

KASEP

Kensington After School Enrichment Program

FALL 2017 Session

KASEP REGISTRATION IS ONLINE

ONLINE REGISTRATION BEGINS: Tuesday, September 5th, 7:30pm

FALL CLASSES START: Monday, September 18, 2017

FALL CLASSES END: Friday, December 15, 2017

REGISTRATION

- Online: www.KensingtonCommunityCouncil.org
 - By Phone: 510-525-0292
 - In-Office Support: Tuesday Evening, September 5th at 7:30pm
- After September 5th: On-going Registration on Website If on September 5th you are unable to register online, you can come into the KCC Office (or call) at 7:30pm, and we will help you register.

POLICY FOR REPEAT ENROLLMENTS DURING ONLINE REGISTRATION

Our intention is to give everyone an opportunity to enroll in one of the following highly desirable/ always full classes:

Artful Animals for Kindergartners Wednesdays 1:30

Carpentry for Kindergartners Tuesdays 1:30 (no class in Spring)

Carpentry Tuesdays 2:30 and Wednesdays 1:50 (no class in Spring)

Chocolate Creations Wednesdays 1:50

Creative Clay Mondays 2:30

Critter Adventures for Kindergartners Thursdays 1:30

Kitchen Kids for Kindergartners Fridays 1:30

Our policy: starting in Winter KASEP, if you are enrolled in any of the above 7 classes in the FALL 2017 KASEP program, you cannot re-enroll in that class again for Winter 2018 Session. Likewise, if you are enrolled in any of these classes in Winter 2018, you cannot enroll in the same class Spring 2018 session. This hopefully allows everyone the opportunity to enroll in every class, even the more popular ones.

THIS POLICY DOES NOT APPLY TO OTHER KASEP CLASSES: music, language, sports, cooking, keyboard, or art classes. You may enroll in any of these classes, in each session, on a first come, first serve basis. Class size is limited.

KASEP Administration and Dates to Remember

**Rowena Cerri, Director
Sandy Thacker, Curriculum Coordinator**

**KASEP Oversight Committee: Adrienne Bentley, Jenny Chan
Sarah Iyer, Lisa Trottier**

**KCC/ KASEP Office
59 Arlington Avenue, Kensington, CA 94707
(510) 525-0292 kccrec@yahoo.com**

Tuesday, September 5	KASEP FALL Online Registration begins, 7:30pm
Friday, September 15	Deadline for KASEP FALL Scholarship Applications
Monday, September 18 instruction)	KASEP FALL session begins (13 weeks of
Monday, October 9	No KASEP (Teacher Development Training Day)
Wednesday, November 1	No KASEP (Elementary Conference Day)
Friday, November 10	No KASEP (Veterans' Day Holiday)
Thursday-Friday, Nov. 23-24	No KASEP (Thanksgiving Holiday)
Tuesday, December 5 7:30pm	KASEP WINTER Online Registration begins,
Friday, December 15	Last day of KASEP FALL Session
Tuesday, January 2	KASEP WINTER session begins

Welcome, Parents, to Kensington After School Enrichment Program's FALL 2017 Session

Starting in 2015, all Hilltop students, grades 1-6, walked themselves down the hill to attend KASEP classes. This has worked great! After the first two weeks, they all knew the routine and were comfortable successfully walking from school to their KASEP classes. This plan is continuing. KCC staff will be at the flagpole in front of Hilltop School for the first two weeks of each session to help guide young or first time students to their KASEP classes. Students who are enrolled in Neighborhood School are escorted up to NS after their KASEP class by KCC staff.

All Day KINDERGARTEN

Our shorter kinder classes have been a hit! The seemingly endless energy of the kindergarteners continues to amaze us, and they are thriving in the kinder classes.

KASEP kindergarten teachers pick up the kinder students directly from their school classroom and walk them to their KASEP classroom (just down the hill). At the end of the Kinder KASEP class, KCC staff will walk NS students up to Neighborhood School. Kindergartners not attending Neighborhood School will be picked up at the KASEP classroom by their parent/guardian.

