



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

Registration Information & Instructions

Dear Families:

Thank you for your interest in the UCCC Preschool program. We are accepting registrations for the 2019/2020 school year. Please refer to the instructions and information below. All questions may be directed to the UCCC Preschool Registrar at 406-531-8222 or ucccpreschool@gmail.com.

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 the *Registration and Family Agreement Forms* on the UCCC Preschool website at: uccofmissoula.org/uccc-preschool. You may also request forms to be mailed 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 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 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 31st, 2019, you will be refunded \$50 of the registration fee. After May 31st, 2019, the total deposit is non-refundable. Please make checks out to "UCCC Preschool".
- 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 2019 through May 2020)

- \$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)

Please make tuition checks out to "UCCC Preschool".

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 10th for the 3/4's class and 4 years old on or before September 10th for the 4/5's class. Our September 10th 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 Preschool 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 Preschool 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 Preschool 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 Preschool may include: classroom photo fund, periodic supply requests, purchasing snack on your Parent Helper Days, etc.

Questions

Contact UCCC Preschool Registrar or Administrator at 406-531-8222 or ucccpreschool@gmail.com

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 12, 2019 from 4-6pm.

Thank you for your interest in UCCC Preschool!

UCCC Preschool Board of Directors