

2014-2105 RE-REGISTRATION INSTRUCTIONS

Please review the attached information. To hold a seat for your child for next year and to assist us in budgeting and planning, we require families to make a commitment at this time. This information is relevant only for your currently registered child/children and NOT for new students. New students require a new registration, which is available through the office.

To complete this process, please do the following:

RE-REGISTRATION FORM

- Complete the re-registration form in full. There are 3 pages.
- On page 2, indicate a desired payment plan **and** make financial aid selection
- Make sure to sign page 2 of the form at the bottom of the page where indicated
- On page three of the form, check each box that applies and submit the corresponding fees with your form.

SMART TUITION

- All families that are currently enrolled will automatically be re-registered with SMART. Please make sure to log-on to your account and check that all the information is accurate and up to date. If you need to make any changes, please include a note with your re-registration form, and we will make the necessary change(s).
- Your administration fee of \$38.00 will be billed to your account for next year by SMART.

RE-REGISTRATION FEES: If you intend to return next year, but need more time to provide your re-registration fee, please contact us or include a note telling us when the fee will be forthcoming.

DEADLINE: Return both forms by January 31st.

FINANCIAL AID: All applications for Financial Aid must be completed online through FACTS and MUST be received by Feb. 28th. See attached letter.



ST. JAMES SCHOOL

January 13, 2014

Dear Parents and Guardians:

As we approach the annual celebration of Catholic Schools Week, we will begin the registration period for the 2014-2015 school year. Since we expect more families to apply for enrollment this year and some of the classes are at or near capacity, it is very important for you to reserve a place for your child/children at this time.

Enclosed is the re-registration contract and proposed tuition schedule for the 2014-2015 school year. The Finance Committee submitted our budget to the Diocese and is awaiting approval. The new tuition reflects an increase of \$150 for a single child. We will continue to offer gift card and certificates for sale as a means to reduce your overall tuition obligation. Some families have cut their tuition by more than half through this program (see attached Tuition Reduction Program Letter). Your final tuition bill will reflect what you have earned.

We are trying to be sensitive to the economic situation in the area and not raise tuition any more than is absolutely necessary. Our 2014–2015 budget once again includes significant increases in pension and health care. I will be addressing your comments and concerns publically during the next Home and School Association meeting and my door is always open for additional questions at any time.

Our Finance Committee asks you to encourage prospective families to look into a Catholic education at St. James. In appreciation of your efforts, we are offering you a tangible incentive. If you successfully recruit a new family to enroll their child/children in our school, you will receive \$500 in April, 2015. If your effort brings us more than one family, you will receive \$500 for each family! There are stipulations which apply to the recruitment of new students. Payment of finder fees is contingent upon fulfillment of these stipulations. Please contact us for more information. If you know of an interested new family with youngsters who will be entering the first or fourth grade next year we will offer them a one-time, \$2500 discount. Again, please contact us for more information to clarify how this program works.

To guarantee a place for your child/children next year, please complete the enclosed re-registration contract and review the information on the SMART website. The SMART Tuition administrative fee will be \$38.00 again this year. If you choose Plan A, the fee will be waived. Please return the re-registration form (all 3 pages) to the office with the appropriate tuition deposit (see page 3 of the Re-registration Contract) by Friday, January 31st, 2014. Except in the case of preschoolers applying for kindergarten, this non-refundable deposit will be credited to your 2014- 2015 tuition balance.

All financial aid applications will have to be completed by families online with FACTS by Friday February 28th. We will not accept applications after that date. Although we try to be as accommodating as possible, please do not apply for aid if you cannot afford to pay **any** tuition. That is simply not an option here at St. James.

By working together to keep our current families with us next year and to bring new families into the school, we can continue to offer the finest quality Christian education available in the area at a reasonable price. If we fill our available seats, everyone will benefit from smaller increases in the future.

