

## Welcome to SSC Co-op Priority Registration!

To register your **currently enrolled** 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 **January 31<sup>st</sup>** to register your child to use your priority. We do not process the registration forms until the deadline and a lottery is used when more families register for a class than space accommodates. Newly enrolling children, including siblings of children currently enrolled, will register during February using an Open Registration Form, available at the beginning of February.

### 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 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.

### Priority Registration:

To register and pay online -

- Go to [SSC Co-op Preschool's Online Priority 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 to pay online.
- Registrations must be submitted before midnight, Wednesday, January 31<sup>st</sup>.

To register online and pay by mail –

- Go to [SSC Co-op Preschool's Online Priority 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, January 31<sup>st</sup>.
- Make your \$85 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 post marked by January 31<sup>st</sup>
- OR drop off your check at the PO Box, it must arrive by closing (7 p.m.) on January 31<sup>st</sup>.
  - \*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 [Priority Registration Form](#) or pick up a copy from your parent instructor.
- 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 January 31<sup>st</sup>.

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 January 31<sup>st</sup>.

**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. (This is not a receipt of payment, that is provided by Paypal). 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 January 30th.

**Confirmation of placement** - Placement in classes will take place after the registration closes on January 31st. Emails will go out to families by February 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 Team**

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

SSC Co-op Registration

4742 42nd Ave SW #192, Seattle, WA 98116

**Jennifer Schill, Registration Team**

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

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