



## UCNS ENROLLMENT INFORMATION

Thank you for considering University Covenant Nursery School for your child's preschool experience! Our enrollment process has been developed to ensure fairness for our preschool families. Registration shall be conducted by lottery with the following priorities:

- First: Continuing students moving from the 3 yr old class to Pre-K or from Pre-K to TK
- Second: Children of UCNS staff and/or current Board members;
- Third: Continuing students returning to the same program (Parents must submit a separate brief statement explaining why your child/family would benefit from this class placement. Director approval is required).
- Fourth: Siblings of children continuing at UCNS;
- Fifth: Families selected to serve as Board members for the upcoming school year who have signed a Board position agreement;
- Sixth: Previous Board members or previous staff;
- Seventh: Alumni families
- Eighth: UCC pastoral staff families;
- Ninth: Children on Wait List of previous school year (must be listed by 9/30/10);
- Tenth: New families

On **March 22<sup>nd</sup>, 2010 at 5:00PM**, our registration committee sorts all applications according to the class preference indicated. Applications for each program are then ranked according to the criteria above, and students are enrolled in order of priority. If a family qualifies for more than one priority group, the highest of their priority levels will be granted. Once we reach a priority group that includes more applicants than we have space for, we assign lottery numbers to all applications in this priority group. Then we add as many students as we can starting with the lowest lottery number. Programs may fill before we get to each priority group, but we continue to lottery all remaining applicants so that we can organize the wait lists in order of priority.

Next, the registration committee reviews each program for gender balance to ensure that no more than 60% of one gender is enrolled in each program whenever possible. We also look at the ages of each child to make sure the program is balanced with respect to age. Continuing students who are kindergarten eligible have priority for enrollment in our Transitional Kindergarten program. However, children may not be concurrently enrolled in TK and a Kindergarten program. Teacher and Director recommendations are also used in determining program placement. UCNS is committed to serving both the children of University Covenant Church and our larger Davis community, so adjustments may be made to ensure that children from both groups are admitted in accordance with our UCNS by-laws.

When our enrollment limit is reached, a wait list will be created and maintained. The wait list does not carry over to the following school year. However, remaining on our wait list for one year does provide a priority status if you re-register for the following school year. Our registrars will email all families to notify them of their enrollment status within two weeks of our lottery. If you are initially placed on the wait list do not lose heart! There is always some movement over the spring and summer as families plans change, and we are often able to offer enrollment to families initially placed on the wait list. If you are admitted to UCNS, your child's enrollment forms and first tuition payment are due by May 1, 2010. If you are offered a spot at UCNS and decide not to enroll, please notify our registrars as soon as possible so that we may offer your space to the next family on our wait list.

If you would like additional information about UCNS and our program offerings, please visit our website at [www.ucnskids.com](http://www.ucnskids.com). If you have additional questions about the enrollment process or our admission policies, please contact our UCNS Registrars. Thank you!

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