God bless you for your commitment to Catholic education.
Sincerely,

James Gieryng
Principal

2014-2015 Tuition & Fee Schedule

Financial Aid Available

PENDING APPROVAL FROM THE DIOCESE. Tuition rates are effective as of July 1, 2014 through June 30, 2015

IN-DIOCESE RATE		OUT-OF-DIOCESE RATE		PRESCHOOL TUITION	
1 CHILD	\$ 5,600	1 CHILD	\$ 6,100	2-Day afternoon program (3&4-year olds) – T/TH 11:30 – 2:30	\$ 1,800
2 CHILDREN	\$ 8,848	2 CHILDREN	\$ 9,272	3-Day afternoon program (3&4-year olds) M/W/F 11:30 – 2:30	\$ 2,225
3 CHILDREN	\$ 11,172	3 CHILDREN	\$ 11,621	5-Day morning program (4-year olds) 8:00 -11:00	\$ 3,350
4 CHILDREN	\$ 14,560	4 CHILDREN	\$ 14,884	5-Day morning program with Aftercare to 2:00 (4-year olds)	\$ 5,000
5 CHILDREN	\$ 16,100	5 CHILDREN	\$ 17,385	5-Day afternoon program (4-year olds) 11:30 – 2:30	\$ 3,350

The multiple child rates *do not* apply to preschoolers. The In-Diocese rate and Out-of-Diocese rates apply only to students matriculating in grades K-8. However, there is a \$100 discount on the preschool tuition for families who register a child in preschool in addition to children in grades K-8.

TUITION REDUCTION PROGRAM

Tuition for students in all grades, PreK-8, can be reduced through participation in our certificate sales program. Certificates to numerous retail stores, grocery stores, local merchants and restaurants are sold on a regular schedule through the school office. The order form and more information can be found in the school office or on our website at <http://www.stjamesstratford.org/parents-2/gift-certificate-order-form/>. This program starts on March 1, 2014 and runs until February 28, 2015 for the 2014-15 school year.

DEFINITION OF IN-DIOCESE RATE

To qualify for the In-Diocese rate you must be a registered, participating and supporting member of one of the Catholic parishes in the Diocese of Bridgeport, as determined by your pastor.

DEFINITION OF OUT-OF-DIOCESE RATE

Families who are not registered, participating and supporting members of any of the Catholic Parishes in the Diocese of Bridgeport.

PAYMENT OPTIONS & FEES

A non-refundable \$100 application fee is required for all grades. All families must enroll in the SMART Tuition program adopted by the Diocese of Bridgeport for all of its schools. There is a \$38.00 annual administrative fee per account. If your family is already registered with SMART Tuition through St. James, you do not have to re-enroll, but simply make any necessary corrections to your current information. You will be charged a \$38.00 fee per year unless you choose Plan A, and do not change the option at a later date.

The following payment plans are available: *There is no grace period currently provided.*

- PLAN A: Payment in full to St. James School / Smart Tuition by July, 1.
- PLAN B: Ten monthly installments to Smart Tuition, July through April (1st or 20th)
- PLAN C: Four payments to Smart Tuition due July 1st, October 1st, January 1st and April 1st.

SMART Tuition payments may be made by mail, phone, web or the smartphone app coming in early 2014. Secure automatic deductions can be scheduled from a checking or savings account, or for an extra fee of 2.65%, payments may be made by credit card (all Major Credit Cards Accepted). Payments made in cash or check will still be accepted in the business office and posted to your account on the day received, once you have enrolled in the SMART tuition program. SMART does charge late fees and returned/declined payment fees. Please check their literature carefully, which is available on www.stjamesstratford.org.

Upon acceptance by St. James, new families must provide a \$200 per child deposit, which will be credited towards tuition, and a \$200 family enrollment deposit which is held "on account" as long as your family remains enrolled at St. James.

Upon graduation or withdrawal, you have 30 days to request a refund of your \$200 family enrollment deposit. All requests must be made in writing.

