



St. James' Episcopal School

Application for Admission Preschool

February 1, 2009

Dear Families,

Thank you for your interest in the preschool and pre-kindergarten program at St. James' Episcopal School. For over 25 years, our mission has been to promote the development of each child within the scope of his or her capabilities and interests and to provide an environment of Christian love, understanding and acceptance. We offer age-appropriate morning classes for preschoolers with rolling start times to accommodate traffic in and out of our School. Please see the application form for more information on classes.

Enclosed are forms that are required to complete your child's application. Note the deadlines and required documentation. In order to complete your child's application, the following three items are required to be delivered to the School office **no later than March 1, 2009**.

1. a completed Application for Admission (enclosed, 2 pages);
2. a completed General Information Form (enclosed) filled out by applicant's parent or guardian; and
3. an application fee of \$75 made payable to St. James' Episcopal School. **This fee is non-refundable regardless of admission.**

Parents will be notified of admission status (acceptance, rejection, or wait list) by letter mailed to the address provided on the application form. If you have not heard from the School by **March 20**, please call the School office.

Please note, if admission is granted, the following will be due by May 1, 2009:

- one month's tuition and \$50 Activity Fee (tuition is applied for May 2010; tuition and fee are non-refundable)
- a completed Tuition Commitment Form, and if choosing the monthly payment plan, a completed Smart Tuition Contract (Copies of the Tuition Commitment Form and the Smart Tuition Contract will be mailed to parents with their letter of acceptance)
- child's original birth certificate (copies not accepted)
- proof of immunization.

If the School does not receive the above items by May 1, 2009 for any admitted applicant, the School will assume that the applicant does not wish to attend St. James' Episcopal School and will offer the spot to a child on the waiting list.

If you have any questions regarding the application process at St. James' Episcopal School, please contact me at 540-347-3855 or director@saintjamesepiscopalschool.org.

Sincerely,

Sherry Kunkel
Director, St. James' Episcopal School



St. James' Episcopal School

Application for Admission Preschool

Please print or type. Return the completed application to St. James' Episcopal School Director Sherry Kunkel, along with the **non-refundable** application fee of \$75.00. If you have questions, please call, 540-347-3855.

Applicant Information:

Name (First, Middle, Last) _____ Nickname _____

Date of Birth _____ Age as of September 30, 2009 _____ years _____ months Male _____ Female _____

Check all that apply:

_____ returning family/sibling _____ pledging parishioner of St. James' _____ new family

Parent Information:

Parent _____ Parent _____

Address _____ Address _____

Home phone _____ Home phone _____

Cell Phone _____ Cell Phone _____

E-mail _____ E-mail _____

Occupation _____ Occupation _____

Work Address _____ Work Address _____

Work Telephone _____ Work Telephone _____

If divorced or separated, custodial parent: _____

Other children in family :

Name _____ Date of Birth _____ School _____

Name _____ Date of Birth _____ School _____

Name _____ Date of Birth _____ School _____

Additional Information:

Current School _____ Contact Name _____ School Phone _____

Address _____



St. James' Episcopal School

Application for Admission Preschool

Please consider my child for admission in the following program (indicate 1st and 2nd choice). Remember, all children must be potty-trained to attend St. James' Episcopal School. Please note, all classes meet for three hours and have rolling start times to accommodate traffic in and out of our school. Times are subject to change.

- _____ 5 Day Pre-K Program (age 4 by September 30, M-F, 9:00 am-12:00 pm, \$335 a month, \$3015 annually)
- _____ 4 Day Pre-K Program (age 4 by September 30, M, T, W, Th, 8:40 am-11:40 am, \$285 a month, \$2565 annually)
- _____ 4 Day Pre-K Program (age 4 by September 30, M, T, W, Th, 9:20 am-12:20 pm, \$285 a month, \$2565 annually)
- _____ 3 Day Pre-K Program (age 4 by September 30, M, W, F, 9:10 am-12:10 pm, \$230 a month, \$2070 annually)
- _____ 3 Day Pre-K Program (age 4 by September 30, M,T, Th 9:00 am-12:00 pm, \$230 a month, \$2070 annually)
- _____ 3 Day Preschool Program (age 3 by September 30, M, W, F, 9:10 am-12:10 pm, \$230 a month, \$2070 annually)
- _____ 3 Day Preschool Program (age 3-3.6 by September 30, M, T, Th, 8:30 am-11: 30 am, \$230 a month, \$2070 annually)
- _____ 2 Day Preschool Program (age 3 by September 30, W, F, 9:00 am-12:00 pm, \$185 a month, \$1665 annually)
- _____ 2 Day Preschool Program (age 3 by September 30, T, Th, 9:10 am-12:10 pm, \$185 a month, \$1665 annually)
- _____ 2 Day Preschool Program (age 3-3.6 by September 30, W, F, 8:30 am-11: 30 am, \$185 a month, \$1665 annually)

PLEASE NOTE:

****Tuition Payment Options:** 1. Payment in full of balance of annual tuition due to St. James' Episcopal School by August 1, 2009; or 2. Monthly payment plan through Smart Tuition Payment Program. Tuition would be due on the seventh day of the month with September's payment due on September 7 (payments to Smart Tuition can be automatically deducted from bank account or credit card.) A \$38 contract fee and a separate enrollment form for Smart Tuition must be filled out to choose the monthly payment option.

Please initial:

_____ I understand that St. James' Episcopal School may contact other schools my child has attended and I authorize the release of school records and teacher recommendations to St. James' Episcopal School. I understand that the recommendations are confidential and will not be made available for student or parent/guardian review.

If my child is accepted to St. James' Episcopal School:

_____ I agree to pay the monthly tuition fee. I understand my first tuition payment and \$50 activity fee is due by May 1, 2009. **This payment is non-refundable** and will become the May tuition payment for 2010.

_____ I will provide my child's proof of birth and immunization records by May 1, 2009.

_____ I understand that my child must be potty trained before starting school in September.

_____ I agree to review the St. James' Episcopal School Handbook containing the school's policies and procedures, and I agree to abide by all such policies and procedures.

I, the undersigned, hereby make this application for admission for my child in St. James' Episcopal School and certify that the information provided by me in this application is true and correct to the best of my knowledge.

Parent or Guardian Printed Name _____
Signature (Parent or Guardian) _____ Date _____

St. James' Episcopal School does not discriminate on the basis of race, color, national or ethnic origin and admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the School.



St. James' Episcopal School

Application for Admission Preschool General Information Form

To be filled out by parent or guardian - please print or type. This form provides one way of getting to know your child and is reviewed with the full awareness that young children are constantly changing and developing. Return the completed form to St. James' Episcopal School Director Sherry Kunkel with the Application for Admission. If you have questions, please call, 540-347-3855.

Applicant Information:

Name of Applicant _____

Date of Birth _____

Feel free to expand your answers on the back or on a separate piece of paper.

- What are the first words that come to mind when describing your child?
- Has your child attended daycare or preschool before? YES NO

If yes, Name of School _____ Number of Days/Hours attended: _____

- | | | | |
|---|-----|----|--------------|
| • Does your child have difficulty with separation? | YES | NO | OCCASIONALLY |
| • Does your child socialize routinely with children of own age? | YES | NO | OCCASIONALLY |
| • Is your child currently potty-trained? | YES | NO | |

- Share any family issues that may affect your child at school (if applicable).
- Describe some of your child's interests and strengths.
- Share any fears or concerns of your child.
- Share any pertinent developmental information and/or chronic physical problems the school should know.
- What do you hope your child will gain from attending school at St. James Episcopal School?