

**St. James UMC Afterschool Program  
Enrollment Packet for 2017-2018 School Year**

| <u>Number of Children</u> | <u>Monthly Tuition*</u> | <u>Registration Fee**</u> |
|---------------------------|-------------------------|---------------------------|
| One Child                 | \$165.00                | \$40.00                   |
| Two Children              | \$300.00                | \$40.00 (per child)       |
| Three Children            | \$430.00                | \$40.00 (per child)       |
| Four Children             | \$530.00                | \$40.00 (per child)       |

\* Annual Tuition is divided into 8 monthly payments (Sept. - April). **You will pay August Tuition with your enrollment application.** You will pay May/June Tuition in May.

\*\*Registration Fee is in addition to and not a part of regular monthly tuition payments.

Applications will be email to our currently enrolled students on February 3rd. Our currently enrolled students will have until **February 10, 2017** to return the completed applications. We will open our enrollment to the public on **February 13, 2017**. For church members and public applicants, the applications can be picked up at the church office or can be downloaded by visiting the church website: [stjconnect.org](http://stjconnect.org).

If you have any questions as you review the registration information, contact Judy Ipock, Afterschool Director

- Monday through Friday, 2:00 p.m. – 6:00 p.m., at 752-6154 or via e-mail at [afterschool@stjconnect.org](mailto:afterschool@stjconnect.org).

# St. James Afterschool

## 2017-2018 School Year

### Important Information & Policies

#### **Section 1: Admission**

**Admission** is open to all children without regard to race, color, or religious affiliation. Since we are a United Methodist Church supported afterschool ministry, we will ask that all children participate in devotion everyday during the week.

Applications will be emailed out to currently enrolled students on February 3rd. Our currently enrolled students will have until **February 10<sup>th</sup>** to return their completed application. We will open our enrollment to the **public on February 13<sup>th</sup>**. For church members and public applicants, applications can be picked up at the church office or can be downloaded by visiting our church website [stjconnect.org](http://stjconnect.org).

Our Admission process adheres to the following registration tiers:

1. Teacher's children
2. Church members who are currently enrolled and their siblings
3. Currently enrolled students and their siblings
4. Church members not currently enrolled
5. Public

#### **Section 2: Registration Fee**

A registration fee of \$40 plus August's tuition amount is payable at the time you confirm your enrollment. This is a one-time fee that is **non-refundable. It is in addition to and not a part of regular monthly tuition payments.** The registration fee reserves your child's spot in the program and is used to cover each new school year's startup costs. If you have questions about registration payments, please contact the school director. If you register prior to the first day of school, the registration fee and August's tuition is the only money due at the time you confirm your child's enrollment. If a student enrolls after the beginning of a new school year, the registration fee is still required. Enrollment on the first day of school or later will require payment of both the registration fee AND the tuition for the month in which the student begins attending. Registration fee terms apply to all enrolling students throughout the school year. The registration fee is \$40 per child.

#### **Section 3: Tuition**

Annual tuition is divided into 8 monthly payments for the school year (September through April). Tuition is due the first day of each month and is considered late after the 10th of each month. A late fee of \$10.00 will be assessed to any account past due. An invoice will be emailed each month. Please make checks payable to St. James Afterschool and return them to the payment box located near pickup. Tuition is not prorated for short-term or long-term absences. *Tuition payments are separate from the registration fee.* Tuition help for afterschool is available on a limited basis through our Financial Assistance Program. Please contact the school director for further details on this program.

|                  |               |                 |
|------------------|---------------|-----------------|
| • One child      | \$165 monthly | \$1320 annually |
| • Two Children   | \$300 monthly | \$2400 annually |
| • Three Children | \$430 monthly | \$3440 annually |
| • Four Children  | \$530 monthly | \$4240 annually |

#### **Section 4: Supply Fee**

An annual supply fee is due by Oct. 10<sup>th</sup> of each school year and assists our school financially with activity and craft needs. Fees are: \$50 per child

