



**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 2018/2019 school year. Please refer to the instructions and information below. All questions can be directed to the UCCC Registrar at the preschool 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.

**Class Time**

All classes meet from 9:00am to 12:00pm. There is a Lunch Bunch option until 2:00 pm for an additional fee. Availability is limited.

**Registration Procedures**

- Please download and complete 1. *Registration Form* and 2. *Family Agreement Form* on the UCCC website at: [uccofmissoula.org/uccc-preschool](http://uccofmissoula.org/uccc-preschool) or it can be 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 in mid-January for the following Fall. Registration forms should be submitted by February 28<sup>th</sup>. Registration forms received after February 28<sup>th</sup> will be considered as class openings allow.
- If you are registering more than one child, please indicate if you would like your children to attend classes on the same days of the week OR indicate if it is OK to place your children in different classes/different days (E.g. one child on MWF, another on T/TH).
- We will begin drawing names for our fall classes in early March. If we have space for your child, you will be contacted and given two calendar days (48 hours) to respond.
- If you accept, you will be given five calendar days to send the deposit of \$75.00 to reserve your child's space to the UCCC Registrar.
  - If you withdraw your child before May 30<sup>th</sup>, 2018, you will be refunded \$50 of the registration fee. After May 30<sup>th</sup>, 2018, the total deposit is non-refundable. Please make checks out to "UCC" with a note in the memo line "UCCC PRESCHOOL DEPOSIT".
- 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.



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**Tuition Schedule (September 2018 through May 2019)**

- \$180.00 per month for classes that meet three times a week (Monday, Wednesday, and Friday)
- \$120.00 per month for classes that meet two times a week (Tuesday and Thursday)

Tuition checks are made out to "UCC" with "UCCC PRESCHOOL TUITION" in the memo line.

**Enrollment Criteria**

- Upon entering school at UCCC Preschool a child must be potty trained and independent in taking care of their toileting/bathroom needs.
- Child must be 3 years old on or before September 10<sup>th</sup> for the 3/4's class and 4 years old on or before September 10<sup>th</sup> for the 4/5's class. Our September 10<sup>th</sup> age deadline corresponds to the deadline for kindergarten in the state of Montana.
- **Child must be fully immunized unless he/she has a medical exemption.** UCCC adheres to the Montana Child Care Immunization schedule.
- 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. UCCC is generally a two-year program; children spend one year in the 3/4's class and one year in the 4/5's class.
- Families are also required to serve on a school-wide committee, attend one "clean-up" per year and participate in fundraising. Committee work and "clean-ups" are per family not per child. 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. Parents and guardians are expected to share this responsibility with the other families in the class.

**Additional Preschool Costs**

- In addition to tuition and fundraising participation, please note that additional costs to attending UCCC may include: classroom photo fund, periodic supply requests, purchasing snack on your Parent Helper Days, etc.

**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 406-531-8222. Tours are not typically scheduled in February because we encourage families and children to attend our Open House on February 15, 2018 from 4-6pm.

Thank you for your interest in UCCC Preschool!

*UCCC Council*



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## REGISTRATION FORM 2018/2019

### STUDENT INFORMATION

Child's Full Name \_\_\_\_\_

Name we should use to label your child's coat hook, mail pocket, job chart, etc. \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender \_\_\_\_ Is your child currently enrolled @ UCCC? If so, please check box .

If yes, are you current on all tuition/fees due to UCCC? \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION (check here if you are a returning UCCC family and this is a new address )

First Parent/Guardian Name \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_ email: \_\_\_\_\_

UCCC sends out many notifications via email, should UCCC notify you of school related items/updates using the above email? Yes  No

Do both parents/guardians live in the same household? Yes  No  \_\_\_\_\_

If separate households, should both households receive copy of June mailing? Yes  No,  please just send to the First Parent's listed address. If separate households, how many Family Handbooks/Orientation folders would you like at Orientation Night? \_\_\_\_\_ (write amount)

Second Parent/Guardian Name \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_ email: \_\_\_\_\_

Should UCCC notify you of school related items/updates using the above email? Yes  No

Who will assume financial responsibility for your child's tuition? \_\_\_\_\_

### CLASS PREFERENCE INFORMATION

Please mark your first choice of class with a #1. If we are not able to place your child in your first choice of class, please indicate that you would accept your second choice of class by marking it with a #2. A child must be 3 years old by September 10<sup>th</sup> to enroll in the 3/4's class or 4 years old by September 10<sup>th</sup> to enroll in the 4/5's class.

\* 3-4 year-old Monday/Wednesday/Friday \_\_\_\_\_

\* 3-4 year-old Tuesday/Thursday \_\_\_\_\_

4-5 year-old Monday/Wednesday/Friday \_\_\_\_\_

4-5 year-old Tuesday/Thursday \_\_\_\_\_

\*Please Note: If you are registering for a 3/4 class, the class your child is placed in (MWF or T/Th) is the class your child will be guaranteed for their 4/5 year. While it may be possible to change which days your child attends school for the 4/5 year-old class, it is not guaranteed.



