



KAT Registration Day Checklist & Info!

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

- ☐ Class Schedule
- ☐ Completed Family Registration 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 check that all forms are completed and answer any questions you may have.
 - **STATION 2 – PAYMENT** - Here you will pay the Family Registration Fee and obtain your family number. If you attended the Spring Open House – don't forget your \$10 voucher!
 - **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 keep KAT running smoothly! **Make sure to have the Family Registration Form initialed by Building Supervisor or, if buying out, go directly to Station 5.**
 - 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 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, Pizza Day Coordinator – Information can be found on our website or talk to us at Registration!
 - **STATION 5 – FORMS** – Hand in completed Family Registration Form, pay for monitor buyouts and/or pizza days, and receive your KAT Parent Handbook. Receive a copy of the Family Registration Form for your records, if desired.