

# University Congregational Children's Center Preschool Registration Process

## UCCC 3 / 4 Classroom Registration Process

*Registration priority for 3 / 4 children (children in the classrooms for 3 and 4 year-olds) is as follows:*

1. Children repeating 3 / 4 preschool, whether in the same classroom or changing days.
2. The remaining priority is in order: children of board members, church staff/UCCC staff, grandfathered children, church members.
3. Members of the community who follow the registration procedures, outlined below.

*Registration Procedure for 3 / 4 children is as follows:*

1. Pre-Registrants will register by obtaining downloadable forms from the UCCC website or by request to the registrar.
2. Pre-Registrants may submit their forms to the registrar no earlier than January 1<sup>st</sup> and no later than February 28<sup>th</sup> of the school year for which they are applying. A letter confirming that the form was received, stating when the lottery will be held, and the time constraints for accepting or refusing the class positions will be sent to the pre-registrant by the registrar.
3. All registration forms will be separated into two groups: male and female.
4. The second week in March, with a minimum of one other board member present, the registrar will draw forms (lottery style) from the submitted paperwork until the class is full. Gender balance will be in effect, so more names from one gender pile may be pulled than from the other, based on the needs of classroom enrollment. (see Note, below)
5. The families of those student's whose names were pulled during the lottery will be contacted by the registrar and will be given 48 hours to accept or decline the position. If the position is accepted, the family will have five days to send a check covering the registration fee to the registrar. If the check is not received in that time or the position is declined, the first name in the waiting pool of the corresponding gender will be contacted and offered the position.
6. The waiting pool will be comprised of the families whose forms were not drawn in the initial lottery. A secondary waiting pool will be comprised of families who have submitted registration materials after the registration period.

Note: As indicated in the UCCC Gender-balance Philosophy, the school strives to fill classes equally gender-balanced. If this cannot be achieved by the first week of April, classes will be filled with the remaining children on the waiting list.

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## **UCCC 4/5 Classroom Registration Process**

*Registration priority for 4 / 5 children (children in the classrooms for 4 and 5 year-olds) is as follows:*

1. Children repeating 4 / 5 preschool, whether in the same classroom or changing days.
2. Children in the existing 3 / 4 classrooms advancing to the corresponding day in the 4 / 5 classroom.
3. Priority in order: children of board members, church/UCCC staff, church members. If more families apply than there are spots available, a lottery will be performed to select the children.
4. Children in the existing 3 / 4 classroom advancing to the other day in the 4 / 5 classroom. If more families are changing days than there are spots available, a lottery will be performed to select the children.
5. Members of the community.

*Registration Procedures for 4 / 5 children is as follows:*

1. Registrants in all categories will be required to submit their registration by February 28<sup>th</sup> to the Registrar. Categories 1 and 2 will also be required to submit their deposit to secure their spot in the 4 / 5 class.
2. If there are more children from Category 3 (above) than there are spaces available in either classroom, a lottery will be performed, for each individual group within the category (i.e. a lottery will be performed individually for children of board members, followed by a lottery for children of church/UCCC staff, etc.). With a minimum of one other board member present, the registrar will draw names from the submitted paperwork until the class is full. Gender balance will be in effect, so more names from one gender pile may be pulled than from the other, based on the needs of classroom enrollment.
3. If more families are changing days (Category 4, above) than there are spots available, a lottery will be performed as described in Step 2.
4. If there are still spots remaining once in-house registration is complete (those families from categories 1-4, above), the Registrar will turn to the enrollment forms received from the community. These enrollment forms will be separated into two groups: male and female and a lottery selection will be made as outlined in Steps 2.
5. The families of those student's whose names were pulled during the "community registration" lottery will be contacted by the registrar and will be given 48 hours to accept or decline the position. If the position is accepted, the family will have five days to send a check covering the registration fee to the registrar. If the check is not received in that time or the position is declined, the first name on the waiting list of the corresponding gender will be contacted and offered the position.