

## Welcome to SSC Co-op Open Registration!

To register your **newly enrolling** child for the 2018-19 school year, please use one of the options below and pay a **\$85 non-refundable registration fee**. You have until **February 28<sup>th</sup>** to register your child during Open Registration. Siblings of currently enrolled will have priority over new families, and with this consideration, registrations received by the deadline will be processed equally and a lottery will be used when more families register for a class than space accommodates.

### Registration Fee Assistance

For the 2018-19 year, the SSC Co-op Preschool PAC (Parent Advisory Council) is offering Registration Fee Assistance to families that find paying the non-refundable \$85 registration fee a financial hardship. There is no application for assistance, families determine their need at the time of payment. Assistance is limited and is on a first come, first served basis.

Families that request assistance can choose partial assistance, and pay \$45 instead of \$85, or full assistance, and pay no registration fee at all. Families that pay \$45, and choose to pay online, will have the online fee waived.

### Open Registration:

To register and pay online -

- Go to [SSC Co-op Preschool's Online Open Registration Form](#)
- Fill out completely and submit, you will receive an automatic confirmation email that we received your registration.
- At the end of the form, you may choose to pay online and you will be redirected to Paypal. There is a fee of \$3.00 to pay online.
- Registrations must be submitted before midnight, Wednesday, February 28, 2018.

To register online and pay by mail –

- Go to [SSC Co-op Preschool's Online Open Registration Form](#)
- Fill out completely and submit, you will receive an automatic confirmation email that we received your registration.
- Registrations must be submitted before midnight, Wednesday, February 28, 2018.
- Make your check out to "SSC Preschool Registration"
- Mail to: SSC Co-op Registration, 4742 42nd Ave SW #194, Seattle, WA 98116
- You may mail your check to the PO Box, it must be postmarked by February 28<sup>th</sup>.
- OR drop off your check at the PO Box, it must arrive by closing (7 p.m.) on February 28th.
  - \*If you and your child do not share a last name, be sure to note your child's name.
  - \*If your check is not received by this deadline, your registration, even if the form is on time, will be considered late.

To register and pay by mail –

- Download and print a copy of the Open Registration Form on our [website](#) or receive by email.
- Fill out the form completely
- Mail to: SSC Co-op Registration, 4742 42nd Ave SW #194, Seattle, WA 98116. Mailed registrations (and fee) must be postmarked no later than February 28th.

OR

- Drop off at UPS Mail Store at the above address, be sure to place your registration (and fee) in an envelope and address it. Dropped off registrations must be in the box at closing (7 p.m.) on Wednesday, February 28, 2018.

**Confirmations - There are 2 different types, one is a confirmation of receiving your registration and the other is a confirmation of placement in a class:**

**Confirmation of receipt of registration** - If filling out an online form, there is an automatic confirmation email sent immediately. If you mail or drop off a registration form, you may email [sscc.coop.register@gmail.com](mailto:sscc.coop.register@gmail.com) for confirmation until February 27th. This is not a receipt of payment.

**Confirmation of placement** - Placement in classes will take place after the registration closes on February 28th. Emails will go out to families by March 15th, either confirmation of placement and/or waitlist position. Emails will be sent from [sscc.coop.register@gmail.com](mailto:sscc.coop.register@gmail.com), and sometimes land in a spam/junk folder, please check there first if you haven't received an email. After the 15th, if you still haven't received an email, you may email [sscc.coop.register@gmail.com](mailto:sscc.coop.register@gmail.com) for information.

**Fiona Preedy, Registration Co-Chair**

[sscc.coop.register@gmail.com](mailto:sscc.coop.register@gmail.com)

SSC Co-op Registration, 4742 42nd Ave SW #192

Seattle 98116

**Jen Schill, Registration Co-Chair**

[inquiries.sscop@gmail.com](mailto:inquiries.sscop@gmail.com)

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