



University City United Church Preschool

2877 Governor Drive – San Diego CA 92122

858-455-0336 Preschool@ucuc.org

2019

To: Parents,

Re: UCUC Preschool Registration Information for 2019- 2020 School Year

A Registration Form for UCUC Preschool 2019-2020 school year is enclosed. 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 plus a \$10.00 tote bag fee made out to UCUC Preschool. Tote bags are required. You may use your child's current UCUC tote bag or purchase a new bag.

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, 2019 and another child can be found to fill the space. Tote bag fees can also be refunded if the withdraw is made by July 1, 2019.

Enrollment Paperwork: It is very important that all enrollment paperwork is completed and returned to UCUC Preschool on or before August 9, 2020. A family turning in any portion of their paperwork after August 9th 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 for returning students will be processed beginning on February 28, 2019. Students on our waiting list will begin registration on March 7, 2019. A priority will be given to siblings, church members and 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 9, 2019. 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, 2020 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. * see parent contract

Confirmation: You will receive a confirmation letter concerning your child's enrollment by Friday, MARCH 22, 2019.

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.

Tracy Martin, Preschool Director