



ST. JAMES EPISCOPAL SCHOOL

Dear St. James Families,

It is an honor to have your child at our campus and we are humbled that you entrust us with your child's educational needs. We pride ourselves on our exemplary preschool education program, great staff, environment, and nurturing atmosphere for students and parents. St. James is one of the most longstanding private schools in Montgomery County, now reaching our 38th year.

We will continue with all of our current programs (Spanish, Art, Music, P.E., etc.) for the upcoming school year. For next year we will be working this summer on adding an outdoor education area for science that incorporates all age levels, as well as expanding our technology.

We are beginning our registration process for the 2010-2011 school year. With the economy in the current situation it is now more important than ever to receive accurate information on our returnees for next school year. With many families returning to work in this economy our class requests for next year are on the increase. We are asking that each family return their paperwork and annual registration fee by Wednesday, March 10, 2010. As you know we added a Pre-K class this school year and we need accurate enrollment numbers to determine any other class changes for next school year. Please let your friends, family members, and parents that may be attending elsewhere know that we are also adding a "Tiny Tots" program for 18 months- 23 months. This will be a separate class from our two year-old program. If for some reason a class does not make, the school will notify the parent prior to the end of April and return any deposits or registration fees paid.

You will notice on our tuition that we have several changes:

- 1) There is an Option for tuition and on the back Option "B" that includes extended care. If you use extended care on a routine basis this option is best for you as it will reduce an extra invoice being sent home. One deduction will be taken from your FACTS account each month.
- 2) The registration fee and the annual fee have been combined and are due at the time of registration. We did this because we save money if we order books and classroom materials prior to the summer for next school year. It also confirms that you are committed to returning the following school year, which insures your child having the necessary materials and teacher(s).

If you have any questions or concerns, please feel free to contact the school at 936/756-4984. Thank you and hats off to another great school year!

Respectfully,

Tiffany Forester, Head of School

St. James Episcopal School Enrollment Agreement 2010 - 2011

St. James Episcopal School is a non-profit Parish School within the framework of the Protestant Episcopal Church. St. James offers, within a Christian environment, an academic program which is child-centered and age appropriate. The school makes no distinction in the admission of students on the basis of race, sex and or ethnic origin. Each child shall be treated as a unique creation of God.

Parents assume full responsibility for the protection of the child to and from school and agree that they will not hold the school, church, faculty or any member of the staff responsible in case of accidental injury that might occur in any of the play activities in which the child might engage, or from other causes not due to the negligence of the school. The school reserves the right to require the immediate withdraw of any student whose presence in the school is considered detrimental either to the students or the schools best interest. New students' parents are required to schedule a pre-screening and evaluation for admission.

Parents are expected to give 20 hours of service during the year for events supported by Parent Association. This may include working a carnival, assisting with Jubilee, chaperoning field trips, etc.

Enrollment is for the full year and parents accept the responsibility of one full annual payment or monthly installments. Upon receipt of enrollment contract and payment of the **non-refundable annual registration fee listed per student** and enrollment forms, we will process the application. The annual registration fee is due by March 10th and is **non-refundable**, unless a class does not make. Tuition in full is a binding contract, as our staffing and salaries are based on enrollment and tuition. Any part of the month attended will count as an entire month for the purpose of pro-rating tuition. Grade reports (K-6) will be issued, and transcripts (K-6) of a student's records will be forwarded to another school only when all amounts have been paid in full. Having read and agreed to the above, we hereby apply for (please print) _____ to attend St. James Episcopal School for the 2010-2011 school year.