In November every family is required to sell one book of raffle tickets, fifteen tickets at \$10 a ticket. The raffle runs through January and concludes at our annual Open House. You are responsible for the full amount. Tickets are tracked and any unsold tickets will be billed to you in February.

Additionally, families with a student entering grade 8 will be responsible for a \$115.00 graduation fee. This fee will be on the July bill. It covers the cost of a yearbook (if one is produced), a cap & gown and other graduation-related expenses.

For detailed information on finances, please refer to our Financial Obligation Policy provided in the Parent/Student handbook, which is accessible on our website www.stjamesstratford.org under the "PARENT" tab. If you have any additional questions, you can contact our Business Manager, 203-380-1990 or by email, nzamachaj.sjschool@gmail.com.

AFTER SCHOOL

After Care Program- 11 A.M.- 2 P.M. The After Care Program provides day care to those in the 4-year morning Preschool program. The cost is incorporated in the tuition rate.

After School for Pre-K 4-year through grade 8 - 2:10 P.M.- 5:30 P.M. This program services students who require an extended day program. Enrollment is on a first-come-first-served basis. All parents receive the registration form in their summer packets, which are available for pick-up in the school office during the second week of August each year.

Fee Schedule:

A non-refundable \$25 (per child) registration fee is required with the registration form.

Full-time: \$80 per child per week (3-5 days) Part-time: \$45 per child per week (1-2 days)

**A 10% discount will be applied to families with more than one child enrolled in the program.*

After School Payment Note: You may elect to incorporate your after school costs into your SMART tuition payments rather than pay the program director weekly. If you choose this option, the annual cost for the After School program (2:10 p.m. - 5:30 p.m.) is:

No. of Enrolled Students:	1 child	2 children	3 children	4 children
Annual Amount Billable w/ Tuition:	\$3,080 + reg. fee	\$5,544 + reg. fee	\$8,316 + reg. fee	\$11,088 + reg. fee

FOR NEW APPLICATIONS ONLY

Provide the following:

PRESCHOOL APPLICATIONS NEED:	KINDERGARTEN & GRADE 1 APPLICATIONS NEED:	GRADE 2 & UP APPLICATIONS NEED:
<ol style="list-style-type: none"> BIRTH CERTIFICATE BAPTISMAL CERTIFICATE (if applicable) SOCIAL SECURITY NUMBER FOR PARENT(S) AND CHILD \$100 APPLICATION FEE NEW FAMILY SURVEY SMART TUITION FORM 	<ol style="list-style-type: none"> BIRTH CERTIFICATE BAPTISMAL CERTIFICATE (if applicable) SOCIAL SECURITY NUMBER FOR PARENT(S) AND CHILD \$100 APPLICATION FEE NEW FAMILY SURVEY SMART TUITION FORM A READINESS SCREENING A PARISH VERIFICATION FORM SIGNED BY YOUR PASTOR TO RECEIVE IN-DIOCESE STATUS (if applicable) 	<ol style="list-style-type: none"> BIRTH CERTIFICATE BAPTISMAL CERTIFICATE (if applicable) SOCIAL SECURITY NUMBER FOR PARENT(S) AND CHILD \$100 APPLICATION FEE NEW FAMILY SURVEY A PARISH VERIFICATION FORM SIGNED BY YOUR PASTOR TO RECEIVE IN-DIOCESE STATUS (if applicable) CERTIFICATE OF FIRST COMMUNION AND RECONCILIATION (if applicable) *SIGNED STUDENT PROFILE FORM *SIGNED RELEASE OF RECORDS FORM YOUR CHILD'S MOST CURRENT REPORT CARD SMART TUITION FORM
<p>Pre-K Options</p> <p>2-day mixed 3 & 4 year-old program (11:30—2:30), T/TH</p> <p>3-day mixed 3 & 4 year-old program (11:30—2:30) M/W/F</p> <p>5-day 4-year old program (8:00-11:00)</p> <p>5-day 4-year-old program with After Care (from 8:00 – 2:00)</p> <p>5-day 4-year old program (11:30-2:30)</p>	<div style="border: 2px solid orange; padding: 5px; text-align: center;"> <p>All families new to St. James with a student entering grades K-8 will be required to meet with the Principal.</p> </div>	<p>*We will forward these forms to your child's current school to obtain assessments/records.</p>



