



UNIVERSITY CONGREGATIONAL CHILDREN'S CENTER PRESCHOOL
405 University Avenue Missoula, MT. 59801

Registration Information & Instructions

Dear Families:

We are conducting registration for the 2010/2011 school-year for 3, 4 & 5 year olds who are **not** currently enrolled in UCCC. Please refer to the instructions and information below. All questions can be directed to Brooke Whitman, Registrar, by e-mail at preschool@uccmsla.org, or by leaving a message for the UCCC registrar at 406-531-8222.

Classes Offered Thank you for your interest in the University Congregational Children's Center (UCCC) preschool program.

We offer classes for children age 3 to 4, and children age 4 to 5, either two (T-TH) or three (M-W-F) days a week. There are separate classes for both age groups on M-W-F and on T-TH. Please see Enrollment Criteria, below, for age criteria.

Class Time: All classes meet from 9:00am to 12:00pm.

Lunch Bunch option until 1:30pm for an additional fee. Limited availability.

Registration Procedures

- Please complete the Registration Form linked in the UCCC website (<http://www.uccmsla.org/preschool/index.html>) or sent to you by the Registrar. Complete one form for each child (even if registering siblings for the same class or different classes), and mail the registration form to

UCCC Preschool Registrar
405 University Avenue
Missoula, MT. 59801
- All registration forms received by March 5, 2010 will be grouped according to the preferred classroom and the gender of the child (you will be given the option of putting your name in both M/W/F and T/Th, indicating which is your preferred day).
- Names will be selected lottery-style in the second week of March. If a registrant is selected for both classes, their first choice will be honored. (If you are registering more than one child, please indicate if you are willing to separate the children or wish to keep them together in either the same class or, if different ages, attending on the same day.)
- If your name is selected, you will be contacted and given 2 days (48 hours) to respond.
- If you accept, you will be given five days to send the registration deposit of \$50.00 and the \$25.00 Maintenance Fee to the UCCC Registrar. One Check or money order only please for \$75.00.

- The \$50.00 registration fee reserves a space in a class for your child. If you withdraw your child before May 30th, \$25 of the \$50 will be refunded to you and the \$25.00 Maintenance Fee. However, if you withdraw your child after the May 30th deadline, the \$50 registration fee and the Maintenance Fee are non-refundable. (Under extenuating circumstances, the deposit amount is negotiable. Please contact the UCCC Registrar for more information.)

Tuition Schedule (September 2010 through May 2011):

- \$128.00 per month for classes that meet 3 times a week (Monday, Wednesday, and Friday)
- \$ 85.00 per month for classes that meet 2 times a week (Tuesday and Thursday)

Enrollment Criteria:

- Child must be potty trained
- Child must be 3 years old by Sept. 10 for the 3/4's class and 4 years old by Sept. 10 for the 4/5's class.
- Parents/guardians are required to help in the classroom once every 4-6 weeks **for each child enrolled at UCCC Preschool.**
- UCCC Preschool recommends parents/guardians keep children in the same class day, when moving from the 3 / 4 class to the 4 / 5 class. There is not a guarantee that a child will be able to change days when moving to the older class.
- Families are also required to serve on a school-wide committee, attend one "clean-up" per year and participate in fundraising. These activities are crucial in keeping the tuition at the UCCC affordable for all members of our community.
- Periodically each class will take field trips, requiring family-assisted (driving or walking) transportation. Whenever possible, parents and guardians are asked to share this responsibility with the other families in the class.

Questions: Contact UCCC Preschool Registrar (see UCCC website) or one of the UCCC Preschool teachers by leaving a message at 406-531-8222. If you would like to tour a classroom please call Tracey Cravy, Outreach Chair, at 728-2093 or email her at preschool@uccmsla.org.

Thank you for your interest in the UCCC Preschool!