*Kindergarten KASEP classes start at 1:30pm and end at 2:20pm
Fall Registration is Tuesday, September 5th at 7:30pm
Classes begin Monday, September 18th*

Kindergarten Classes for the Fall

KASEP and KCC will offer 14 kindergarten classes each week this session. We have a great selection of classes which speaks to our incredible and talented KASEP and KCC teachers. Besides old favorites like Carpentry, Gymnastics, Critter Adventures, Cooking and Tennis, our newer classes include Drawing with Pastels and 1, 2, 3, Math and Me. We are excited to offer these new classes starting this Fall: Beginning Mandarin through Hands-On Art and Crafty Paper Creations, taught by long-time KASEP teacher Elaine Chu; Adventures in the Garden, taught by Vicky Brodt; and Skyhawks Kinder Sports Medley: Volleyball / Soccer / Golf / Track and Field / Ultimate Frisbee.

FALL 2017 KASEP

CLASSES START: Monday, September 18, 2017

CLASSES END: Friday, December 15, 2017

(13 weeks of instruction)

Last Day to Change Classes: Monday, September 25

Second Installment on Payment Due: Friday, October 27, 2017

HOLIDAYS: There will be no KASEP classes on the following days:

Monday, October 9	Teacher Development Training
Wednesday, November 1	Elementary Conference Day
Friday, November 10	Veterans' Day Holiday
Thursday- Friday, November 23-24	Thanksgiving Holiday

MINIMUM DAYS:

Tuesday, October 31	Minimum Day
Thursday, November 2	Teacher Conference Day
Friday, November 3	Teacher Conference Day
Monday, November 6	Teacher Conference Day
Tuesday, November 7	Teacher Conference Day
Friday, December 15	Minimum Day

KASEP does not alter the start of its classes on minimum day schedule. KASEP's first class after school starts at 2:30 (Monday, Tuesday, Thursday, Friday). Wednesday KASEP schedule starts at 1:50 every Wednesday throughout the year.

Minimum days: KASEP provides an optional service of providing supervision for your child in bridging the gap between when school lets out on minimum days not including Wednesdays (1:50 for grades 1-3 and 2:10 for grades 4-6) and when the first KASEP classes begin at 2:30. This optional service for your child costs \$20 per child for the academic year. You can pay online for this service.

PHOTO RELEASE

Occasionally KCC may take photos of students or their work and publishes it in the Outlook, our local newspaper or online as part of our brochure and for public relations purposes. We will not publish the names of students.

CLASS PRICES

KASEP class prices include credit card fees, materials fees, instructor fees and administrative costs. The price of the class varies based on the length of the class and the number of weeks the class meets during the session.

FALL KASEP is a 13 week session: 12 Mondays, 13 Tuesdays, 12 Wednesdays, 12 Thursdays and 11 Fridays.

WAITLIST

Once a class is fully enrolled, you may put your child on the waitlist for that class. No payment is required when you are waitlisted. If there is a cancellation, the first person on the waitlist will be called and given 24 hours to respond. The waitlist will accept 5 names.

TIP- good to know! The first two names on the waitlist for each class will have the opportunity to pre-register for that class the following session. Children on more than one waitlist may only register for one class. Waitlist does not carry over to the next school year.

There is no waitlist for FALL SESSION. FALL resets all lists.

SCHOLARSHIP DONATIONS

KASEP offers more than 50 different classes per week for children ages 5 - 12. The Scholarship Donation Fund offers access to families who would not otherwise have the opportunity to enroll in a KASEP class without your generosity and kindness.

It is only with your financial support that KCC can sustain this commitment to help provide scholarships to others. Donations are accepted by check, cash or credit card.

Scholarships are available for KASEP classes. KCC awards 4 scholarships per session. To apply for a scholarship, contact KCC/ KASEP office, 510-525-0292. Deadline for FALL Scholarship Applications is Friday, September 15th.

PAYMENT

KASEP classes are filled on a space available basis, first come first serve. All classes require you to register before the first day of instruction.

Payment is due at registration. We accept credit cards online and cash and checks in the office. Please make checks payable to K.C.C. Payments can be made in two installments, but a minimum of 50% of each class must be paid at registration.

- ✓ Credit Card: We accept Visa, MasterCard and Discover
- ✓ Check: Please make checks payment to KCC and write class title and child's name on check. A \$25.00 fee will be charged for all returned checks.