ST. JAMES SCHOOL

DEAR PARENTS:

FACTS GRANT & AID ASSESSMENT WILL BE CONDUCTING THE TUITION ASSISTANCE ANALYSIS FOR THE UPCOMING 2014-2015 SCHOOL YEAR. FAMILIES APPLYING FOR TUITION ASSISTANCE WILL NEED TO COMPLETE AN APPLICATION AND SUBMIT THE NECESSARY SUPPORTING DOCUMENTATION, WITH THE APPLICATION FEE OF \$30, (THROUGH CREDIT CARD OR CHECKING/SAVINGS ACCOUNT OR BY MAILING A CHECK) TO FACTS GRANT & AID ASSESSMENT BY FEBRUARY 28, 2014. APPLICANTS NEED TO APPLY ONLINE AT *ONLINE.FACTSMGT.COM*.

ONCE AN ONLINE APPLICATION HAS BEEN COMPLETED, THE FOLLOWING INFORMATION WILL NEED TO BE SENT TO FACTS TO COMPLETE THE APPLICATION PROCESS:

- **COPIES OF YOUR MOST RECENT FEDERAL TAX FORMS INCLUDING ALL SUPPORTING TAX SCHEDULES.**
- **COPIES OF YOUR 2013 W-2 FORMS FOR BOTH YOU AND YOUR SPOUSE.**
- **COPIES OF SUPPORTING DOCUMENTATION FOR SOCIAL SECURITY INCOME, WELFARE, CHILD SUPPORT, FOOD STAMPS, WORKERS' COMPENSATION, AND TANF.**

ALL SUPPORTING DOCUMENTATION CAN BE UPLOADED IN PDF FORMAT AND EMAILED. DOCUMENTATION CAN ALSO BE FAXED TO 1-866-315-9264 OR MAILED TO THE ADDRESS BELOW. PLEASE BE SURE TO INCLUDE THE APPLICANT ID ON ALL FAXED OR MAILED CORRESPONDENCE.

FACTS GRANT & AID ASSESSMENT

P.O. Box 82524

LINCOLN, NE 68501-2524

IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE APPLICATION PROCESS, YOU MAY SPEAK WITH A FACTS CUSTOMER CARE REPRESENTATIVE AT 1-866-315-9262.

ST. JAMES SCHOOL TUITION REDUCTION PROGRAM

Dear Parents,

Are you interested in having someone else paying part of your St. James tuition bill and not even having to pay them back?? If so, read on.

For new and current parents who have never taken advantage of the certificate program at St. James or for those parents who occasionally participate in the certificate program, I'm writing this letter to raise the awareness level of just how beneficial this program really is and **how it will pay your PERSONAL tuition bill!** You just have to use it and here's how.

You purchase any certificates on the attached list at face value. Your purchase is recorded by the certificate coordinator and a credit for the percentage associated with the certificate is applied to your tuition bill. **It's that simple and easy.** You can earn credit from March 1st thru February 28th for the upcoming school year to build up a credit which will be applied to your last tuition bill. And if your credit exceeds the balance you owe, the additional credit will go towards the next school year's tuition bill.

For example, let's say you do your grocery shopping at Big Y and normally spend \$100 a week. Purchase \$100 in Big Y gift cards from the office (which costs you \$100), do your shopping and present your cards at the checkout. With this one purchase, you would have a credit of \$5.40 towards your tuition. I know it doesn't look like much but it adds up. Now if you continued purchasing only \$100 a week in Big Y gift cards and used them shopping over the 52 weeks/year, you would earn a \$280.80 credit and that would be if you bought gift cards for this one and only store. That means your last tuition payment would be \$280.80 less! **And the best part is that YOU aren't the one paying the credit - the MERCHANTS are!**

I know it's hard asking co-workers, friends and family to help with this especially if many people find it easier and better using their reward points 'credit cards' but it may be worth asking. I'm lucky enough to have a sister with a large family who helps out by buying grocery certificates each week and that purchase alone helps me build my credit. I also try not to buy from a store that's on the list without using the gift cards. Every little (and large) purchase does add up.