Mark the class for which you are registering:

Tiny Tots (18-23 months)	Beginners (2-year-olds)	Intermediates (3-year-olds)	Pre-K (4-year-olds)
2 days: <input type="checkbox"/> Monday/Wednesday <input type="checkbox"/> Tuesday/Thursday	2 days: <input type="checkbox"/> Monday/Wednesday <input type="checkbox"/> Tuesday/Thursday	3 days: <input type="checkbox"/> Mon/Wed/Fri	4 days: <input type="checkbox"/> Monday-Thursday
3 days: <input type="checkbox"/> Mon/Wed/Fri	3 days: <input type="checkbox"/> Mon/Wed/Fri	5 days: <input type="checkbox"/> Monday-Friday	5 days: <input type="checkbox"/> Monday-Friday
4 days: <input type="checkbox"/> Monday-Thursday	4 days: <input type="checkbox"/> Monday-Thursday		Kindergarten
5 days: <input type="checkbox"/> Monday-Friday	5 days: <input type="checkbox"/> Monday-Friday		<input type="checkbox"/> Monday-Friday

How did you hear about St. James School?

Child's Name: _____ Child's date of birth: _____ Child's age on 9/1/10:

Parents' Names:

Mailing Address:

City/State/ZIP: _____

Telephone:

Email: _____ *Email addresses will be used for school/church information only.*

Parent Signature _____ Date: _____

Please select a payment schedule:

Single payment Due by March 10th, 2010

Payment through FACTS (monthly debit from CK/Sav. Acct. or MC/AmEx/Discover)

Application approved by: _____ Date: _____

ST. JAMES EPISCOPAL SCHOOL APPLICATION FOR 2010 – 2011

General Information:

Name of Child: _____ Sex: **M** **F**
Name by which the child is called: _____
Date of Birth _____ Place of Birth _____
Mother's Name _____ Father's Name _____
Church affiliation _____ Telephone # _____
Address _____
City/State/ZIP _____
Names/Address/Tel.# of schools previously attended:

Other children in the family:

Name	Age	School/grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents:

Father's Occupation: _____ Work Phone _____
Special Interests, talents _____
Church affiliation _____ If none, preference _____
Mother's Occupation: _____ Work Phone _____
Special Interests, talents _____
Church affiliation _____ If none, preference _____
Married/Divorced/Separated Step-parents: _____
Who stays with the child if the parent works regularly? _____
Other important information we need to know: _____

Names of persons (**other than parent**) to call in case of emergency:

Name: _____
Address: _____
Telephone: _____

Name: _____
Address: _____
Telephone: _____

GENERAL HEALTH INFORMATION

Physician: _____

Address & Phone: _____

- Are there any physical, emotional or medical concerns of which the school should be aware? If yes, please explain:

- Has there been any illness or change in the usual routine or environment recently that may have affected your child? If yes, please explain:

- Please list any routine medications for your child:

- Allergies to Food/Medication/Other:

Emotional development:

- Fears/Jealousy/Thumb-sucking, etc.: _____

Physical Development:

- Birth weight: _____ Full term? **Y** **N**
- How old was your child when he/she walked? _____
- Right- handed _____ Left- handed _____ Not sure at this time _____

OTHER IMPORTANT INFORMATION:

Children in the 3 year old class and above are required to be potty trained. Is your child potty trained? **Y**

N

- Would you describe your child's activity level as _____ active _____ average _____ quiet?
- Are your child's playmates (check applicable) _____ Older _____ Younger _____ same age?
- How does he/she get along with playmates?

- Do you object to your child's participation in religious activities such as birthday blessings at the altar, Thanksgiving sharing service, imposition of ashes on Ash Wednesday, etc? **Y** **N** If yes, please explain:

- What sort of activities does your child enjoy?

- Are any languages other than English spoken in the home? **Y** **N** If yes, please list:

- What grade do you plan for your child to attend St. James?

- Why are you interested in your child attending St. James?

- Is there anything else you would like to tell us about your child?

