

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.

Information on Cedar Brook Academy's musical instrument programs – Band, Orchestra and Guitar – will be mailed in June. If you are interested in registration information prior to the mailing please contact the appropriate instructors.

Band - Robert Fogleman 240-498-7257 or foglehorn@comcast.net
Guitar - Steve Abshire 410-789-2246 or cbaguitar@verizon.net
Orchestra - Margo Guillory 240-786-7566 kmguillory@aol.com

- **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 without specific permission from one of the CBA staff unless the student is accompanied by a parent. ***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 without prior approval from either Mr. Smith or Mrs. Abbott. Parents are always welcome.
- **Study Hall** - Study hall is meant 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, to prepare for a test or to do more challenging work can request a student pass from the study hall supervisor to work in the “Quiet 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.**
- **Behavioral Expectations** - We are guests in this church facility and lease the space we use. Students are to be sensitive to the church staff and other activities that may be going on in the building while we are there. Students are not to use sports equipment, books, audio equipment, etc. belonging to the church without specific permission from a CBA staff person. Students are expected to demonstrate respectful behavior in both speech and actions towards the facility, the staff, and fellow students. Use or possession of alcohol, drugs, tobacco, or weapons by enrolled students can be reason for expulsion from the academy.
- **Closures/Delays:** In the event of inclement weather or a local emergency, the status of Thursday Classes can be checked by calling the CBA office after 7:30 am and pressing the “weather related schedule changes” option (number 1), OR checking the status on the CBA website, OR listening for CBA to be announced by the WTOP Storm Center on 1500 AM, 107.7 FM, or 820 AM. As per academy policy, Thursday Classes are automatically cancelled if Montgomery County schools are closed for the day due to weather conditions. If Montgomery County schools are delayed due to weather conditions, CBA Thursday Classes will start at 10:00 am and run on a normal schedule with classes occurring at their normally scheduled times.

**** 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. ****

..... PLEASE SIGN and RETURN THE ATTACHED PAGE TO THE CBA OFFICE

***Keep these pages for your records – just send the attached form.
Thank you.***

..... PLEASE SIGN BELOW and RETURN THIS PAGE TO THE CBA OFFICE

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.

CBA Student

CBA Student

CBA Student

Parent

(_____)-----
Daytime Phone Number

PLEASE KEEP THE ATTACHED RULES AND GUIDELINES FOR YOUR RECORDS AND RETURN ONLY THIS PAGE WITH YOUR REGISTRATION. THANK YOU!

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, Physics) 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 by the time the cast list is announced.*

FORMULA -

$$\begin{array}{l} \text{_____} \times \$170 = \text{_____} \\ \text{\# of classes} \end{array} \qquad \begin{array}{l} (\text{_____}/4) = \text{_____} \\ \text{cost of classes} \qquad \qquad \text{deposit} \end{array}$$

$$\begin{array}{l} \text{_____} \times \$270 = \text{_____} \\ \text{\# of classes} \end{array} \qquad \text{Deposit is due with the registration.}$$

Total _____ This amount less the deposit will be divided and 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 ~

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 ~

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

2010-2011

- 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 may 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 18th.
- 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 25th at 3:30 (changes can be made through this date with complete refund)
Dropped Class ~ June 26th to September 10th at 3:30 (lose deposit, but course & material fees are not charged or will be refunded)
After September 10th at 3:30 (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. If a student is out of town and can not sign form, please put a note in the registration and mail in form as soon as possible.)
 - 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	Worldviews	
11:00	Biology	CBA Anatomy	3:00	Volleyball	
12:00	Biology		4:00		

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12:00	Biology		4:00		

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

1ST 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		

2ND 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 2010-2011

	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
Acrylics								
Acting (jr. high)								
American Literature (sr. high)								
Anatomy (jr. high)								
Band & Orchestra	Arranged through Mr. Fogleman							
Basketball (boys)								
Biology (sr. high)								
Chemistry (sr. high)								
Choir								
Composition (sr. high)					Sec 1			Sec 2
Drawing (Basic)								
Drawing (Adv. Creative)								
Health & Nutrition (jr high)								
Improv			Sr High			Jr. High		
Journalism (jr. high)								
Language Arts (jr high)								
Main Stage Production (sr high)	Audition							
Physical Science (sr high)								
Physics (sr. high)								
Speech (sr. high)								
Study Skills (jr. high)								
Volleyball (girls)								
Watercolor Printmaking								
Worldviews (sr. high)								
Yearbook (sr. high)		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.