

*Please read and follow ALL instructions carefully so your registration can be processed in a timely manner.*

*Also please keep this packet of information, as you will need the class material lists and other information to be ready to start Thursday Classes.*



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**\*\* PARENTS & STUDENTS \*\***

***PLEASE READ THROUGH THE ATTACHED GUIDELINES TOGETHER.***

***A PARENT AND EACH ENROLLED STUDENT NEEDS TO SIGN BELOW and RETURN THIS PAGE TO THE C.B.A. OFFICE WITH YOUR THURSDAY CLASS REGISTRATION.***



*We have read and agree to comply with the rules and guidelines of the academy. We understand that these guidelines apply to all CBA sponsored events.*

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CBA Student

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CBA Student

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CBA Student

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Parent

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( )  
Parent's Daytime Phone Number

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## CBA STUDENT POLICIES

The CBA Thursday Class program has grown and expanded considerably over the past 15 years. The purpose of the classes is to offer course work and electives that can be more challenging for home-educating parents to offer at home as well as providing an opportunity for home schooled students to experience and function in a classroom setting with a teacher other than the parent. Students have come to enjoy a unique opportunity to build quality relationships with other students in a social, educational, and spiritual environment quite different from the environment often found in a public program.

Cedar Brook Academy is deeply committed to providing the best in teachers, excellence in academic offerings, and a social and spiritual experience uniquely designed to serve Christian families and students. This is a challenging task and the expectations are high for parents, teachers, students, and staff.

**The following guidelines have been established to help us accomplish these goals:**

- **Dress & Appearance** - Neat and modest clothing is to be worn at Thursday Classes and all CBA activities and events. Longer skirts and shorts are appropriate - short skirts and short shorts are not. Jeans are allowed. Tops covering shoulders and midriff are necessary. Grunge, punk, hip-hop, pjs, ear rings for male students, or other forms of "costuming" are not appropriate. Extremes in dress, make-up, hairstyle, hair color or other accessories are not to be worn to CBA classes or any other CBA sponsored event or activity. If a staff member or teacher feels any student is not in compliance with the established guidelines the student will be given a shirt or sweat pants to wear for the day. Any student with repeated violations will not be permitted to return to the classes and re-enrollment for the following school year will be at the discretion of the CBA Board of Directors.
- **Music** - Students are allowed to listen to personal music with earphones in the study hall only. Volume level must not be audible to others in the study hall. Because of the broad range of convictions related to music, students may bring only music approved by their parents and that music must not be shared with other students.
- **Cell Phones** - Students may not use cell phones (phoning, texting, etc.) in class or in study hall. If a parent needs to contact a student during the school day he/she may leave a message for the student to check during the break between classes OR the parent can call the CBA Thursday Class cell phone (**301-461-1518**). A staff member will locate your student and get the message to them or bring them to the phone. A phone is available for students to use in case of an emergency or to contact parents. Students who need to use the phone during the day can contact Mr. Smith or, with permission from the study hall supervisor or on-site CBA staff, can use their own cell phone in a designated area.
- **DVD Players, Video Games, Game Boys, etc.** - Any device that can play movies, video games or other forms of electronic entertainment is not appropriate or permitted at Thursday Classes. Board games can be played in study hall with the permission of the study hall supervisor.
- **Arrival & Departure** - Once a student arrives at the site of Thursday Classes, he/she is expected to come directly into the building through the gym entrance. Students are not to loiter in their cars, in the parking lot, or outside the building when arriving or leaving for the day. Students are not permitted to leave the building during the school day unless accompanied by a parent or they have obtained specific permission from one of the CBA staff. ***This is a matter of security and liability.*** Students who drive need to have a driver permission slip on file and are not to leave the building until they are leaving for the day.
- **Visitors** - No visitors are allowed during the school day with prior approval from either Mr. Smith or Mrs. Abbott. Parents are always welcome.
- **Study Hall** - The purpose of study hall is to provide a supervised area for students if they have an open hour between classes. Students are expected to remain in their seats, do schoolwork, converse quietly and wait for their next class. Students who need an extra quiet place to study, prepare for a test or do more challenging work can request a student pass from the study hall supervisor to work in the "Quite Study" area. Only individual students will be given quiet study passes. These students are expected to work quietly in their assigned place or return to study hall. **Students must be signed up for the study hall (on the class registration form) in order to be in the study hall for that hour.**

*\*\*\* Keep in mind that these guidelines apply to all CBA events and activities including field trips, academy sponsored social events as well as end of the year events such as Promotion Night, Senior Graduation, etc. If you have any questions please feel free to contact the CBA office. \*\*\**

# BILLING FOR THURSDAY CLASSES

***Registration for Thursday Classes is contingent on being up to date on your tuition and paperwork. If you have an outstanding bill or paperwork (over 2 months past due), it must be cleared before you can register for classes. Your registration will be held until these issues have been cleared.***

**COST** - The fee for all one-hour classes is \$170 per year. A two-hour class (Biology, Chemistry, Main Stage Play, Physical Science, Spanish) is \$270 per year.

