SAINT JAMES' Episcopal School

CURRENT FAMILY APPLICATION AND RE-ENROLLMENT PROCESS 2017-2018

Grades 1-5

Re-enrollment Contracts Sent:	January 9
Contract and Fees Deadline:	January 20
FACTS Tuition Plan Due (online):	January 20
First Tuition Payment Due:	May 10 or 20/ July 10 or 20

To submit by the Re-enrollment deadline:
□ Signed and returned Re-enrollment Contract
□ Re-enrollment fee $50
□ School fee $275
□ FACTS Tuition Plan set up

Prekindergarten Students Applying to Kindergarten

Application Link Sent:	January 9
Application Deadline:	January 20
Parent Interviews:	January 19-26
Notification Letters/Contracts Sent:	February 1
Contract and School Fee Due:	February 13
FACTS Tuition Plan Due (online):	February 13
First Tuition Payment Due:	May 10 or 20/ July 10 or 20

To complete by the Kindergarten Application deadline:
□ Submit online Kindergarten Application and $100 Fee (link sent in email)
□ Schedule parent interview

To complete upon acceptance:
□ Sign and return Enrollment Contract
□ Submit School Fee $275
□ Set up FACTS Tuition Contract online
□ Submit School Entrance Health Form (due before school starts)

Preschool

Priority Application:	January 21 - 31
Notification Letters/ Contracts Sent:	March 1
FACTS Tuition Plan Due (online):	March 17
School Fee Due:	March 17
First Tuition Payment Due:	May 10 or 20/ July 10 or 20

To submit by the Priority Application deadline:
□ Online Application (link sent in email)
□ Re-enrollment Fee $50

To submit upon acceptance:
□ FACTS Tuition Online Contract *due March 17*

□ School Fee, non-refundable ($125 preschool) *due March 17*

□ Current immunization records *due no later than August 1 (cannot start school without these documents)*

□ One month's non-refundable tuition (billed by FACTS) *due May 10 or 20 or July 10 or 20 depending on your contract*

Other Admission Dates

Priority Application:	January 21 – 31
Open House:	January 29, 12pm – 2pm
Public Application:	February 1 – full

How Admission Decisions Are Made

Saint James' admits new students on the basis of character, past academic day care or school experience, and assessment of the child's potential to profit from and contribute to the life of the School. Among qualified applicants, children are accepted in the following order: (1) current students (2) siblings of current students and pledging parishioners of Saint James' Episcopal Church (3) Priority Application applicants, and (4) all others. Applications accepted until full.