
PRIORITY REGISTRATION – Currently enrolled students only

- Priority registration forms will be mailed out to currently enrolled families the week of March 19.
- Completed forms are due to the front office between **March 26 and April 16**. YOUR PAYMENT WILL NOT BE PROCESSED UNTIL THE WEEK OF APRIL 16.
- Completed forms must have:
 - Updated Immunization record
 - 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 Friday, April 20.
- Payments will be processed at time of class placement (April 17-20).
- **All fees must be paid in full by time of registration to ensure your child's spot.** If fees are not received by Friday, April 20, your child will be withdrawn from the program and your space will be released for open enrollment starting Monday, April 23.

OPEN ENROLLMENT

- Open enrollment begins **April 23 at 8:00am for Pleasanton Residents Only**. Non-Resident Registration begins May 1.
- **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 Immunization records, and emergency forms will be due to the preschool office on or before June 30.

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

March 26-April 16	Priority Registration forms due to Gingerbread - currently enrolled students only
April 23	Open enrollment opens at 8:00am – Pleasanton Residents Online only
May 1	Open enrollment opens at 8:00am – Walk In and Non-Residents
August 27	First day of school