COVID-19

Please note that due to the continued health risks related to COVID-19 our program format might need to change to an online delivery method. A decision as to the viability of face-to-face programming will be made in early spring on a date to be determined. Our registration policy states that once registered for classes we will not offer transfers or refunds. An exception to this policy will be that any registration made before April 16, 2021 may be refunded if the program has been transferred to an exclusively online format as a result of any health concerns relating to COVID-19. All requests for refunds due to this change will need to be made from April 16, 2021 through May 3, 2021. In the case that our program is offered exclusively online there will be email communication as to next steps, policies and procedures.

Registration Information

In order to help save mailing costs, this is the only correspondence that you will be receiving from College for Kids & Teens at KTEC. If you enroll in additional classes at a later time another confirmation reflecting the new classes will be sent.

Please read your confirmation(s) carefully. Call 414-227-3360 immediately with any corrections to the student information, class title, date, time or grade level. If you receive your confirmation after June 1st, please call us at 414-940-1UWM (1896).

As a result of registering, included in this email or mailing you will receive a confirmation, parental consent form, and this summer preparation newsletter.

Please complete the parental consent form for each child and return to us at: cfkids@uwm.edu

YOUR CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS(ES) UNLESS WE HAVE THE PARENTAL CONSENT FORM ON FILE.

Check-In

Check-in begins at 7:30am in the KTEC West Cafeteria on your child’s first day. Here, we make sure you’ve filled out all the proper paperwork, and students then receive their CFK&T at KTEC drawstring backpacks. It is helpful to bring your confirmation receipt with you on the first day. Please note: You only need to do this one time during the summer on your first day of your first class. Please arrive 20-30 minutes before your class start time in order to get checked in and start class on time. If many students arrive right before class start time to check in, there may be a significant delay in getting students to their class with the potential loss of instruction time. Please use the website uwm.edu/see/KTEC to refer to your class dates and times. We highly recommend writing this information on your printed confirmation sheet and bringing it to check-in on your first day of class(es).

Your child will receive his/her CFK&T drawstring backpack when all of the paperwork is complete. To avoid long lines you may turn in the paperwork and receive your backpack Monday – Friday starting the first full week of June. Our summer office is located in the UWM Student Union, Room W179.
**GENERAL INFORMATION**

**Drop Off & Pick-Up**
Drop-off and Pick-up will take place at 5710 32nd Avenue, Kenosha, WI 53144. For specific instructions about drop-off and pick-up, please refer to the website at uwm.edu/sce/KTEC. In addition, you will receive information about procedures in a newsletter attached to your registration confirmation.

**Meals**
Lunch and snacks are not included. Please provide your child with a bag lunch and/or snack each day.

**Disciplinary Information**
Disruptive students are taken to the CFK&T at KTEC office and their parents are notified. Continued disruption results in removal from the program.

**Before and After Care**
To make things easier for students and parents, we offer supervised care in the cafeteria before and after the program day for a minimal charge. Chaperoning children to or from class is included in the fee. Come early or stay late. You must sign up for the full two weeks. If we do not have a minimum number of students registered, we will not offer before and after care. Note: If students are enrolled in back-to-back classes, they will be supervised in the cafeteria until the next session begins.

**Late Pick-up Policy for After Care**
Please be advised that after care ends by 5:15pm. If families are late for pick up, there will be a $10 charge for every 10 minutes that the student is not picked up.

**Before Care**
7:30-9am – $30/week or $50/two-week session (students may not be dropped off before 7:30 am)

**After Care**
3:45-5:15pm – $30/week or $50/two-week session

**Other Important Information**
- On the first day of a new class it is very helpful to have your confirmation receipt along.
- Students who are enrolled in back-to-back classes will be supervised in the KTEC Cafeteria. Please make sure they have a snack or lunch with them each day.
- For dance and theatre classes students must bring another pair of shoes to change into in order to participate. Please make sure your child brings appropriate shoes each day to class, no flip flops or sandals.
- Please look out for the parent College for Kids & Teens program evaluation handed out to students on the Wednesday before the week of camp ends. Your feedback matters and we take the time to read all evaluations.