



**Registration Process**

Keystone Science School’s Afterschool Program is available to students in grades K-5 attending Dillon Valley Elementary, Frisco Elementary, Summit Cove Elementary, and Silverthorne Elementary, Breckenridge, and Upper Blue Elementary.

A registration form must be completed using the online application through Active, located at [KeystoneScienceSchool.org](http://KeystoneScienceSchool.org). Click on COMMUNITY: then CATCH Afterschool. You will see a “Register Now” button for DVE, FRE, SCE, SVE students.

UBE and BRE students must complete a paper application available at [BreckenridgeRecreation.com](http://BreckenridgeRecreation.com) or at the front desk of Breck Rec Center.

Enrollment into the afterschool program is only confirmed via the online registration. Participants must register to attend programming a minimum of 3 days per week. The only exception to this is if the program is at capacity on some days that a child wishes to attend. At this point we would allow a child to be enrolled 1 or 2 days/week to accommodate as many families as possible. Registrations are accepted on a first come first served basis and wait list options available if capacity is reached. Once a space becomes available, you will be notified via email that your child is enrolled. If at any time you want to remove your child from the wait list, please contact Annie Markuson,

Each program location has a cap of 30 program participants per day.

**You MUST register for each session you are interested in your child being enrolled in separately.**

Enrollment in 1 session of CATCH does not guarantee your child a spot in the following sessions.

Application release dates are as follows.

	Session 1	Session 2	Session 3
<b>Registrations will be opened at 9am on the following dates</b>	July 23, 2018	October 24, 2018	February 6, 2018

Program registrations are handled on a first come first served basis. If program is at capacity, a wait list registration is available. The wait list is also handled on a first come first served basis.

Students who attend DVE, FRE, SCE, or SVE will be informed upon registration by Keystone Science School’s Active Registration system if their child has been enrolled into the program, or is on the wait list for all or some desired days. Students who attend UBE or BRE will be notified by Breckenridge Rec Center Youth Program Coordinator, Abbey Austin, if they are accepted into the Afterschool Program.



### Confirmed Registrations

All participants who do not qualify for a free Afterschool Program pay a 20% deposit upon registering and the remaining balance in full by the 15<sup>th</sup> day in the session. If this is not a possibility for a family, we ask that you contact us at [CATCH@KeystoneScienceSchool.org](mailto:CATCH@KeystoneScienceSchool.org) to set up a payment plan.

Breckenridge Recreation Center will e-mail an invoice upon your child's acceptance into the Afterschool program. Upon receiving an invoice applicants who are CHP+ members must provide a \$50 non-refundable deposit, and full paying applicants must provide a non-refundable deposit of \$100 before the first day of each new session. The remainder of the balance for program participation is due no later than day 15 of programming for each 12-week session.

Keystone Science School and Breckenridge Recreation Center **will not offer any refunds** to parents or guardians for cancellation from the Afterschool program. If a participant cancels from a session or reduce the number of days they attend programming they must first notify KSS Afterschool Program Manager or Breckenridge Recreation Center Youth Program Coordinator. Beginning on the day of parent notification the unused registration fees can be transferred for that child's registration fees later in the same school year. No money shall be rolled over from one school year to another. Full paying or CHP+ program participants that are enrolled in 5 or 4 days and who request to drop to 4 or 3 days per week can transfer the difference in program fees to be utilized during Afterschool programs within the same designated school year.

### Program Participant Policy

This program has a **4-strike behavior policy** in place to notify parents or guardians of behavior issues with their child to correct problems with individual child's negative or harmful behavior. Strike 1 is a warning, strike 2 will result in a behavior contract between the child and program staff, strike 3 will result in a 3-day suspension from the Afterschool Program, and strike 4 will result in expulsion from the Afterschool Program for the remainder of the session. Program staff will notify the Afterschool Program Manager of the strikes and will work collaboratively with families to ensure all children receive beneficial and safe programming. Severe unwarranted behavior can result in immediate suspension or expulsion from the program at the discretion of the Afterschool Program Manager.

A **late pick-up policy** is also in place in order to respect the program and program instructors. A 5-minute grace period will be granted. Any child who is not picked up within 5 minutes of the program's flexible pick-up time of 5:30pm (or 6pm for the program held at Breck rec Center) will be given a strike. The first strike is a warning, second will result in a 2-day suspension from the Afterschool Program, and strike 3 will result in Afterschool Program expulsion for the remainder of the session.