

BEGINNER'S BASICS: STEPS TO REGISTER

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KASEP registration is now on-line and accepts credit card payment. We accept Visa, MasterCard and Discover credit cards. Families wanting to pay with check or cash may do so by coming into the KCC office.

PARTIAL PAYMENT PLAN: Class payments may be spread over two installments. Upon registering, 50% of each class cost must be paid. Remaining balance is due on week 5 of the session (mid-way); an email invoice will be sent as a payment reminder.

REGISTRATION: Online registration can be accessed via the website: Every family must have 1 family account in order to register.

KensingtonCommunityCouncil.Org

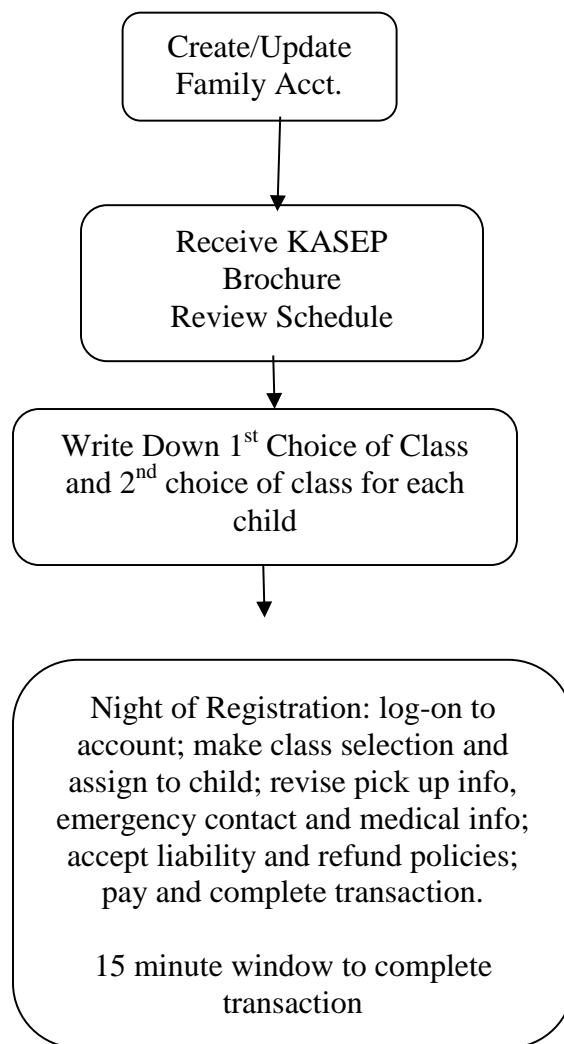
CLASS PLANNING: KASEP Brochures go home in your child's school backpack. Extra copies are placed in the library, school office, KCC Office and online on the KCC website.

Make a list of first and second choice of classes.

Log onto your account. You have 15 minutes to complete the transaction. Have your credit card on hand. Know who is picking up your child when class is over – parent, self check-out or KCC ESCORT to Neighborhood School.

TIP: *Your pick up, medical and emergency info will auto-fill from the prior KASEP registration session.*

To Change: *You can change pick up information, medical and emergency info during registration. Once you complete the transaction, you cannot access this information. To change, call the KCC Office.*



Q: Register online for a class?

A: Registration for KASEP sand KCC classes for children start at 7:30pm . You cannot register for classes before the scheduled registration date. Check the actual date – published on the brochure and listed online. You can view and make a plan prior to registration.

- 1) Select the class you want to enroll in. Check grade requirements.
- 2) Click the "Register" button.
- 3) Click on the child you want to enroll into class. From this screen you can begin checkout or enroll in classes for other family members.
- 4) Update/enter info for: Authorized pick up after class – parent, nanny, self – child signs and walks out of class, or KASEP staff to walk students up to NS; Emergency Contact name and cell phone #; and any medicines or medical needs KCC needs to know about your child. After you complete registration, you cannot access or change this information. This information will auto-fill next registration. To change, contact KCC at 525-0292.
- 5) Proceed to Checkout.
- 6) Review and accept Cancellation and Refund Policy, Photo Permissions and Liability Waiver.
- 7) Proceed with payment. This system accepts Visa, MasterCard and Discover. If you are paying by check or cash, register and pay at the KCC Office.

Please Note: The name and address must match those that are on file with your credit card company. If the address shown is not your credit card billing address, click on the "My Account" button and change your residential address to match your credit card billing address.

- 8) Email receipt for the online registration to you for your records.

TIPS – good to know

Transaction history for tax reporting? From “My Account”- lists all the classes taken during a select period of time. The KCC Federal Tax Identification number is listed on your receipt. This can be used for your tax reporting and/or Flexible Spending Account reimbursement. KCC TAX ID is 94-1491933

I forgot what classes I enrolled my children in for upcoming session. Families can view scheduled future activities from their “My Account”.