

Dear Cascadia Families,

Please take a moment to read the entirety of this email as we have some important information regarding the Out of School Time Clubs registration process for Fall 2019.

This registration process is accessible from all devices and should make registration and payment easier for families, plus you'll find our class offerings, descriptions and pricing all in one place! *Please note, we will not have paper/.pdf registration forms for this term, so if you need assistance please contact Lauren directly.*

**Registration will open online starting at 7:00 am on Saturday, September 21st at <https://campscui.active.com/orgs/KidsCo?orglink=camps-registration> and will close on October 6<sup>th</sup> at midnight.** There are multiple pages of class offerings which are ordered by day of the week starting with Monday and going through Friday. You can also click on calendar view and select classes that way. To register for classes, select all classes you would like your child(ren) to attend. Once all classes for your child(ren) have been selected you will assign your child(ren) to those selections in a later step.

Once you have made all your selections, you will select continue which will bring you to the registration page. You will be asked to look up your account. If you have used Active for events, your account will be located by the email you enter, if you have not this will prompt the registration process. The good news is this information will be saved to your email so when you register next time you will only need to update information.

**Registrations are accepted on a first come, first serve system.** This will allow families to immediately submit payments for clubs upon registration as well as receive immediate confirmation of acceptance upon completion of the registration process. If you need financial assistance, please reach out to Lauren directly and Kids Co. can walk you through that process. Her email is [laurenb@kidscompany.org](mailto:laurenb@kidscompany.org) and the site phone number is (206)632-7753.

**To recap: Registration will run from 7:00 am Saturday, September 21st to 12:00 midnight Sunday, October 5<sup>th</sup>. All registrations will be done online at <https://campscui.active.com/orgs/KidsCo?orglink=camps-registration>**

**Classes will begin on Monday, October 14<sup>th</sup>.**

Please let me know if you have any questions.

***Lauren Bridges***

Program Manager Kids Co. at Cascadia

[laurenb@kidscompany.org](mailto:laurenb@kidscompany.org)