



# KAT Registration & Enrollment Checklist

**Please bring the following to Registration. All needed paperwork can be found at [www.kalamazoo-area-tutors.com](http://www.kalamazoo-area-tutors.com) or REGISTER ONLINE!**

- Class Schedule
- Completed Registration and Class Enrollment Form
- Signed Biblical Statement of Faith
- Signed Parent Agreement
- Signed Family Photo Release Form
- Signed Sick Policy and Waiver of Liability (one form)
- Completed I-Chat Background Check Form(s)
- Pizza Day Form with payment (*optional* – can be ordered yearly, by semester, or monthly)
- Cash or check to pay the annual 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.
- Have forms completed, signed and ready for check-in. Forgot your forms? No worries – extra forms will be available for your convenience.
  - **STATION 1 – CHECK-IN & REGISTRATION FORMS** – Parent Advisory Committee members will online registration or check that all forms are completed.
  - **STATION 2 – PAYMENT** – Online registration payment confirmation or pay by check/cash. Receive family number for class enrollment.
  - **STATION 3 – 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 4 – MONITORING** – Sign up for monitoring dates (calendar needed). What is monitoring? How parents help facilitate our KAT day! **Make sure to have the Registration and Class Enrollment Form initialed by Building Supervisor and pay for Monitoring Buyouts.**
    - 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 8 opener and 8 closer positions in lieu of monitoring full days. Openers/Closers rotate and work approximately once per month in the morning or afternoon with specific duties.
    - **UNABLE TO MONITOR? BUYOUT OR VOLUNTEER! (PLEASE MOVE DIRECTLY TO STATION 5)**
      - Parents can opt to buyout of all or part of their monitoring days at \$50 per day. Substitute parent monitors are paid the \$50 buyout fee. This is NOT an income to KAT.
      - Volunteer Opportunities – Board of Directors, Parent Advisory Committee - Information can be found on our website or talk to us at Registration!
  - **STATION 5 – FORMS** – Hand in completed Family Registration and Class Enrollment Form, pay for pizza days (not required), and receive your KAT Parent Handbook. Take a Picture of the Registration and Class Enrollment Form for your records.