

## **REGISTRATION PROCEDURES FOR FALL 2007**

You will receive the KASEP Registration Packet on Tuesday, September 4th. On the bottom of this page is a tear-off slip for you to fill out and drop in the mail slot of the KCC/KASEP office in the Recreation Building by 9:00 am on Tuesday, September 11th. Only one lottery slip per family is permitted. If you are registering for another family, you and the family you are registering for may submit only one lottery slip for the two families. If you have not submitted a lottery slip with another family, please know that you cannot ask another parent to register for you during registration. We will have a public lottery drawing prior to registration on Tuesday, September 11th in the KCC/KASEP office. Parents need not be present for the drawing. By 3:00 pm on Sept. 11th, names and numbers in the order drawn will be posted on the exterior door of Room 3 (south side) of Kensington Community Center and at [www.kaseplottery.com](http://www.kaseplottery.com).

Registration will begin promptly at 6:45 pm for Kindergartners and 7:15 pm for Grades 1-6 in the Kensington Community Center Main Room, and it moves quickly. Names will be called in numerical order. If that parent or guardian is present, he/she can register for his/her children and up to one other family's children that have also been listed on the slip, according to the lottery number. This will continue until all posted lottery numbers have been called. Any parent or guardian who did not turn in a tear-off slip by 9:00 am on September 11th and any parent or guardian who is not present when his/her name is called during registration will not be eligible to register until after the registration of all parents or guardians who are present when their names are called. The order of those parents or guardians who did not submit a slip by 9:00 am on Tuesday, September 11th or who are not present at registration when their names are called will be determined by the numbers they receive when they arrive at registration. Families may not register for classes if they owe payment for previous KASEP sessions or KCC summer camp.

Please fill out the top section of the registration form prior to registration. On the page just before the registration form, there is a worksheet for you to use. Please do not fill in the classes or fees on the registration form itself.

If you have any questions about these registration procedures, please call Esther Hill at the KCC/KASEP office: (510) 525-0292.

**IMPORTANT NOTE:** Please arrive promptly for evening registration (6:45 pm for Kindergarten parents, 7:15 pm for parents of students in grades 1-6). If you are not present when your number is called, you will not be eligible to register until after all those who are present when their numbers are called have registered.

### **KASEP FALL 2007 LOTTERY SLIP**

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KINDERGARTEN REGISTRATION 6:45PM; GRADES 1-6 REGISTRATION 7:15PM  
PARENT OR GUARDIAN'S NAME(S):

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ONE OTHER FAMILY'S NAME THAT YOU ARE REGISTERING,  
IF APPLICABLE:

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REGISTERING KINDERGARTNER \_\_\_\_\_ and/or REGISTERING GRADES 1-6 \_\_\_\_\_  
THIS SLIP TO BE DROPPED OFF NO LATER THAN 9:00 AM, TUESDAY, SEPT. 11TH  
IN THE MAIL SLOT OF THE KCC/KASEP OFFICE IN THE RECREATION BUILDING.