Parent Signature _____ Date _____

HEALTH REQUIREMENTS

Name of Child: _____ Date of Birth: _____

IMMUNIZATIONS	Date/dose 1	Date/dose 2	Date/dose 3	Date/booster
DPT/TD	_____	_____	_____	_____
POLIO	_____	_____	_____	_____
MMR	_____	_____	_____	_____
H.LB.	_____	_____	_____	_____
HEPATITIS B	_____	_____	_____	_____
HEPATITIS A	_____	_____	_____	_____
VARICELLA (Chickenpox)	_____	_____	_____	_____

Signature- Physician or Health Personnel _____
Date

ADMISSION REQUIREMENT: One of the following must be presented when your preschool age child is admitted into St. James School or within one week of admission. Check to indicate the option you select:

DOCTOR'S STATEMENT: I have examined the above named child within the past year and find that he/she is physically able to take part in the day care program.

Physician's Signature _____
Date

A copy of the medical screening form of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program, if no referral for further diagnostic and treatment is indicated.

A form or written statement from a health service or clinic.

IF YOU DO NOT HAVE ANY OF THE ABOVE:

PARENT'S STATEMENT: My child has been examined within the past year by a licensed physician and is able to participate in the day care program.

Name and address of physician OR address of EPSDT Screening site

Within the next 12 months I will obtain a physician's statement, a copy of the medical screening form from the EPSDT Program, or a form or statement from a health service or clinic and will submit it to the day care facility.

- OR -

My child has an appointment for a physical examination:

Date Name and Address of Physician OR address of EPSDT site

I will submit the physician's statement, EPSDT form, or health service or clinic form to the day care facility following the examination.

Signature of Parent or Guardian _____
Date

NOTE: If medical diagnosis and treatment and/or immunization conflict with your religious beliefs, you must sign an affidavit to the effect and attach it to the form: If immunization would be injurious to your child or family, you must obtain a certificate (signed by your physician) to that effect and attach it to this form.

TUITION PAYMENT PREFERENCE FORM
St. James Episcopal School

Student Name: _____

Parent/Guardian's Name: _____

Address: _____

City/State/ZIP _____

Tuition for the 2010 - 2011 school year will be paid by:

_____ **Payment in full.** This payment, due March 10, 2010 and may be made directly to the school by check or cash.

_____ **Payment through FACTS.** There is a \$41 annual fee per family for paying through FACTS. See enclosed leaflet for more information.

_____ Automatic Bank Payments through your checking or savings account can be made on either the 5th or 20th of the month.

_____ 10 months, July- April

_____ 2 payments, July and December

_____ **MasterCard, AMEX, or Discover.** Automatically scheduled monthly payments through your credit card; please contact the business office and the appropriate form will be sent to you. Each payment will incur a credit card convenience fee*.

Note: You may also pay in full with your credit card.

*At the request of parents who indicated a desire to pay their tuition via their credit card in order to get frequent flyer miles and other benefits, any of the above payment options are available through the FACTS program for automatic billing to your MasterCard, AMEX, or Discover. If interested in this option, please check above and the appropriate form will be sent to you.

NOTE: It you select this option, in addition to the annual non-refundable FACTS enrollment fee, each payment will also incur a credit card convenience fee. The amount of the convenience fee will be reviewed with you at the time you enroll with FACTS. If your monthly tuition payment is \$400, for example, the monthly convenience fee will be approximately \$10.00.

Please return this payment preference form to the school office no later than **March 10th, 2010.** If not paying in full, please go to our home page to enroll in FACTS via the eCashier at www.stjames-conroe.org/school.

- If you have previously enrolled in FACTS, we will re-enroll you and you will not have to do anything through the website.
- _____ I am currently enrolled in FACTS and will continue for next year. (We will send you a form to be sure that your account information is the same.)

I agree to make tuition payments for the 2010 - 2011 school year according to the option I have selected above and I understand the financial commitment to the school.

Parent Signature _____

Date _____

If you have any questions, please contact the school office at 936-756-4984.

