



REGISTRATION INFORMATION 2016-2017 (New Students)

Please read all information carefully! Incomplete applications will not be processed until complete.

To register, please complete and send your application **BY MAIL** and attach two (2) separate checks:

- **Check #1** for the registration fee: \$135 (**NON-REFUNDABLE**)
- **Check #2** for the May 2017 tuition: (see the fee schedule)

MAIL your application and the **TWO checks** by February 12th:

**St. Paul's School
5501 Main Street
Houston, TX 77004**

Registration is by MAIL only. Due to the large volume of applications, walk-in application forms will not be accepted.

***Applications are processed in order of receipt.**

***Notification of your child's enrollment status will be mailed by March 11th, 2016.**

If your child has been placed:

Parents have until **March 25th** to decline enrollment. The application/registration fee is non-refundable (check #1). **After March 25th the May 2017 tuition (check #2) becomes non-refundable.** If you withdraw at any time after March 25th, the May 2017 tuition will be forfeited.

If no space is available:

We will place your child on a waiting list and your May 2017 tuition (check #2) will be shredded. The waiting list is maintained throughout the school year. The registrar will call you if a place becomes available for your child.

- As required by the Texas Department of State Health Services, ALL students applying to St. Paul's School must have the proper immunizations in order to be enrolled, no exceptions.
- Students applying to Pre-Kindergarten and Kindergarten must submit a Teacher Recommendation form. This form will be provided to you when the application is received.
- All applications are subject to the approval of Debra Fischer, Director of St. Paul's School.
- If you need to withdraw your child from enrollment, please notify the school office in writing (email is acceptable) as soon as possible.
- For questions concerning registration, you may contact the school office by phone at 713.528.6779 or by e-mail at admissions@stpaulshouston.org.

St. Paul's School does not discriminate on the basis of race, religion, national or ethnic origin, gender, or disability.

Registration Procedure and Admission Priority 2016-2017

- Registration for St. Paul's United Methodist Church Members and the community will begin **FEBRUARY 1st**. Please visit our website www.stpaulspreschool.org for the 2016-2017 application, the morning of February 1st.
- When filling out the Application form **PLEASE read all information** carefully! Incomplete applications will not be processed until completed.
- Registration is by **mail ONLY**. "Walk-in" Application Forms will not be accepted. Applications are processed in order of receipt.
- Admission to St. Paul's School for all applicants is considered in the following order of priority at registration time:
 - Currently Enrolled Children
 - New Siblings of Currently Enrolled Children
 - Members of St. Paul's United Methodist Church
 - Open Enrollment to the Community
- Notification of your child's status will be mailed out by **March 11th, 2016**.
- If your child has been placed, parents have until **March 25th, 2016** to decline enrollment.
- Once a school class is filled, a waiting list is established. Applications for the waiting list are taken year round and spaces in classes are filled as they occur, even during the school year. Waiting lists do not carry over from year to year.
- Students applying to Pre-Kindergarten or Kindergarten must submit a Teacher Recommendation form. This form will be provided to you when the Application is received.

We thank you for your interest in St. Paul's School! If you have any questions about registration or your application, please feel free to contact the school office by email at admissions@stpaulshouston.org or by phone at 713.528.6779.

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ST. PAUL'S SCHOOL
NEW STUDENT CLASS SCHEDULES AND FEES
2016 - 2017
(Ages as of September 1, 2016)

