

# Gingerbread Preschool

## ***Fall Registration Procedure 2012/2013***

1. General mail-In Registration for fall 2012 begins May 1 and ends May 31.
2. Interested families must submit the registration form along with a photo copy of:
  - a. Proof of residency (imprinted check, photocopy of driver's license, or utility bill)
  - b. State/County birth certificate or passport (hospital certificate is NOT acceptor)
  - c. Immunization records
  - d. Payment in the form of check, VISA/MASTERCARD
3. Registration may be mailed-in or dropped off at the **PRESCHOOL ONLY**

<b>Mail to:</b> Gingerbread Preschool – Fall Registration	<b>Walk-In:</b> Gingerbread Preschool
P.O. Box 520	4333 Black Ave.
Pleasanton CA 94566	Pleasanton CA 94566
	<small>(Monday-Friday 8:30am-3:00pm)</small>
4. Submitting registration materials does not guarantee a space in the program.
5. On Monday, June 4, all forms received are put into a large container, mixed randomly, selected than registered. Non-residents are registered after residents.
6. Parents will receive notification of the **CLASS TIME ONLY** along with a receipt the 3<sup>rd</sup> week in June.
7. *Classroom and teacher placement notification will be sent out at the end of August.*

### Class formation Process:

1. The Class Formation Process begins in August.
2. Teacher and Assistants are assigned to a class schedule.
3. Classes are separated by age group and time.
4. Children are divided by male and female to balance the classroom.
5. Birth dates are then considered.
6. Parent requests are reviewed. *It is not guaranteed that all parent requests can be accommodated.*
7. Classes are then merged to create the appropriate class size.
8. After the classes have been formed, parents are notified via mail, their child's teacher and room assignment in August.
9. *School starts: September 10 - for the 4's  
September 11 - for the 2's (T/TH) 3's and 5's  
September 12 - for the 2's (W/F)*