

GINGERBREAD PRESCHOOL REGISTRATION INFORMATION 2017 – 2018 SCHOOL YEAR

PRIORITY REGISTRATION – Currently enrolled students only

- Priority registration forms will be mailed out to currently enrolled families the week of March 6.
- Completed forms are due to the front office between **March 20 and April 13**.
- Completed forms must have:
 - Updated Immunization record
 - Proof of Pleasanton residency (utility bill, driver's license, lease/rental agreement...)
 - Payment in the form of a Check (payable to The City of Pleasanton), Visa, MasterCard or Discover
- Priority Registration is on a lottery system. Each application is assigned a number and using a random number generator numbers will be drawn and assigned a class.
- Class requests will be considered at this time. We try to place children in their 1st choice however, we only have a limited amount of openings so we **cannot guarantee that all requests will be accommodated**.
- If you do not get your 1st choice, your child will be placed in the next available class based on your request and be waitlisted for your 1st 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 April 21.
- Payments will be processed at time of class placement (April 17-21).
- **All fees must be paid in full by Friday, April 28 to ensure your child's spot.** If fees are not received by Friday, April 28, your child will be withdrawn from the program and your space will be released for open enrollment starting May 1.

OPEN ENROLLMENT

- Open enrollment begins **May 1 at 8:00am for Pleasanton Residents Only**. Non-Resident Registration begins May 10.
- **Registration will be online only** at pleasantonfun.com, on a first come first serve basis.
- You will need to create an account, unless one already exists, in order to register.
- Payments will be due at the time of registration; spots will not be saved without payment.
- A copy of your child's Birth Certificate or Passport, Immunization records, and proof of Pleasanton Residency will be due to the preschool office on or before June 30. If all documents are not received by June 30, your child will be withdrawn and your space will be offered to the next person on the waitlist.

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.

REFUNDS

- Full refunds will be issued for any reason, without penalty, 10 days prior to the start of class.
- No refunds will be issued once the session starts.

TRANSFERS

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

KEY DATES

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|-------------------|--|
| March 20-April 13 | Priority Registration forms due to Gingerbread - currently enrolled students only |
| May 1 | Open enrollment opens at 8:00am – Pleasanton Residents Online only |
| May 10 | Open enrollment opens at 8:00am – Walk In and Non-Residents |
| TBD | Session Dates |