Return to: St. James Episcopal School



Payment Plan through FACTS

As a private Christian school, we are constantly looking for ways to concentrate our available human and financial resources on our primary mission of education. To help us meet this goal we will be co— sourcing through FACTS Management Company to carry out the deferred tuition payment function. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information.

A Sensible Plan

We are proud to partner with FACTS, the leading tuition payment plan provider in the industry. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a nominal, annual, nonrefundable FACTS Enrollment Fee. You may budget your tuition and fees in the following ways:

Automatic Bank Payment (ACH) - ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account on the 5th or 20th of each month.

Credit Card - if you elect to use this option, your monthly payment, along with a convenience fee (\$2.50 for every \$100 of tuition charged), will be automatically charged on the 5th or 20th of each month to your credit card (AMEX, MasterCard, or Discover are accepted). The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee. Paying with your credit card gives you the option of taking advantage of various bonus programs offered by your credit card company.

Payment Plan Options

Ten monthly payments through FACTS. These payments will be automatically deducted from checking or savings, or automatically charged to credit card (with convenience fee) beginning in July on your choice of the 5th or 20th of the month. The FACTS annual enrollment fee is \$41 per family, and will be deducted from your account prior to the first tuition payment.

Payment in Full through FACTS through your credit card, with a convenience fee, in July with a \$10 FACTS annual enrollment fee.

Convenient Online Enrollment

You can enroll in the FACTS Payment Plan online by linking from the school's Web site. Enrolling online is simple and secure.

Be sure to have the following information ready:

- The name, street address, and e-mail address of the person responsible for making the payments.
- To protect your privacy, you will be asked to create your own unique FACTS Access Code. Please be sure it is something you can easily remember.
- Account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.

FACTS Management Company — www.factsmgt.com - 800-624-7092 — Revised date: 1/20/06

Before you click the Submit button, please carefully read through the Final Review and the Terms and Conditions. Notification confirming your enrollment in a FACTS payment plan through e-Cashier will be sent to you after the school enters the net tuition amount due for the year. Then, the annual enrollment fee will be automatically deducted from your account.

If you have questions about enrolling in FACTS please contact the business office. Once you have a FACTS plan set up, you may contact FACTS directly (800) 624-7092 or view your agreement online through MyFACTS Account. To access MyFACTS, follow the instructions located on the FACTS Confirmation Notification or e-mail. FACTS customer service representatives are available Monday - Thursday 7:30 a.m. to 7:00 p.m. EST. Friday 7:00 a.m. to 5:00 p.m. EST.

Frequently Asked Questions

1. When and what time will the funds be withdrawn from my bank account? While FACTS transacts each payment on the specified date (5th or 20th) it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

2. How will I be notified of my payment information? Once your agreement is posted to the FACTS system and the School enters the net tuition amount, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *MyFACTS* Account.

4. What is the FACTS Access Code? To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should inquire online through *MyFACTS* Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code. If you do not create an access code when you enroll, one will be randomly assigned to you and included in your FACTS Confirmation letter. Please remember to keep a copy of your confirmation notification.

5. What happens if FACTS attempts to process my payment and there are not enough funds in my account? Should an automatic bank payment or credit card payment be returned, a \$25.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any interest penalty the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail. For payment scheduled for the 5th of the month, the reattempt will occur on the 20th; for payment scheduled for the 20th, the reattempt will occur on the 5th of the following month.

6. What about enrollment in the FACTS payment plan in future years? The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school Office and your family. Should your tuition payments be made through FACTS the following year, you would be notified in advance by the school.

7. How will I pay other expenses at the school? Consistent with prior years, you will receive a notice from the school for items such as aftercare, tuition refund insurance, bookstore charges; payment for these will be made directly to the school. Some established fees might be included into the total tuition amount and processed with your tuition payment through your FACTS plan.

We Look Forward to Serving You Better!

St. James Episcopal School looks forward to our partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact the business office at (936) 756-4984 or FACTS at 800-624-7092.