeping this fee very low and very simple to figure out. If you will be dropping off one or more students and not picking them up right after class but allowing them to stay and wait for another class, we are asking that you invoice yourself $25.00 per family for the entire year. (which comes to about $.80 a day to have someone watch over your children.)

c. Classes Offered – There is a separate matrix for each day (Tuesday or Thursday) that classes are offered.

#4. It is the Homelink Learning Center page on the PRIVATE side that has the 4 steps to register:

STEP 1 - You can become a SHARE member at STEP 1 if you have not already done so.

STEP 2 - Fill out a new Homelink Registration Form.

STEP 3 – Register for classes if you have not already done so.

STEP 4 – Sign up for Text Messages if you did not do so last year.

STEP 5 - Read about our Payment Policies and print out a TEACHER PAYMENT PLAN to give to each of your teachers so that they know when to expect their tuition from you.

#5. To view all the classes you have signed up for (including fees), go to the tippy top of the page and click on CLASSES---this is your CLASSROOM DASHBOARD. Make sure that "Parental View" is chosen from the drop-down menu. Here is where you can Manage Your Classes, which includes cancellations of classes. (You have to be logged in to do this though!)

#6. Remember! The price you see listed is the ENTIRE YEAR! Monthly payments may be made; however, they must be made consistently on a monthly basis. Also, ½ of each class tuition must be paid by the end of the first semester. And don't forget to submit your payment plan to the teacher either at Orientation Night or on the first day of class. You can give it to Cathy too and she will get it to the teacher for you.

#7. Mailing payments – If you need to snail mail a check or cash for SHARE membership, Operating/Dropping Off Fees, or a payment to a teacher, please send them to:

Cathy Mullins
3675 Montana St.
St. Louis, MO 63116

#8. More about payments!

***All checks for teachers are made out TO THE TEACHER!**
***All checks for anything else are always made out to SHARE! There is no Homelink account!**
*** Here are names of the teachers who will also accept a credit card:**

☺ payment for any SHARE/Homelink activity
☺ Jeff Bader
☺ Lisa Bader
☺ Becca Hubbard
☺ Kimberly Adams

➔**Also, you may combine your checks for SHARE membership with your Homelink Operation Fee and/or Drop-Off Fee. That check is made out to SHARE.**



Got Questions? Just email Cathy Mullins at Ekcjmullins@gmail.com She answers email the fastest!