



St. James Lutheran Preschool

229 Second Ave., St. James, NY 11780

Ph. # 631-862-8934

Website: www.stjames-preschool.com

Email: preschooldirector@stjlc.com

Registration Form 2026-2027

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)	\$260 per month
3 Year Old (2-day)	\$330 per month
3 Year Old (3-day)	\$390 per month
4 Year Old (5-day)	\$510 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

☐ Zelle

Pay in Office or on Website:
www.stjames-lutheran.com

Scan QR Code or search by email:
preschooldirector@stjlc.com



Over →

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 1st through June 1st.
- ♦ 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 1st through June 1st. A grace period of 5 days is allowed for 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. 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, 2027.**
- ♦ Tuition may be paid by Zelle, cash, check, credit or debit card. 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