**PAYMENT** - To register, use the formula below and follow these steps:

- a. count the number of 1 hour classes and write that number on the first line below (\_\_\_\_ x \$170)
- b. count the number of 2 hour classes and write that number on the second line below (\_\_\_\_ x \$270)
- c. total the amounts
- d. divide the total by 4 - this is the total you need to send as a deposit with your registration form
- e. mail **BOTH** copies of the registration form with payment to the CBA office
- f. the balance will be billed on your September, October and November statements – any material costs will be charged on your October bill (if you need to make other payment arrangements please contact Diane at the CBA office)

***DO NOT SEND MONEY FOR THE MAIN STAGE PLAY or YEARBOOK*** - the deposit will be charged after auditions and after final review of yearbook applications. *If you have a course you will take if you do not make the play or yearbook – SIGN UP for the course, pay the deposit for this course, and mark next to it on the registration form that you will drop the course if you make the cast or yearbook class.* Any money paid will be applied to the play or yearbook registration and you will not be held responsible for the “back-up course”. However, if you do not sign up for the course it may be full when the cast list is announced.

## **FORMULA** -

$$\begin{array}{l} \text{_____} \times \$170 = \text{_____} \\ \text{\# of classes} \end{array} \quad \left( \frac{\text{_____}}{4} \right) = \text{_____}$$

$$\begin{array}{l} \text{_____} \times \$270 = \text{_____} \\ \text{\# of classes} \end{array}$$

$$\text{Total } \text{_____}$$

cost of classes                      deposit

This deposit is due with the registration.

The remainder will be billed in September, October, and November.

**REGISTER BY MAIL** - All registrations **MUST** be mailed into the office.  
**Please - NO walk-in, faxed, or telephone registration.**

*~ Thursday Class Student Driver's Form ~*

*Name of driver* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Time student will arrive at classes* \_\_\_\_\_ *Time student will leave for the day* \_\_\_\_\_

*Other students who will carpool in the car driven by the above student:*

\_\_\_\_\_

\_\_\_\_\_

*Parents' Signature* \_\_\_\_\_

*~ Thursday Class Student Driver's Form ~*

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*Time student will arrive at classes* \_\_\_\_\_ *Time student will leave for the day* \_\_\_\_\_

*Other students who will carpool in the car driven by the above student:*

\_\_\_\_\_

\_\_\_\_\_

*Parents' Signature* \_\_\_\_\_

*~ Thursday Class Student Driver's Form ~*

*Name of driver* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Time student will arrive at classes* \_\_\_\_\_ *Time student will leave for the day* \_\_\_\_\_

*Other students who will carpool in the car driven by the above student:*

\_\_\_\_\_

\_\_\_\_\_

*Parents' Signature* \_\_\_\_\_

# CEDAR BROOK ACADEMY

## THURSDAY CLASS REGISTRATION INSTRUCTIONS

2009-2010

- Carefully read the course descriptions, prerequisites and class times. Decide which courses would most benefit you this coming year and register for those courses. Remember all the courses run for two semesters and a majority of the course work is done at home during the week. **DO NOT OVERLOAD YOUR SCHEDULE!** If you have questions, contact the CBA office.
- Check class times carefully! Be sure you are not signing up to take two classes which meet at the same time. When filling out the registration form, mark any free time between classes as study hall if you are planning to remain at classes during this time. It is your responsibility to arrange your own schedule so that classes don't conflict.
- Some classes require auditions or prior approval (main stage play auditions & yearbook application). Do not send in a deposit for these classes, simply register your intent and you will be billed on the September billing when you are enrolled. Read enclosed information for these classes carefully.
- Some classes require completion of prerequisites. It is your responsibility to insure that all prerequisites have been met before registering for that class. Record the prerequisite on the registration form in the space provided.
- Some classes have more than one section, please make sure you indicate which section you are registering for.
- Classes are limited in size. REGISTER EARLY! If a class you register for is full, you will be put on a waiting list. Quite often the waiting lists are cleared and most of the time students get into desired classes, but there are no guarantees. Registration confirmation will be mailed back to you by July 18<sup>th</sup>.
- All one hour classes cost \$170 per year. All two hour classes are \$270 per year. Books, lab fees and materials may cost extra; see enclosed course details for information.
- Deadlines: Registration ~ June 26<sup>th</sup> (changes can be made through this date with complete refund)  
Dropped Class ~ June 27<sup>th</sup> to September 11<sup>th</sup> (lose deposit, but course & material fees are not charged or will be refunded)  
After September 11<sup>th</sup> (no course or material fees can be refunded; you will be responsible for full costs)
- Completed Registrations Include:
  - 1) Registration forms, appropriate deposit (see registration form) AND the signed Policies for Thursday Classes form. (You are not registered completely without these 3 items.)
  - 2) All registration is done by mail. NO PHONE or WALK-IN REGISTRATION.
- Return BOTH copies of the registration form, the registration deposit (checks made payable to CBA) and the signed Policies for Thursday Classes form to:

