

**St. Luke's Day School**  
**2017-2018 PROGRAMS AND RATES**  
**9-Month Program (September 2017-May 2018)**

**Daily Hours for All Classes**

Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. – 12 p.m.	9 a.m. - 2:30 p.m.	9 a.m. - 2:30 p.m.	9 a.m. - 2:30 p.m.	9 a.m. - 2:30 p.m.

**Classes and Monthly Tuition**

9 MONTH PROGRAMS	AGE	RATIO	NUMBER OF DAYS/WEEK	DAYS	MONTHLY TUITION
KANGAROOS	6-11 mo. DOB: 9/2/16-3/1/17	1-3	1 Day	Wed	\$210
			2 Days	Mon-Tue	\$315
				Thu-Fri	\$345
BEARS	12-17 mo. DOB: 3/2/16-9/1/16	1-4	1 Day	Wed	\$210
			2 Days	Mon-Tue	\$315
				Thu-Fri	\$345
3 Days	Mon-Tue-Wed	\$460			
PONIES	18-23 mo. DOB: 9/2/15-3/1/16	1-5	2 Days	Mon-Tue	\$315
			3 Days	Thu-Fri	\$345
				Mon-Tue-Wed	\$460
TWOS	2 yrs. as of 9/1/17	1-6	2 Days	Thu-Fri	\$345
			3 Days	Mon-Tue-Wed	\$470
				Wed-Thu-Fri	\$510
			5 Days	Mon-Fri	\$690
THREES	3 yrs. as of 9/1/17	1-8	3 Days	Mon-Tue-Wed	\$510
			5 Days	Mon-Fri	\$705
PRE-K	4 yrs. as of 9/1/17	1-9	3 Days	Mon-Tue-Wed	\$530
			5 Days	Mon-Fri	\$720
KINDERGARTEN	Please download the Kindergarten packet and application.				

**All applications and placements are subject to approval by the Director of St. Luke's Day School.**

# 9-Month Program

## Annual Fees and Discounts

### Registration Fee:

Paid annually at time of registration.

St. Luke's Members: \$50

Non-Members: \$100

### Activity/Supply Fee for 9-Month Programs:

Paid annually in August.

Infant/Toddlers: \$135

Twos: \$160

Threes: \$245

Pre-K: \$300

### More Than One Child Enrolled at SLDS:

\$10 per month discount is applied to second/third child's tuition.

## Extended Hours

Part-time Luke's Place extended hours, morning and afternoon, are available for children enrolled in the Threes and Pre-K classes. Please contact the Day School office for more information and a part-time Luke's Place application.

Infants, Toddlers, and Twos are not eligible for part-time extended hours; these children are in self-contained classrooms Monday through Friday, 7:15 a.m. to 6 p.m.

**For full-time Luke's Place, Monday-Friday 7:15 a.m. – 6 p.m., download the 12-month Luke's Place packet.**

# ST. LUKE'S DAY SCHOOL 2017-2018 REGISTRATION INSTRUCTIONS 9-MONTH PROGRAM

## 2017-2018 Registration Packet includes:

- Application for Enrollment
- Programs and Rates Schedule: classes, tuition and fees for 9-month program (September 2017-May 2018)
- Registration Procedures

## Application Due Dates:

- Church Member applications due (no later than) – Tuesday, February 14 by 6 p.m.
- Community applications due (no later than) – Friday, February 17 by 6 p.m.

## Application Processing:

- Enrollment is determined by a drawing.
- The Church Member drawing will take place on Tuesday, February 14 at 6 p.m.
- Church Member applications received after 6 p.m. on February 14 will be included in the community drawing.
- The Community drawing will take place on Friday, February 17 at 6 p.m.
- ALL applications received after 6 p.m. on Friday February 17 will be processed in order of receipt.
- Acceptances and waiting list letters will be mailed by March 10.

## Application Instructions:

1. Complete both sides of Application for Enrollment. Fill in all blanks (use “none” or “N/A” when appropriate). Incomplete forms will not be processed.
2. **Rank all applicable class choices.** If first choice is not available, your child will be placed in second, third or fourth choice and will automatically be placed on the waiting list for your first, second and third choice. If all classes are full, he will be placed on the waiting list in order of processing.
3. Include **one check per application** for the **total** of Registration Fee **plus** September Tuition for your first program choice. Make check payable to “St. Luke’s Day School.”
4. Do **not** take the second child discount at this time; the appropriate amount will be credited in September.
5. If you have two or more children, place applications in the **same envelope**. This is VERY IMPORTANT! Please indicate your family’s priority (church member or community) on the outside of the envelope.
6. We encourage hand-delivery. If you choose to mail, please select a method you can track, e.g., return receipt.
7. **Acceptances and waiting list letters will be mailed by March 10, 2017.**
  - a. If your child is accepted in the program, your check will be deposited in mid-March after the letters go out. The **Registration Fee is not refundable.** Parents have until March 31, 2017 to decline enrollment and receive a tuition refund. **After March 31, September tuition is not refundable.**
  - b. If your child is placed on the waiting list, your check will be returned.
8. If your child is accepted, **May 2018 Advance Tuition will be due on or before May 1, 2017** to hold your child’s place. May 2018 Advance Tuition is **not refundable once paid.**
9. St. Luke’s Day School requires **written notification to decline enrollment or withdraw** your child from the school.

