



# KAT Registration Day Checklist & Info!

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

- 2021-2022 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

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## A Glance at Registration Day:

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- Arrive at Centerpoint Church. Park and enter at Entrance A.
- 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! (PLEASE MOVE DIRECTLY TO STATION 4)**
      - 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, Pizza Day Coordinator, SCRIP Assistant – 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!**