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**PRIORITY REGISTRATION – Currently enrolled students only**

- Priority registration forms will be emailed out to families enrolled in the 4<sup>th</sup> session the week of **March 25, 2019**.
- Completed forms are due to the front office between **April 8 and April 12**. YOUR PAYMENT WILL NOT BE PROCESSED UNTIL THE WEEK OF APRIL 15.
- Completed forms must include payment in the form of a check (payable to The City of Pleasanton) or credit card information (we accept Visa, MasterCard or Discover card).
- Priority Registration is on a lottery system. The week of April 15<sup>th</sup> we will use a random number generator to sort the registration forms and assign students to classes.
- We try to place children in their 1<sup>st</sup> choice however; we only have a limited amount of openings therefore **we cannot guarantee that all requests will be accommodated**.
- If you do not get your 1<sup>st</sup> choice, your child will be placed in the next available class based on your priority selection and will be waitlisted for your 1<sup>st</sup> choice only.
- If you would like your child to be placed on the waitlist for other classes, please notify the front office as soon as possible.
- You will be notified of your child's class assignment via email by Monday, April 22.
- **All fees must be paid in full at the time of registration to ensure your child's spot.** If fees are not received by Friday, April 19, your child will be withdrawn from the program and your space will be released for open enrollment starting Wednesday, April 24.
- Sibling priority registration will be offered to families with students currently enrolled at Gingerbread. Sibling registrations will be processed after currently enrolled students are placed in classes but before the registration is open to the public on April 24, 2019. Completed sibling forms are due to the front office by **April 12<sup>th</sup> @ 4 p.m.**

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**OPEN ENROLLMENT**

- Open enrollment begins **April 24 at 8:00 a.m. for Pleasanton Residents only. Registration will be online only** at [www.pleasantonfun.com](http://www.pleasantonfun.com) on a first come first serve basis. You will need to login or create an account to register.
- Payments will be due at the time of registration; spots will not be saved without payment.
- Non-Resident registration and walk-in registration begins May 1.
- A copy of the child's Immunization records and a completed emergency form will be due to the preschool office on or before June 28, 2019. (Emergency forms will be emailed with class assignments.)

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**WAITLIST**

- If your child is placed on the waitlist, he/she will remain on it until a spot becomes available.
- Once a spot is available you will be notified via phone and email. You will have 24 hours to accept or decline the spot.
- If we do not receive a response within 24 hours you will be taken off the waitlist and the next person will be notified.

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**REFUNDS**

- Full refunds, less a \$50 nonrefundable administration fee, will be issued for any reason 10 days prior to the start of class.
- **No refunds will be issued once the session starts.**

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**TRANSFERS**

- Transferring between classes will only be granted if you are next on the waitlist and a spot is available.

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**KEY DATES**

April 8 -April 12	Priority Registration forms due to Gingerbread - <b>currently enrolled students only</b>
April 24	Open enrollment opens at 8:00am – <b>Pleasanton Residents online only</b>
May 1	Open enrollment opens at 8:00am – <b>Walk-In and Non-Residents</b>
August 26	First day of school