



St. James Lutheran Preschool

229 Second Ave., St. James, NY 11780

Ph. # 631-862-8934

Email: meredithpreschool@stjlc.com

Registration Form 2022-2023

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
September Deposit
Cash
Check #
CC
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

3-Day PM Program *New Time*
Tues/Wed/Thur 12:45 – 3:15 pm

4 Year Old Program

5-Day AM Program
Mon - Fri 9:30 - 12:00 noon

5-Day PM Program * New Time*
Mon - Fri 12:45 – 3:15pm

Registration and Tuition Fees

How To Register:

1. Provide THIS Form (Side A + Side B)
2. Provide Registration Fee **(non-refundable)**
3. Provide September's Tuition Deposit **(non-refundable)**

Registration Fee	\$ 85
2 Year Old (2-day) Monthly Tuition	\$200
3 Year Old (2-day) Monthly Tuition	\$230
3 Year Old (3-day) Monthly Tuition	\$290
4 Year Old (5-day) Monthly Tuition	\$385

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: ___ / ___ / ___

Religion: _____ Church Membership: _____

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) _____

Check Enclosed Online/Website Payment Date ___/___/___)

How did you **FIRST** hear about our preschool? ___ From a Current/Alumni Preschool Family ___ Friend ___ Neighbor
___ Google Search ___ Social Media ___ Preschool Street Sign ___ I'm an Alumnus



St. James Lutheran Preschool

Financial Agreement

2022-2023



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

- ◆ Total yearly tuition is divided into 10 monthly payments from September 1st through June 1st.
- ◆ The Registration Fee plus September's Tuition Deposit are collected by the Preschool at the time of Registration.
- ◆ **Both the Registration Fee and September's Tuition Deposit are non-refundable.**
- ◆ 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.
- ◆ **Tuition is due by the 1st of each month from October – June with a grace period ending on the 5th of each month. If the 5th 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.**
- ◆ There is a fee of \$30.00 for any checks that are returned. Returned checks will not be re-deposited. Tuition payment must be made in cash along with the returned check fee.
- ◆ **Your account must be settled in full by June 1, 2023.**
- ◆ Tuition may be paid by cash, check, money order, electronic bank transfer, or credit card (third-party processing fees may apply to credit card payments). Cash payments must be *handed personally* to the Director or Business Administrator – a cash receipt will be provided. The Preschool is not be responsible for any cash payments left in tuition box. Unfortunately, debit cards are not accepted.
- ◆ Checks are to be made payable to "*St. James Lutheran Preschool*" with the **child's name** written on the memo line.
- ◆ A tuition booklet with payment envelopes for each month's tuition may be purchased for \$5.
- ◆ Absences for any reason 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

Side B



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***** Keep this page for your records *****

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