



University City United Church Preschool

2877 Governor Drive – San Diego CA 92122
858-455-0336 – ucucpreschool@sbcglobal.net

February, 2017

To: Parents,
Re: UCUC Preschool Registration Information for 2017

A Registration Form for UCUC Preschool is enclosed for all interested parents and those on our Waiting List. We hope that you are planning to register your child at UCUC Preschool, and remind you that your child must be two years old and toilet trained. There are no exceptions to these requirements.

Registration: To register, the registration form must be completed, signed and returned with a \$150 registration fee made out to UCUC Preschool on or before March 2.

Registration Fee: \$100 of the registration fee is non-refundable. The \$50 tuition deposit is refundable if written notice that your child will not be attending UCUC Preschool is sent by JULY 14, 2017 and another child can be found to fill the space.

Enrollment Paperwork: An additional \$25 of the registration fee will be applied to your SEP tuition if all necessary enrollment paperwork (which will be sent to your home) is returned to UCUC Preschool by AUGUST 14, 2017. (Example: A family who turns in all completed enrollment paperwork on or before 8-15-17 receives a \$75 credit toward the SEP 2017 tuition. A family turning in any of their paperwork after 8-15-17 receives only a \$50 credit toward SEP 2017 tuition.) It is very important that all enrollment paperwork is completed and returned to UCUC Preschool on or before August 15.

Processing Registration Forms: Registration Forms will be processed beginning on February 24. A priority will be given to people based on the order they went on the Waiting List. Some consideration is given to balancing the classes between sexes and providing some of our spaces to people who sign up for Extended Care (five or more hours per day).

Class Choice: We have a limited number of openings, especially for children who will be four by September 1, 2017 and also in our 3-Day Younger Class. We may not be able to place your child in your first choice; we recommend that you indicate a second and third choice so we can better serve you.

If we cannot place your child in your first choice, we will call to let you know what openings are available. If we are unable to place your child at this time, we will return your check and keep your child on the Waiting List, if you wish.

Confirmation: You will receive a confirmation letter concerning your child's placement by Friday, MARCH 10.

If you have any questions, please feel free to call the office at (858) 455-0336, Monday through Tuesday, between 9 a.m. and 2 p.m. Thank you for your interest in UCUC Preschool.

Paula Ries, Preschool Director