



KAT Registration Day Checklist & Info!

Please bring the following to Registration. All needed paperwork can be found at www.kalamazoo-area-tutors.com.

- ☐ 2020-2021 KAT Class Schedule
- ☐ Completed Family Registration Form
- ☐ Signed KAT Parent Agreement
- ☐ Signed Family Photo Release Form
- ☐ Signed KAT Sick Policy
- ☐ Signed KAT Waiver of Liability
- ☐ Signed I-Chat Background Check(s)
- ☐ Pizza Day Form with payment (*optional*)
- ☐ Cash or Check to pay the one-time \$55 family registration fee & any class deposits
- ☐ Personal calendar to schedule monitoring dates

A Glance at Registration Day:

- Arrive at Centerpoint Church. Park and enter at Entrance A.
 - 10:00 a.m. – 12:00 p.m. – Current KAT Family Registration
 - 12:30 p.m. – 2:30 p.m. – Open Registration for New & Current KAT Families
- Have forms completed, signed and ready for check-in. Forgot your forms? Limited Family Packets available. You will visit four stations on your registration journey.
 - **STATION 1 – REGISTRATION/CHECK-IN:** Here you will pay the \$55 family fee, have parent agreement signed by registration volunteer, forms checked, and obtain your family number. Have questions – we are here to help!
 - **STATION 2 – TUTORS** – Sign-up for classes with each tutor. See map for tutor location. Each tutor will need your family number. Our tutors welcome your questions and are here to give advice!
 - **STATION 3 – MONITORING** – Sign up for monitoring dates (calendar needed). What is monitoring? How parents help keep KAT running smoothly! **Make sure to have initialed by Building Supervisor!**
 - KAT is facilitated by parent volunteers to help the building supervisor to set-up or tear down classrooms and maintain order throughout the day.
 - Number of monitoring days is determined by all your children's total number of classes.
 - 1-2 classes = 1 monitoring day (or two ½ days)
 - 3-4 classes = 2 monitoring days (or four ½ days or a combination of full and half)
 - 5-6 classes = 3 monitoring days (or six ½ days or a combination of full and half)
 - 7 & up = 4 monitoring days (or eight ½ days or a combination of full and half)
 - **MAXIMUM**
 - **Opener or Closer** – There are 4 opener and 4 closer positions in lieu of monitoring full days. Openers/Closers rotate and work approximately once per month in morning or afternoon with specific duties.
 - **UNABLE TO MONITOR? BUYOUT OR VOLUNTEER!**
 - Parents can opt to buyout of all or part of their monitoring days at \$50 per day. Substitute parent monitors are paid the \$50 to fulfill commitment. This is NOT an income to KAT.
 - Volunteer Opportunities – Board of Directors, Parent Advisory Committee, Student Council Adult Leader – Information and applications can be found on our website or talk to us at Registration!
 - **STATION 4 – FORMS** – Here you will hand in all your paperwork and pay for monitor buyouts and/or pizza days! You will also receive a copy of the registration form for your records if desired.

Thank you for registering! See you in the fall!