If you owe money from a previous session, you cannot enroll in KASEP until your outstanding balance is paid.

CREDIT AND REFUND POLICY

Classes not meeting the minimum required enrollment, will be cancelled and the enrollment fee will be refunded by check.

Students may drop a class the first week. There is a non-refundable processing fee of \$25.00 PLUS 3% for credit card processing fees for any class dropped. Withdrawal reimbursement will be sent by check.

No refunds are given for students who drop out of class after the first week. Credit - students who withdraw from a KASEP class the first week can request a user credit. This credit may be applied to future KASEP enrollments. Credit is valid for 6 months. The \$25 fee for withdrawal will not be applied to user credits.

ONLINE

Please visit www.KensingtonCommunityCouncil.org to register online.

KCC requires immediate payment so make sure you have your credit card handy. You may pay in full or pay half now and the balance by second installment date.

Credit Cards Accepted: Visa, MasterCard and Discover

TIP - GOOD TO KNOW: When you register online, the selected class must be in your cart for a specific child. The system will place the child on the roster but your transaction must be completed (paid) within a 15 minute window.

RETURNING USERS: Update Family Account Information:

You can update your family account information at any time. It is recommended you update family account information prior to the KASEP Registration date to save time.

1. Update your family account: add or remove children
2. Update contact information: emails, telephone numbers, child's grade

Update Auto fill Responses

You cannot edit this information before Registration. The information will auto fill from your previous registration. Make necessary changes after you select classes and are ready for checkout.

System prompts you to add/ change information:

Pick up after class: parent, nanny, attends second KASEP class, self-checkout escort child up to Neighborhood School, etc.

Emergency Contact Name (other than parent)

Medicines, Allergies and Medical Needs

This is when you make changes to your pre-filled information from your previous registration. You cannot access/ change this information once you check out. After registering, to make changes to the pre-filled information, contact the KCC Office.

NEW USERS: Create a Family Account

- Online Registration: www.KensingtonCommunityCouncil.org
- Family Account: one account per family. Required information:

Address, Cell Phone Number, Email address, Child's name and Grade.

Auto filled Responses: During registration and after you select your class(es), continue to checkout, the system prompts you for additional information:

- Authorized to Pick up after class: Neighborhood School, Self, Parent ?
- Emergency Contact Name and cell phone number (other than parent)
- Medicines, Allergies and Medical Needs

Complete this information for each child. The system will pre-fill this information next time you register. You are able to update auto-pre-fill data during registration. The system will not allow you to change the information after you check out.

After registering, if you want to make changes to pre-filled information, you must contact the KCC Office (you are not allowed access)

REGISTERING FOR CLASSES

1. Browse classes by category: kindergarten classes are all grouped together; Grades 1-6 are grouped by category - "art", "sports", "carpentry", etc.
2. Register for KCC classes online along with the KASEP classes: Gymnastics, SkyHawks Sports classes, Kids' Circus, and Spanish.
3. Add the class(es) you want and put them in your cart, for each child. Once you have the class in your cart, your child's name goes onto the class roster. You have 15 minutes to complete your transaction (paid and checked out). If longer than 15 minutes, the system removes your child from the class.
4. Need Minimum Day coverage? Sign up online.

5. **KCC Scholarship Donation Fund** - Help families who demonstrate need for financial assistance to enroll in one KASEP Class. You can donate any amount during checkout.
6. **Check Out** - pay with Visa, MasterCard or Discover credit card. It's that easy!

BEHIND THE SCENES

Why are there students enrolled in class before registration begins?

GARDEN PARTY: KCC donates two classes a year for the Garden Party. The winning bid gets one class of choice and is automatically enrolled in the class before registration begins. Please notify us if you are the lucky winner.

WAITLIST: If your student did not get into a class because it was full and placed on the waitlist, KCC offers the top two (2) names first rights of refusal for that class. If on multiple waitlists, the student only gets one (1) class.

OVERSIGHT COMMITTEE: The Oversight Committee consists of Hilltop parents who meet regularly with KCC, share insights and opinions, review new instructors and classes and serve as liaisons to the parent community. Members on this committee receive pre-enrollment privileges: 1 class per child per session.