



Registration Guidelines and Tips

Here are some guidelines and tips that will help make the registration process easy.

FILLING OUT THE FORM

- Fill out a form for **EACH** child that you are registering indicating all programs for that child on one form.
- Indicate clearly your preferences for choices and fill out the forms **completely**.
- Registration forms are accepted from December until January 25th (end of day).
- Attach a check for registration and, if you are interested in additional priority points, a check for the first month's tuition. OR simply write "bill my account" on the form and the amount will be added.

PRIORITY PLACEMENT

The UCECP uses a point system to determine priority for class placement. You will find the system on the back of the registration form. Criteria are weighted differently and are added together for total points.

For Tuition Priority Points:

- In order to receive points for the **First Month Tuition Paid criteria**, all September tuition must be paid.
IMPORTANT: If you are registering for two programs, both of those programs' September tuition must be paid in order to qualify for this criteria. Please note that a deadline will be given and this tuition will no longer be refundable.

For Application Deadline Points:

- All applications are date stamped and are **NOT** time stamped. To receive priority points for the **Applied By Deadline criteria**, applications must be received **ON** or **BEFORE** January 25th. Applications will be reviewed in the order of the date stamp.