



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

Registration Information & Instructions

Dear Families:

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

We are accepting registrations for the 2012/2013 school-year. Please refer to the instructions and information below. All questions can be directed to the Registrar, by e-mail at preschool@uccmsla.org, or by leaving a message for the UCCC registrar at 406-531-8222.

Classes Offered

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 1:30 pm or extended Lunch Bunch until 2:30 pm 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

Attention Registrar
UCCC Preschool
405 University Avenue
Missoula, MT. 59801

- Registration forms are available online beginning Feb. 1st for the following fall. Registration forms should be submitted by Feb. 28th. Registration forms received after February 28th will be considered as class openings allow.
- 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.
- We will begin drawing names for our fall classes on March 1st. If we have space for your child, you will be contacted and given 2 calendar days (48 hours) to respond.
- If you accept, you will be given five calendar days to send the registration deposit of \$75.00 to reserve your child's space to the UCCC Registrar.

- \$75.00 deposit includes a \$50.00 registration fee and \$25.00 maintenance fee. If you withdraw your child before May 30th, \$50.00 will be refunded to you (\$25.00 of the registration fee and the \$25.00 maintenance fee). After May 30th, all deposits are non-refundable. (Under extenuating circumstances, the deposit amount is negotiable. Please contact the UCCC Registrar for more information.)
- If we do not have space for your child, your child's name will be added to our wait list and you will be contacted if we have an opening.

Tuition Schedule (September 2012 through May 2013):

- \$142.00 per month for classes that meet 3 times a week (Monday, Wednesday, and Friday)
- \$ 95.00 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 4-8 weeks (depending on frequency of class meeting) **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 or the school Administrator, by leaving a message at 406-531-8222.

Tours: If you would like to tour a classroom please call the Outreach Chair, at 531-8222, or email her at preschool@uccmsla.org.

Thank you for your interest in the UCCC Preschool!