

SOAR 2025-2026 “Readiness” Checklist

Please read the instructions carefully and be sure to complete all items so that your family is eligible and ready to attend SOAR beginning Friday, September 12, 2025!

Item 1 - Enroll OR re-enroll in FSP:

- ☐ **New Families:** Membership in the FSP umbrella is required for participation in SOAR, and new families should begin the [FSP application process as soon as possible](#). Because the application process includes an interview with the FSP administrator and a recommendation from your pastor, it can take a while to finalize.

****TIP**** Enrollment in FSP and SOAR requires the completion of two separate pastor recommendation forms: the pastor recommendation (found on the new family application) AND the [“Exception to Policy”](#) form. We recommend that you give both forms to your pastor at the same time.

- ☐ **Returning Families:** If you are currently a member of FSP, please fill out the [annual re-enrollment form online](#).

Item 2 - CLC’s Required Security Process:

- ☐ **Exception to Policy Form (“ETP”):** If you are not a member of Covenant Life Church, the pastor of the church you attend must complete the [“Pastoral Recommendation” portion on the ETP form](#). Note:
- You may list **only one adult** per ETP form. If more than one adult in the family is seeking clearance (for example, both the mother and the father), you each must submit a separate form.
 - **Use your “legal name”** (no nicknames!) on this form. The name listed on this form MUST match the background check that is conducted by CLC.
 - Send completed forms to Candy (csmith@covlife.org), and SOAR leadership (laurachinn39@gmail.com and jessica.hawkins99@gmail.com). You cannot attend SOAR without submitting this form! It should be submitted as soon as possible, and no later than August 1. We also recommend you keep a copy of this form for yourself.
- ☐ **Online Training:** Watch your inbox (as well as spam and promotions tabs) for emails from Candy Smith (csmith@covlife.org) or Diana Hendricks (dhendricks@covlife.org) to begin the yearly Child Protection training process required by Covenant Life Church. This includes:
- **Yearly** training on CLC’s “Discovery Land” policies: review the CLC handbook as needed and take the required quiz. Look for an email with the subject line, *Child Protection Clearance for Family Schools Program & SOAR at Covenant Life Church*.
 - **Yearly** background check conducted by Covenant Life Church. You should receive a separate email with a consent link.
 - **Triennial** (every three years) training from “Protect My Ministry”. If you are new to SOAR, or if it has been three years since you last completed the training, you will receive an email with a training link from “message@ProtectingOurKids.com” with the subject line, *Protect My Ministry: Child Abuse Awareness Training*. This training entails watching videos and answering questions based on the videos, and should take about an hour to complete.

Item 3 - Miscellaneous Items:

- ☐ **SOAR Registration Fees:** [pay registration fees for SOAR](#) (fees are \$15/child with a \$50 family cap)
- ☐ **Waiver:** complete the [waiver of liability](#) form and submit it either via email (jessica.hawkins99@gmail.com or laurachinn39@gmail.com) OR in person at orientation.
- ☐ **NEW Parents only:** submit a selfie-style photo for your parent nametag to Mariolis Molina (Mariolis1978@gmail.com or text (301) 642 6059)

Item 4 - Prepare for Participation:

- ☐ **Syllabuses:** ALL class syllabuses (both fall and spring) are **due August 15**. Note:
 - Syllabuses should be a simple outline of the topics/activities you plan to cover each week in the class you are teaching. If team teaching, they should be completed in cooperation with your partner/team.
 - Syllabuses should also include a list of any required books, materials and fees for the class.
 - Email your completed class syllabus to Jess (jessicahawkins99@gmail.com) or Laura (laurachinn39@gmail.com) **by August 15** (*the earlier the better!*).
 - [See examples of last year's syllabuses here](#) and please contact Jess or Laura if you have questions about your syllabus or required materials and fees.
- ☐ **Required Materials, Books, & Class Fees:**
 - After August 15, pay material fees for your children's classes (*payment info for this will be provided in August*).
 - Purchase any required books or materials for your children's classes (*a complete list of required books/materials will be provided in August*).
- ☐ **Calendar:** review [the SOAR calendar](#) and add SOAR dates to your schedule.
- ☐ **SOAR Handbook:** read or review the [SOAR Handbook](#) to better understand the program.

Thank you!