As a third year parent of a St. James student, here are also a few pointers I learned along the way that I'd like to pass on:

- Parents of children entering St. James for the first time can start purchasing gift cards on March 1st for the upcoming school year. So you can have a 6 month head start on earning a tuition credit even before your child starts school!
- Some gift cards apply to multiple places. For example, Bed/Bath/Beyond gift cards can also be used at Christmas Tree Shops. T.J.Maxx gift cards can also be used at Marshalls & Home Goods.
- You can use the gift cards on-line so if you have family who live far away, you can communicate the card numbers to them along with the PIN so that they too can use gift cards without you having to physically send them. Just make sure to give them the PIN since that code is usually required during an on-line purchase.
- Did you know that you can currently use Lands' End gift cards at Sears & Kmart? Lands' End gift cards are presently paying 14.4% which means that if you need to buy a new tool, some fall or winter equipment, major appliance or **anything at Sears or Kmart**, you can purchase the item with a Lands End gift card (in store or on-line). And if the amount of the purchase is very large, consider using gift cards for **part of the purchase**. Even purchasing \$100 in Lands' End gift cards to buy an item at Sears, Kmart or Lands' End will earn you a credit of \$14.40. You can also use the Lands' End gift cards at the Sears Appliance and Hardware store in Shelton.

- We all know that filling a tank of gas isn't a small expense these days so consider purchasing the gas at one of the S&S Gas Stations with a S&S gift card while building up credit towards your tuition. The S&S gas attendant can instruct you on how to use the S&S gift cards to pay at the pump.
- Need a certificate for a store that's not on the St. James list such as Jo-Ann Fabrics but it's one that you see hanging on the racks of a grocery store? Here's what you can do. Buy a gift card for the store that IS on the list and use that gift card to buy the gift card NOT on the list. For example, buy a Big Y gift card for \$50 and earn a \$2.70 credit. Use the Big Y gift card to purchase the Jo-Ann Fabrics gift card. You got the card you wanted and still earned credit in the process!
- A word about Kohl's. Besides using Kohl's gift cards for purchases, did you know that this is one store where you can currently pay your Kohl's charge card bill using the Kohl's gift cards sold at the school? If you have a Kohl's charge card, take advantage of all the savings they tie to the charge card. When you get your Kohl's charge card bill, purchase Kohl's gift cards and use these to pay your Kohl's charge card balance at any Kohl's register.
- Do you take your family out to eat every now and then or do you get take-out? Consider purchasing gift certificates from the local merchants and using these. The percentage earned with the local merchants tends to be high and you would be supporting the local Stratford merchants as well. One item worth noting with the merchants is that not all merchants allow the 'tip' to be paid for with the gift certificate so you should ask the merchant what their policy is relating to tips.
- Consider giving 'gift cards' as gifts for birthdays, graduations, college send offs and other special celebrations. You don't have to worry about writing a check that may not get cashed promptly or going to the store to buy the 'right' gift. The recipient may appreciate the gift card rather than those 'pink fuzzy slippers' anyway!
- In October, the 'Christmas' certificate list is available. This list includes many more merchants so you can think about using these to purchase certificates for the holidays. The Christmas list is a once a year list, however the attached list is available year round.

I hope the above encourages you to use the certificate program. It's a definite **WIN-WIN** for everyone who participates. You can use the manila envelope that is specifically labeled for the certificate program to send in your order with your child. The order will be filled and the certificates sent back home in the same envelope with your child. If you feel more comfortable purchasing certificates directly, they are sold in the office on Mondays and Wednesdays from 7:30 to 2:00 and on Fridays from 7:30 to 12:00. More details on the hours for when the certificates are sold, including the schedule for ½ days or no school days is available on the website.

