

## BEGINNER'S BASICS: STEPS TO REGISTER

[WWW.KENSINGTONCOMMUNITYCOUNCIL.ORG](http://WWW.KENSINGTONCOMMUNITYCOUNCIL.ORG)

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](http://KensingtonCommunityCouncil.Org)

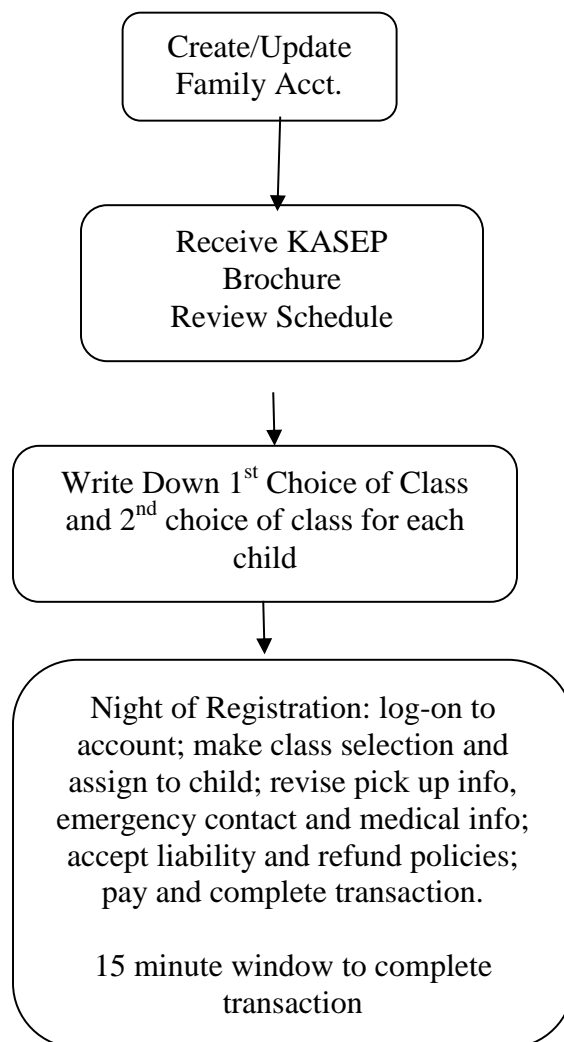
**CLASS PLANNING:** KASEP Brochures go home in your child's school backpack. Extra copies are placed in the library, school office, KCC Office and are online at *AboutKensington.Com*.

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 or 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.*



## REGISTERING FOR CLASSES

1. Browse classes by category – kindergarten classes are all grouped together; Grades 1-6 are grouped by category - “art”, “sports”, “carpentry”, KCC Gymnastics classes are grouped together, etc.
2. Register for KCC classes online along with the KASEP classes: Gymnastics, Circus, Karate, and BandWorks.
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 list.
4. KCC Scholarship Donation Fund - Optional. You can donate to a good cause here – any amount. This money helps families needing financial assistance in taking 1 KASEP Class.
5. Complete/update medical info, pick up info as well as emergency contact info.
6. Read/accept liability waiver
7. 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.

**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. If accepted the student goes on the class list before registration.

**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.

## Q: Register online for a class?

A: **Registration for KASEP and KCC classes for children start at 6:00pm. You cannot register for classes before the scheduled registration date. You can however peruse the list of classes, read about the class and its instructors, 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 Neighborhood School; 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".

## **1. Update Autofill Responses**

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

**System prompts you to add/change information:**

- **Pick up after class – Neighborhood School, self, parent, nanny, etc.**
- **Emergency Contact Name (other than parent)**
- **Medicines, Allergies and Medical Needs: (EPIPEN?)**

**This is when you make changes to your pre-filled information from FALL 2013. You cannot access/change this information once you check out. After registering, if you want to make changes to the pre-filled information, contact the KCC Office.**

### **NEW USERS/ RETURNING USERS: Create/Update a Family Account**

**Online Registration: [WWW.KensingtonCommunityCouncil.Org](http://WWW.KensingtonCommunityCouncil.Org)**

**Family Account** – one account per family.

**Required info:** Address, Cell Phone Number, Email address, child's name and grade

**Auto filled Responses:** enter in this important information or update as needed. After registering and you want to make changes to pre-filled information, you must contact the KCC Office (you cannot access this info once registration is completed.)