**All applications are subject the approval of Debbie Weymouth, Director of Day School.**

Registration is open to all children regardless of race, ethnic origin, or religious preference.

**Questions:** Contact Tessa Waltz, Registrar, at 713-402-5030 or [twaltz@stlukesmethodist.org](mailto:twaltz@stlukesmethodist.org).  
Office hours are Monday-Friday, 9 a.m. to 6 p.m.

## St. Luke's Day School Registration Procedures 2017-2018 School Year

### Registration Priority Order:

1. Currently enrolled students – children who are enrolled for the 2016-2017 school year
2. Siblings – new siblings of currently enrolled students
3. Church members – new applicants having at least one parent that is a member of St. Luke's United Methodist Church
4. Community – new applicants that do not have a current connection to the school or church

### Currently Enrolled Students and Siblings:

1. Re-enrollment applications will be distributed through the classrooms the week of January 16.
2. Applications for new siblings should be picked up in the Day School office the same week.
3. Forms for all children in the family who are applying for the 2017-18 school year should be placed in the **same envelope**. This is very important in determining the order of processing!
4. Parents may turn in forms and payment to the Day School office upon receipt. Forms turned in **by 6 p.m. on Monday, February 6** will be placed in a drawing to determine order of processing; forms turned in after 6 p.m. on February 6 will be processed in order of receipt. Currently enrolled priority ends Monday, February 13 at 6 p.m.
5. Returning students have 1<sup>st</sup> priority: processing begins after the drawing on February 6 at 6 p.m. Siblings of currently enrolled students have 2<sup>nd</sup> priority: processing begins Monday, February 13.

### New Families:

1. We strongly recommend that you attend a school tour if you have not done so previously. Tours take place at 9:30 a.m. on January 24, January 31, February 7, and February 16. Please visit our website at [www.stlukesdayschool.org](http://www.stlukesdayschool.org) to reserve a spot for a tour.
2. Forms for all children in the family who are applying for the 2017-18 school year should be placed in the **same envelope**. This is very important in determining the order of processing!
3. **Church Members:** Turn in completed application and check to the Day School office **by 6 p.m. on Tuesday, February 14**. Order of processing will be determined by a drawing. Applications received after February 14 will be included in the community drawing on February 17. ALL applications received after February 17 will be processed in order of receipt.
4. **Community:** Turn in completed application and check to the Day School office **by 6 p.m. on Friday, February 17**. Order of processing will be determined by a drawing. ALL applications received after February 17 will be processed in order of receipt.
5. If your child has been on the waiting list previously, you must **reapply** for the 2017-18 school year. We do not carry the waiting list over to the next school year.

### Notification for all applicants:

1. **Acceptance and waiting list letters will be mailed** to the parents of applicants **by Friday, March 10**. We cannot guarantee your first choice, or that all children will be accepted in the program.
2. If your child is accepted into the program, your check will be deposited in mid-March after the letters are mailed. The **Registration Fee is not refundable**. Parents have until Friday, March 31, 2017 to decline enrollment and receive a tuition refund. **After March 31, the tuition deposit is not refundable.**
3. If your child is placed on the waiting list, your check will be returned. We use the waiting list to fill openings as they occur through January 2018. The waiting list does not carry over to the next school year. Remember to re-apply for the 2018-2019 school year if you haven't heard from us by January 2018.
4. Any questions regarding registration or enrollment should be directed to Tessa Waltz, Registrar, at 713-402-5030 or [twaltz@stlukesmethodist.org](mailto:twaltz@stlukesmethodist.org).



**9-MONTH PROGRAM – 2017-2018 APPLICATION FOR ENROLLMENT – Page 2**

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Program \_\_\_\_\_

St. Luke's enrolls a limited number of children with identified conditions or special needs; we must also be aware of all allergies. Answering "yes" to any of the following questions does not necessarily preclude enrollment, and will require additional documentation later in the registration process. All questions must be answered for the application to be complete.

Does your child have any identified allergies? Yes / No Are these food allergies? Yes / N/A

If yes, please describe the nature of the allergies: \_\_\_\_\_

Does your child have any identified medical needs or conditions? Yes / No

If yes, please describe the nature of the medical need or condition: \_\_\_\_\_

Does your child have any identified developmental or behavioral special needs? Yes / No

If yes, please describe the nature of these needs: \_\_\_\_\_

Has your child received any kind of therapy in the past twelve months? Yes / No

If yes, please describe the nature of the therapy: \_\_\_\_\_