I am a staunch supporter of the certificate program and have been able to significantly reduce my tuition bill by more than half over the last 2 years. **That's a substantial amount paid by merchants and NOT by me!**

If you have any questions or would like more information on using this program, you can contact Cecilia Palumbo (certificate coordinator) at 203 375-5994 or e-mail her at cpalumbo.sjschool@gmail.com

I hope you will give the certificate program a try. You won't be sorry.

Sincerely,

Nancy Seperack



ST. JAMES SCHOOL

50 Harvey Pl., STRATFORD CT 06615
PHONE (203) 375-5994 OR FAX (203)380-0749
INFO.SJSCHOOL@GMAIL.COM

RE-REGISTRATION CONTRACT 2014-2015

This re-registration contract is to guarantee your **currently registered** child's/children's seat(s) for next fall and applies only to students who are currently enrolled in PK-7 at St. James. New students for next fall must follow the admissions process – even siblings of currently registered students. If you have a new student to register for the fall, registration packets are available.

Read, sign & date the form where required and return with the appropriate re-registration fee NO LATER THAN THURSDAY, JANUARY 31st, 2014.

1. We intend to re-register our child/children at St. James School for the 2014-2015 school-year.
____ Yes ____ No

2. Name of Home Parish: _____ Envelope Number: _____

3. Father/Male Guardian Name: _____ Phone: _____
Address: _____

4. Mother/Female Guardian Name: _____ Phone: _____
Address: _____

5. Current parental marital status married widowed separated divorced single

6. List below your child/children that **currently** attend St. James PK-3 through grade 7 for whom you want a seat reserved for the 2014-2015 school-year. **Please do not include any new students.**

<u>NAME(S) OF CHILD/CHILDREN</u>	<u>CURRENT GRADE</u>
_____	_____
_____	_____
_____	_____

7. For enrollment planning purposes, please tell us if you have a child who will be new to St. James next year. **Listing this student below does NOT register him/her or guarantee him/her a seat for the coming year. You must complete a new student registration packet.**

NAME	GRADE ENTERING	DATE OF BIRTH
_____	_____	_____

8. PLEASE INDICATE SIBLINGS NOT YET OF SCHOOL AGE: (This information is important for future enrollment planning.)

NAME	BIRTHDATE
_____	_____
NAME	BIRTHDATE
_____	_____

9. **PRE-K ONLY FAMILIES:** If you are re-registering your 3-year old for a second year in our Angel Garden Preschool, please indicate which section you would like to place your youngster in next year by checking the box of your choice (note that only the morning class is an all 4-year old class and that the afternoon classes contain a mix of 3 and 4-year olds):

	5-Day morning (8:00 -11:00)		5-Day afternoon program (11:30 – 2:30)
	5-Day morning with Aftercare to (8:00-2:00)		3-Day afternoon program (M/W/F 11:30 – 2:30)
			2-Day afternoon program (T/TH 11:30 – 2:30)

10. All plans will be administered through the Diocesan mandated SMART Tuition Program. PLEASE SELECT ONE OF THE FOLLOWING TUITION PAYMENT PLANS & CHECK ALL THAT APPLY:

	PLAN A	Full year payment due July 1, 2014
	PLAN B	Ten payment plan, July, 2014 through April, 2015, the 1 st or 20 th of the month.
	PLAN C	Four payments due July & October, 2014, January & April, 2015
	AFTER SCHOOL	Incorporate our After School Payment into our monthly tuition payment. (This is optional as families may continue to make weekly payments directly to the ASP Director.) Please check the corresponding number of students to be enrolled: <input type="checkbox"/> 1 child <input type="checkbox"/> 2 children <input type="checkbox"/> 3 children <input type="checkbox"/> 4 children
	SPECIAL CONCERN	I need to discuss special financial concerns. Please call me at: _____ (provide phone #) or email me at: _____
FINANCIAL AID		To obtain Financial Aid you must complete your application online via FACTS website by 2/28/14.
<i>Please Check One:</i>	<input type="checkbox"/>	I/We will apply.
	<input type="checkbox"/>	I/We will NOT apply for Financial Aid at this time.