SCHEDULES			MONTHLY	ANNUAL FEES			
<i>*Please note: You may choose Mon/Wed/Fri AND Tues/Thurs programs (combine tuition costs)</i>				<i>(*Supply, Insurance and Building Fees due in August)</i>			
Age	Days	Times	Tuition	Registration	*Supply	*Insurance	*Building
Infants (6-12 months) *Mon/Wed/Fri & Tues/Thurs may be combined	Monday/ Wednesday/ Friday	9:00am - 2:30pm	\$450	\$135	\$100	\$35	\$150
Infants (6-12 months) *Mon/Wed/Fri & Tues/Thurs may be combined	Tuesday/ Thursday	9:00am - 2:30pm	\$305	\$135	\$75	\$35	\$150
Younger Toddlers (12-18 months) Older Toddlers (19-23 months) Twos (24-30 months) Older Twos (Turning 3 July-January) Threes *Mon/Wed/Fri & Tues/Thurs may be combined	Monday/ Wednesday/ Friday	9:00am - 2:30pm	\$440	\$135	\$100 Threes: \$175	\$35	\$150
Younger Toddlers (12-18 months) Older Toddlers (19 -23 months) Twos (24-30 months) Older Twos (Turning 3 July-January) Threes *Mon/Wed/Fri & Tues/Thurs may be combined	Tuesday/ Thursday	9:00am - 2:30pm	\$295	\$135	\$75 Threes: \$140	\$35	\$150
Threes/ Young Fours (5 days/week)	Monday - Friday	9:00am - 2:30pm	\$655	\$135	\$215	\$35	\$150
Pre-K: Fours/Fives (Short)	Monday/ Wednesday/ Friday AND Tuesday/ Thursday	9:00am - 12:00pm 9:00am - 2:30pm	\$545	\$135	\$190	\$35	\$150
Pre-K: Fours/Fives (Long)	Monday - Friday	9:00am - 2:30pm	\$655	\$135	\$215	\$35	\$150
Kindergarten	Monday - Friday	9:00am - 2:30pm	\$710	\$135	\$225	\$35	\$150
EXTENDED DAY	DAYS	TIMES	TUITION	DROP IN			
Extended Day- AM (Class 2 - 9 children) (Sign up for this in August!)	Monday, Tuesday, Wednesday, Thursday and/or Friday	7:30am - 9:00am	\$48 per month per day of the week (e.g. every Monday of the month = \$48)	\$15			
Extended Day- PM (Class 2 - 9 children) (Sign up for this in August!)	Monday, Tuesday, Wednesday, Thursday and/or Friday	2:30pm - 4:00pm	\$48 per month per day of the week (e.g. every Monday of the month = \$48)	\$15			

Note: Children enrolling in the Threes, Pre-kindergarten or Kindergarten program must be completely toilet trained before school begins.

***** As required by the DSHS, ALL students must have the proper immunizations to be enrolled in St. Paul's School, no exceptions. We appreciate your understanding*****

Office use only: Received: ___/___/___

Reg. Fee: \$ _____

Check #: _____

Class: _____

May Tuition: \$ _____

Check #: _____

**ST. PAUL'S SCHOOL -- APPLICATION FOR 2016-2017
(New Students)**

Child's Information:

Full Name		Name Called	Male / Female
Date of Birth		Age as of September 1, 2016 ___ years & ___ months	

*As required by the Texas Department of State Health Services, ALL students must have the proper immunizations in order to be enrolled in St. Paul's School, no exceptions.

Parent Information: Please print clearly.

	Primary Contact	Secondary Contact
First & Last Name		
Address		
City & ZIP		
Home Phone		
Cell/Work Phone	cell: _____ work: _____	cell: _____ work: _____
E-mail		

Other Information:

Are you a member of St. Paul's United Methodist Church?	Yes / No
Have you been on the 2015-2016 waiting list at St. Paul's School?	Yes / No
Do you have a sibling applying?	Yes / No

Class Options: (Mark first and second choice; write BOTH to combine Mon/Wed/Fri and Tues/Thurs programs for Infants to Threes)

	Mon/Wed/Fri	Tues/Thurs	Monday through Friday
Infants			
Younger Toddlers			
Older Toddlers			
Twos			
Older Twos			
Threes			
Threes/ Young Fours			
Pre-K: Fours/Fives (short)			
Pre-K: Fours/Fives (long)			
Kindergarten			
Extended Day AM /PM (Sign-up for this in August)			

Please note: Children enrolling in the Threes, Pre-Kindergarten or Kindergarten program must be completely toilet trained before school begins.

Please sign the following statement: I understand that the Registration Fee (\$135) is non-refundable. After March 25, 2016 the May 2017 tuition becomes non-refundable and cannot be applied to a sibling's tuition.

Signature: _____

Date: _____