



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. After School programming for Breckenridge and Upper Blue is provided by the Breckenridge Recreation Center.

A registration form must be completed using the online application through Active, located at KeystoneScienceSchool.org Click on CATCH: After School CATCH, then “Details”. You will see a “Register Now” button for DVE, FRE, SCE, SVE students.

UBE and BRE students must complete an online ePACT application available at BreckenridgeRecreation.com.

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, and a family is only offered select days. At this point we would allow a child to be enrolled 1 or 2 days/week to accommodate as many families as possible. When registering, participants must select the individual days they would like their child to attend. If these days are not selected, then the space will not be reserved. Registrations are accepted on a first-come first-served basis and waitlist options available if capacity is reached. Once a space becomes available, you will be notified via email or phone call that specific days are available. If at any time you want to remove your child from the wait list, please contact the KSS Customer Experience team at support@keystonescienceschool.org

Each program location has a maximum capacity 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
Registrations will be opened at 10am on the following dates	July 23, 2019	October 23, 2019	January 29, 2020

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 Recreation Center if they are accepted into the Afterschool Program.

Confirmed Registrations

All participants who do not qualify for free and reduced priced meal program pay a 30% deposit upon registering and the remaining balance in full by the 15th day in the session. If this is not a possibility for a family, we ask that you contact us at Support@KeystoneScienceSchool.org to set up a payment plan. Families must submit proof of Free & Reduced Lunch or CHP+ qualifications by the first day of each session. If proof is not received, then families will be responsible for the full tuition rate of the program.

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. Families must submit proof of Free & Reduced Lunch or CHP+ qualifications to Terrin Abell, Youth Programs Coordinator, at terrina@townofbreckenridge.com or 970-547-4333.

Keystone Science School and Breckenridge Recreation Center will not offer any refunds to parents or guardians for cancellation from the Afterschool program. Prior to the start of the session, if a participant cancels from a session or reduces the number of days they attend programming they must first notify the KSS Customer Experience Team or Breckenridge Recreation Center Youth Program Coordinator, Terrin Abell. 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 prior to the start of the session can transfer the difference in program fees to be utilized during Afterschool programs within the same designated school year.

Program Participant Policy for all Keystone Science School Programs

1. Expected Behavior of CATCH After School Students
 - Respectful, responsible, safe
2. Instructors give warnings and re-teach students the above expected behaviors. Instructors may do any of the following:



- Engage in discussions with students surrounding the behaviors that are appropriate and inappropriate.
 - Use of quiet corner
 - Collaborate with the student's school to brainstorm strategies that could work for supporting improved behavior.
 - Remove from activity – with opportunity to re-join
 - Daily student assessment plans
3. Make it Right Form
- Instructor asks student to fill out a Make it Right Form if they consistently display behaviors after redirection multiple times/days. A Make it Right form may be administered if a behavior is more serious and does not have to be repetitive. This up to the discretion of the KSS staff member. The Make it Right Form will be shown to the parent at pick-up OR a member of the KSS team will call and follow up with parents as needed.
4. Referral Form
- Instructor asks student to fill out a Referral Form if behaviors are still not improving or if behaviors are so significant that more action is needed. Parents are asked to sign the referral form signifying that they understand if the behavior(s) continue, the student may be suspended from the CATCH After School program for 3 registered program days OR may be expelled from CATCH After School programming permanently.
5. Program Suspension
- If student is suspended for 3 registered days of CATCH After School, a manager will meet with the parents of the student to create a behavior plan to maintain expected behaviors when the student returns.
6. Expulsion
- Student is expelled from the CATCH After School program permanently
- 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. Any child who is not picked up within the 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.