I understand that in signing this Re-registration Contract for the upcoming academic year, I am agreeing to accept the rules and regulations of the school as stated in the financial policy and the rules concerning payment of fees as referred to in the policy. Furthermore, I do agree to the policy of the school, which states that students will not receive report cards if tuition is not current, no student exams will be scored, no grades or transcripts will be released and that student(s) will not be allowed to take part in graduation (K&8), unless my account has been paid in full. I also agree to pay any late fees due on my account if the payment is late according to the tuition policy (after the 1st or 20th of the month in which the payment is due.) I also agree that if I withdraw my child(ren), tuition is refundable as per the terms set forth in the Tuition and Financial Aid Policy.

To reserve a place for my child/children, **this Re-registration Contract and the appropriate Deposit (as calculated on page 3)** must be received by the school office **no later than JANUARY 31st, 2014.** This instrument shall be interpreted in accordance with the laws of the State of Connecticut. The deposit for the 2014-2015 school-year is non-refundable. If I have any special financial circumstances at this time that would prevent the submission of the required deposit, I/we will contact Natalia Zamachaj in the business office, at (203) 380-1990 or nzamachaj.sjschool@gmail.com.

Parents or guardians need to sign this Enrollment Contract and return it to the Business Office with the re-registration deposit payable to St. James School.

SIGNATURE OF PARENT(S) OR GUARDIAN(S) FINANCIALLY RESPONSIBLE FOR STUDENT(S):

_____ DATE: _____

_____ DATE: _____

RE-REGISTRATION DEPOSIT CALCULATION

Re-registration fees are dependent upon the grade-level(s) that you wish to re-register your child/children for. Families with children currently in grades K-7 must pay a \$300 per family deposit to hold the spot(s) for next school year. Families who will only be re-registering a child for a second year of preschool must pay \$100 to hold a spot for next year. Parents with children currently enrolled in both categories mentioned above, must pay a \$400 deposit.

Except for those preschoolers that are requesting to be screened for kindergarten, the re-registration deposit is credited towards you next year’s tuition. The fee is deducted off the top of your total tuition bill for the 2014-2015 school prior to billing and the balance remaining is split according to the method of payment chosen.

Re-registration deposits are non-refundable. If you choose to withdraw at any time, your re-registration deposit is forfeited.

The chart below calculates the deposit amount that must accompany your re-registration contract. Please calculate your family’s deposit and include it with this form.

CHECK EACH BOXES THAT APPLIES & ADD DOWN THE APPROPRIATE DEPOSIT AT THE RIGHT:		AMOUNT
<input type="checkbox"/>	Re- registering a child or multiple children currently attending Kindergarten through Grade 7.	\$300
<input type="checkbox"/>	Re-registering a child currently attending the 3-year old class to hold a seat for the 4-year preschool class in 2014-2015.	\$100
<input type="checkbox"/>	Current St. James 4-year preschool program student(s) wishing to enter St. James kindergarten for fall 2014. This option requires a kindergarten readiness screening to be administered in March 2014, with a \$100 application fee per child. This fee is <i>not</i> a deposit and, therefore, is not applied to your tuition. It is also non-refundable.	\$100 per child
<i>TOTAL DUE WITH FORM</i>		\$

FOR OFFICE USE ONLY:

RE-REGISTRATION FEE RECEIVED: \$ _____

YES _____ DATE _____
NO _____

PAID BY:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

PERSONAL CHECK

BANK CHECK/MONEY ORDER

CASH (receipt must be issued)

RECEIPT/CHECK#

<p>Family Name:</p>
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