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**If applicable:** I am submitting registration forms for more than one child in my family. Yes  No  If yes, check 1 or 2 below.

- 1. I would like my children to attend classes on the same days of the week.
- 2. It is OK to place my children in different classes/different days (e.g. one child on MWF, another on T/TH).

Are you a member of University Congregational Church? Yes  No

Have any other siblings attended UCCC? If yes, their name(s): \_\_\_\_\_ Dates attended \_\_\_\_\_

Did either parent attend UCCC? If yes, their name(s): \_\_\_\_\_

## STUDENT INFORMATION (PLEASE USE ADDITIONAL PAPER IF NECESSARY)

1. Does your child have any known allergies to food, animals, airborne substances, drugs, etc.?  
\_\_\_\_\_  
\_\_\_\_\_

2. Please explain any concerns you have about your child in the areas listed below. If he/she has received a diagnosis in any of these areas, please note.

**A. Physical Development:** \_\_\_\_\_  
\_\_\_\_\_

**B. Social/Emotional Development:** \_\_\_\_\_  
\_\_\_\_\_

**C. Speech/Language Development:** \_\_\_\_\_  
\_\_\_\_\_

**D. Cognitive Development:** \_\_\_\_\_  
\_\_\_\_\_

**E. Health:** \_\_\_\_\_  
\_\_\_\_\_

**F. Behavior:** \_\_\_\_\_  
\_\_\_\_\_

3. **If applicable**, please list any special need or accommodations your child would need in order to attend UCCC Preschool: \_\_\_\_\_  
\_\_\_\_\_

## PREVIOUS DAYCARE OR PRESCHOOL EXPERIENCE:

What, if any, is your child's previous daycare or preschool experience?

Name of school/daycare: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

May we have permission to contact that school/daycare? If yes, please sign and date below.

\_\_\_\_\_ Date \_\_\_\_\_



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**AGREEMENT FOR PRESCHOOL 2018/2019**

I, the parent/guardian of \_\_\_\_\_, agree to the following:(please initial by each number)

- \_\_\_ 1. Payment of fee for monthly tuition regardless of my child's attendance. (T/TH: \$120; M/W/F: \$180)
- \_\_\_ 2. To keep my child home if there are signs of a communicable disease and/or a fever.
- \_\_\_ 3. To spend time as scheduled assisting in the teaching of children in the preschool.
- \_\_\_ 4. To fulfill my parent helping responsibilities per child, not per class.
- \_\_\_ 5. To exchange days with another UCCC parent if I am unable to be parent helper on a day I am scheduled.
- \_\_\_ 6. To help once a year, per family, with a Parent Clean-up. (Upon completion of a Parent Clean-up, families will be reimbursed their \$50.00 Clean-Up fee.)
- \_\_\_ 7. To participate in one parent committee per year, per family.
- \_\_\_ 8. **Participate in Fall Festival by serving on a planning committee, volunteering at the event, donating or securing the donation of goods for the event or opting for the obligatory buyout in lieu of participation.**
- \_\_\_ 9. To adhere to the UCCC Immunization Policy.
- \_\_\_ 10. To be punctual at all times when picking up my child, or agree to pay penalties as written in Policy.
- \_\_\_ 11. To fill out a withdrawal form if I remove my child from preschool.
- \_\_\_ 12. That all information provided in the registration forms is true and accurate to the best of my knowledge.

Child's name (please print): \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**UCCC Tuition Fee Policy**

- 1. Fees are as follows: T/TH classes are \$120 per month M/W/F classes are \$180 per month and are due on the 5<sup>th</sup> of each month.
- 2. A \$25 late charge may be assessed for any tuition not received by the 10<sup>th</sup> of the month.
- 3. There is a \$75.00 registration fee that must be submitted to UCCC once your child is admitted and you accept a spot at the preschool. The \$75 deposit includes a \$50 registration fee and \$25 maintenance fee. The \$50 registration fee is non-refundable if you withdraw your child after 5/30/18.
- 4. If your child is a returning student, please submit the \$75 registration fee with your application.
- 5. There is a \$50.00 Clean-up fee refundable upon completion of Parent Clean-up.
- 6. Students enrolled after school starts are responsible for the first months' tuition, plus a \$75 registration/maintenance fee and a \$50 refundable clean-up fee. Students beginning during the first half of the month will be responsible for the whole month's tuition. Students beginning during the last half of the month will pay only half that month's tuition.
- 7. Students withdrawing from UCCC during the year will forfeit the last month's tuition if their slot cannot be filled within two weeks. If another child enrolls as a replacement, tuition for the month of May will be refunded. Students dropping out mid-month will still be responsible for that month's tuition.
- 8. UCCC tuition will increase 3% to 5% annually, at the discretion of the UCCC Council.

\_\_\_\_\_  
Signature by Responsible Parent/Guardian Date