CEDAR BROOK ACADEMY, 23700 Stringtown Road, Clarksburg, MD 20871

LIST ALL REQUIRED PREREQUISITES TAKEN WHEN REGISTERING FOR A COURSE. INCLUDE TIMES IN STUDY HALL. **Example –**

Time	Class	Prereq. Met	Time	Class	Prereq. Met
9:00			1:00	Study Hall (lunch)	
10:00			2:00	Acrylics	
11:00	Biology	CBA Anatomy	3:00	Volleyball	
12:00	Biology		4:00		

Sample

# CEDAR BROOK ACADEMY

## THURSDAY CLASS REGISTRATION

PARENT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**Do Not Separate This Form ---- Mail Back Both Copies**

**REMEMBER TO INCLUDE STUDY HALL TIMES**

1<sup>ST</sup> STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

Time	Class	Prereq. Met	Time	Class	Prereq. Met
9:00			1:00		
10:00			2:00		
11:00			3:00		
12:00			4:00		

2<sup>ND</sup> STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

Time	Class	Prereq. Met	Time	Class	Prereq. Met
9:00			1:00		
10:00			2:00		
11:00			3:00		
12:00			4:00		

\*\*\* PLEASE FILL OUT THE CHART BELOW AND  
SEND IN YOUR DEPOSIT WITH BOTH COPIES OF THIS FORM \*\*\*

\*\*\* (ONE COPY WILL BE RETURNED BY SEPTEMBER FOR YOUR RECORDS)\*\*\*

\_\_\_\_\_ x \$170 = \_\_\_\_\_  
# of classes

( \_\_\_\_\_ /4) = \_\_\_\_\_  
COST OF CLASSES      DEPOSIT DUE WITH REGISTRATION

\_\_\_\_\_ x \$270 = \_\_\_\_\_  
# of classes

TOTAL \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

AMOUNT TO BE BILLED:    \_\_\_\_\_    +    \_\_\_\_\_    +    \_\_\_\_\_  
   SEP                    OCT    + materials                    NOV

# Cedar Brook Academy

## Thursday Class Schedule for 2009-2010

	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
<b>Acrylics</b>								
<b>Acting (jr. high)</b>								
<b>American Literature (sr. high)</b>								
<b>Anatomy (jr. high)</b>								
<b>Band &amp; Orchestra</b>	Arranged through Mr. Fogleman							
<b>Basketball (boys)</b>								
<b>Biology (sr. high)</b>			Section 1		Section 2			
<b>Chemistry (sr. high)</b>								
<b>Choir</b>								
<b>Composition (sr. high)</b>					Sec 1			Sec 2
<b>Drawing (Basic)</b>			Basic					
<b>Drawing (Advanced)</b>				Adv				
<b>Guitar</b>	Arranged through Mr. Abshire							
<b>Improv (sr. high)</b>								
<b>Journalism (jr. high)</b>								
<b>Language Arts (jr high)</b>								
<b>Main Stage Production (sr high)</b>	Audition							
<b>Physical Science (sr high)</b>								
<b>Physics (sr. high)</b>								
<b>Spanish II (sr. high)</b>								
<b>Speech (jr. high)</b>								
<b>Speech (sr. high)</b>								
<b>Study Skills (jr. high)</b>								
<b>Volleyball (girls)</b>								
<b>Watercolor Printmaking</b>								
<b>Yearbook (sr. high)</b>		Application						

*Remember to schedule STUDY HALL in between classes. It is recommended that students limit their study hall time to as few hours as necessary.*