



# St. James Lutheran Preschool

229 Second Ave., St. James, NY 11780

Ph. # 631-862-8934

Website: [www.stjames-preschool.com](http://www.stjames-preschool.com)

Email: [meredithpreschool@stjlc.com](mailto:meredithpreschool@stjlc.com)

## Registration Form 2025-2026

Registration Forms and Payment may be completed online, emailed, "snail mailed" **or** placed in our RED secure mailbox located outside the Preschool Office doors.

### Office Use Only

Date Enrolled: \_\_\_\_\_  
 Registration Fee:  
 Cash \_\_\_\_\_  
 Check # \_\_\_\_\_  
 CC \_\_\_\_\_  
 Zelle \_\_\_\_\_  
 September Deposit  
 Cash \_\_\_\_\_  
 Check # \_\_\_\_\_  
 CC \_\_\_\_\_  
 Zelle \_\_\_\_\_  
 Total Paid: \_\_\_\_\_

### Program Type (Check One)

#### 2 Year Old Program (aka Tiny Tots)

2-Day AM Program  
Mon / Wed 9:30 – 11:30 am

2-Day AM Program  
Tues / Thur 9:30 – 11:30 am

#### 3 Year Old Program

2-Day AM Program  
Tues / Thur 9:30 - 12:00 noon

3-Day AM Program  
Mon/Wed/Fri 9:30 - 12:00 noon

#### 4 Year Old Program

5-Day PM Program  
Mon - Fri 1:00 – 3:30 PM

### Registration and Tuition Fees

To Register:

1. Provide THIS Form (two-sided)
2. Provide Registration Fee **(non-refundable)**
3. Provide September's Tuition Deposit

Registration Fee	\$100
2 Year Old (2-day)	\$250 per month
3 Year Old (2-day)	\$310 per month
3 Year Old (3-day)	\$370 per month
4 Year Old (5-day)	\$480 per month

Child's **First** AND **Last** Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ Sex: \_\_\_ M \_\_\_ F

Best Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Street \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

**Family Members:** Sibling's Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_

Sibling's Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_

Sibling's Name \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Occupation \_\_\_\_\_ Occupation \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Teacher Request:  None  Yes, \_\_\_\_\_ Friend Request(s):  None  Yes, \_\_\_\_\_

Does your child have an Allergy(s)?  No Known Allergies  Yes, Allergy(s) \_\_\_\_\_

**Our Church has many young families! Would you like information about our church programs including:** Mom's Group, Men's Group, Baptisms, Weddings, Sunday School – Ages 3-10, Confirmation, Youth Group? You do not need to be Lutheran to attend (and many are not): **If yes, please check here:**

Payment Options:  Cash  Check  CC (Pay on Website or in Office)  Zelle  
[www.stjames-lutheran.com](http://www.stjames-lutheran.com) (scan QR Code)



# Financial Policy

*St. James Lutheran Preschool is a non-for-profit school and its success depends on the prompt monthly tuition payments for staff payroll, programming, curriculum and snack expenses. Thank you for your support in our tuition policies as outlined below:*

- ♦ Total tuition for the year is divided into 10 monthly payments from September 1<sup>st</sup> through June 1<sup>st</sup>.
- ♦ The Registration Fee plus September's (or First Month's) Tuition Deposit are collected at the time of Registration. The Registration Fee and First Month's Tuition are non-refundable.
- ♦ **Tuition is due by the 1st of each month beginning October 1<sup>st</sup> through June 1<sup>st</sup>. A grace period of 5 days is allowed for each month. If the 5<sup>th</sup> of the month falls on a weekend or legal holiday, the grace period will be extended to the next business day. If Tuition has not been received by the grace period as stated above, there will be a \$ 20.00 late fee. In good faith, please add this late fee payment to your tuition.**
- ♦ **A fee of \$30.00 will be charged for any check that is returned. Returned checks will not be re-deposited. Tuition payment must be made in cash along with the returned check fee of \$30.**
- ♦ **Your account must be settled in full by June 1, 2026.**
- ♦ Tuition may be paid by Zelle, cash, check (including eCheck), money order, credit card (only, debit cards not recognized). If paying by cash, a written receipt will be provided. Payments will be accepted in the Preschool Office, Red Preschool Mailbox or mailed. Payments may not be handed directly to any Preschool Teacher.
- ♦ Checks are to be made payable to "*St. James Lutheran Preschool*" with the **child's name** written on the memo line.
- ♦ There will be a \$20 monthly discount for a sibling who attends the 3- and/or 4-year old program. There is no discount for a sibling attending Tiny Tots.
- ♦ Absences from class are nondeductible. Enrollment is considered to be for the entire school year and no refunds will be granted for the temporary absence of a child from school.
- ♦ Written notice by the first of the previous month must be given if the child will be withdrawn from the program.
- ♦ If at any time during the school year there is a financial problem, please speak to the Director - we are here to help. All conversations will be kept confidential.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date