



University City United Church Preschool

2877 Governor Drive – San Diego CA 92122

858-455-0336 Preschool@ucuc.org

February 2018

To: Parents,
Re: UCUC Preschool Registration Information for 2018

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 \$100 registration fee made out to UCUC Preschool on or before March 2.

Registration Fee: The \$100 registration fee is non-refundable.

A \$25 registration credit is refundable if written notice that your child will not be attending UCUC Preschool is sent by JULY 1, 2018 and another child can be found to fill the space.

Enrollment Paperwork: It is very important that all enrollment paperwork is completed and returned to UCUC Preschool on or before August 10, 2018. A family turning in any portion of their paperwork after August 10th will incur a \$25 late fee. * All of your child's paperwork must be turned in before the 1st of September in order for your child to attend school.

Processing Registration Forms: Registration Forms will be processed beginning on February 22. 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). 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 registration check and keep your child on the waiting list, if you wish.

Tuition Payments:

Your first of nine tuition payments will be due August 10, 2018. This payment is considered a deposit and will be applied to your last month of tuition. Your pre-payment deposit is only refundable when a 30-day written notice of intent to withdraw from UCUC Preschool has been provided by January 5, 2019 and the withdraw is before February 1, 2019. Tuition payments from September – May are due by the 1st of each month. A \$25 fee will be applied to late payments.

Confirmation: You will receive a confirmation letter concerning your child's placement by Friday, MARCH 16.

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

Paula Ries, Preschool Director