

General Information

Registration

Payment is due at the time of registration for all registration methods. Please fill out the registration form p.21 and the additional information form on p. 23

Register by Mail for both locations

Complete a Kid U/College for Kids Registration form (you may use the [printable registration form](#)) and mail it along with your check, money order or credit card number to:

Kid U Registration
Anoka-Ramsey Community College
11200 Mississippi Blvd. N.W.
Coon Rapids, MN 55433-3499

Make checks and money orders payable to ARCC.

Register by Fax with a credit card

Complete the registration form and additional information form and fax to the Coon Rapids Campus at 763.433.1201.

Register in Person

Stop in the Cambridge Campus Center Building or the Coon Rapid's Continuing Education Office anytime between 8:00 a.m. and 4:30 p.m. Monday through Friday through May 16. Beginning May 17 hours are 7:30 a.m. - 5:00 p.m. Monday through Thursday and 7:30 - 11:30 a.m. on Fridays.

Register Online

Visit our website at www.AnokaRamsey.edu to register. Please also complete the Emergency Contact Information when registering online.

QUESTIONS? Call 763.433.1200 for answers.

Confirmation/Cancellation

Registrations are confirmed by your payment of fees on a first-come, first-served basis. You will not receive written confirmation of your registration. **Please keep a personal record of your registration.** You will be notified ONLY if the class you are registering for is filled or cancelled.

Anoka-Ramsey Community College reserves the right to cancel a class due to insufficient enrollment. Our staff would be happy to assist you in finding an alternate course or refund you in full.

Refunds

You will receive a 100% refund if a course is filled or cancelled. You may cancel a registration any time up to one week prior to the beginning of classes and receive a 75% refund. No refunds thereafter. To cancel your child's registration, call 763.433.1200.

Special Needs

Please let us know on the registration form if a student has any medical or special needs so appropriate accommodations can be provided. If you would like to share your child's IEP with the instructors, you are welcome to do so.

Check In/Check Out

Each day students will meet in the gym at the Coon Rapids Campus and in the Food Court in the lower level of the Campus Center at the Cambridge Campus. We request that parents come to the gym/food court entrance to drop off and pick up their children. Instructors will pick up students in the gym/food court five minutes before each class and escort students back to the gym/food court after class. Children will not be dismissed to go home until a parent or guardian checks them out at the check-out table in the food court at the Cambridge Campus or the gym lobby of the Coon Rapids Campus. If you would like to give your child permission to check himself/herself out, please fill out the Check Out Form found on the back of the registration form. Please note if your student will be walking, biking or using other transportation.

Supervision

Students are supervised in class, during lunch and to and from each class. At any other time parents/guardians are responsible for their child.

Lunch and Snacks - Coon Rapids Campus

If you enroll in both morning and afternoon classes, you may choose to buy your lunch or bring your own. If you prefer to buy your lunch, Anoka-Ramsey's cafeteria will be offering a special Kid U menu. The menu varies each day with such foods as pizza, hot dogs, hamburgers and sandwiches. Included with your meal are a side and a beverage of milk or juice. Look for the lunch section on the registration form. The weekly fee is \$19. As a part of some of the classes, children may be given snacks. Please let us know if your child has any food allergies or dietary restrictions. **All lunches must be purchased by the Tuesday prior to the first day of class.**

Lunch and Snacks - Cambridge Campus

Please bring your own lunch if you enroll in both morning and afternoon classes. As a part of some of the classes, children may be given snacks. Please let us know on the registration form if your child has any food allergies or dietary restrictions.

T-Shirts

Use the registration form to order your Kid U T-shirt. Both youth and adult sizes are available at a cost of \$12.

Photo Release

Included on the registration form is a photo release which allows us to use photos taken of your child during Kid U for our brochures and advertisement. If you would like to allow us to take photos of your child which may be used in publications, please sign the photo release form included on the registration form.

Questions? Call 763.433.1200 for answers.