

St. Luke's Day School
2017-2018 PROGRAMS AND RATES
Luke's Place: 12-Month Program (September 2017-August 2018)

Luke's Place Classes and Monthly Tuition

12 MONTH PROGRAMS	AGE	RATIO	DAYS/TIMES	MONTHLY TUITION
LITTLE LUKE'S PLACE: LAMBS	Full-time infants are placed by the Director. (DOB no later than 7/15/17)	1-3 to 1-4	M-F 7:15 a.m. – 6 p.m.	\$1,290
LITTLE LUKE'S PLACE: BUNNIES or HONEY BEES	Full-time toddlers are placed by the Director.	1-4 to 1-5	M-F 7:15 a.m. – 6 p.m.	\$1,270
LITTLE LUKE'S TWOS* *self-contained classroom	2 yrs. as of 9/1/17	1-6	M-F 7:15 a.m. – 6 p.m.	\$1,220
THREES	3 yrs. as of 9/1/17	1-8	M-F 7:15 a.m. – 6 p.m.	\$1,220
PRE-K	4 yrs. as of 9/1/17	1-9	M-F 7:15 a.m. – 6 p.m.	\$1,220
KINDERGARTEN	Please download the Kindergarten packet and application.			

Infants, toddlers and two-year-olds are placed in self-contained classrooms. Three- and four-year-olds are placed in age-appropriate classrooms during the school day. From 7:15 to 9 a.m., all gather in Luke's Place. After school day dismissal, Threes and Pre-K students gather in Luke's Place until 6 p.m.

Additional Fees and Discounts

Registration Fee:

Paid annually at time of registration.
 St. Luke's Members: \$50
 Non-Members: \$100

More Than One Child Enrolled at SLDS:

\$50 per month discount is applied to second/third child's tuition while oldest sibling is enrolled in the Day School.

Activity/Supply Fee for 12-Month Programs:

Paid annually in August.
 Infant-Threes: \$300
 Pre-K: \$335

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

**ST. LUKE'S DAY SCHOOL
2017-2018 REGISTRATION INSTRUCTIONS
LUKE'S PLACE – 12-MONTH PROGRAM**

READ ALL INFORMATION CAREFULLY!!

2017-2018 Registration Packet includes:

- Application for Enrollment
- Programs and Rates Schedule: classes, tuition and fees for 12-month full-time program (September 2017-August 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 applications will not be processed.
2. Include **one check per application** for the **total** of Registration Fee **plus** September Tuition for your program choice. Make check payable to “St. Luke’s Day School.”
3. If applicable, deduct second child discount from September tuition.
4. 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.
5. We encourage hand-delivery. If you choose to mail; please select a method that you can track, e.g., return receipt.
6. **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.
7. If your child is accepted, **August 2018 Advance Tuition will be due on or before August 1, 2017** to hold your child’s place. August 2018 Advance Tuition is **not refundable once paid**.
8. 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 twaltz@stlukesmethodist.org or 713-402-5030.
Office hours are Monday-Friday, 9 a.m. to 6 p.m.

**ST. LUKE'S DAY SCHOOL
2017-2018 APPLICATION FOR ENROLLMENT
LUKE'S PLACE: 12-MONTH PROGRAM**

Please complete two-page application by filling all blanks (use "none" or "N/A" when appropriate)

Child's Name _____
First Last "Name Called"

Child's Birth Date ____/____/____ Age as of 9/1/17 _____ Gender MALE / FEMALE
month day year

Child's Address _____ City _____ State _____ Zip _____

Primary Phone # _____ Home Phone # _____

Mother's Name _____ Father's Name _____

Address _____ Address _____

Cell # _____ Work # _____ Cell # _____ Work # _____

E-mail _____ E-mail _____

Member of St. Luke's UMC? Yes / No Staff member of St. Luke's? Yes / No Siblings enrolled at SLDS 2016-17 Yes / No

Is child currently enrolled in school? Yes / No If yes, child's current school _____

Sibling(s) applying for 17-18? If yes, names(s): _____ Program(s): _____

**** Parents must complete additional information on page 2. Incomplete applications will not be processed. ****

Indicate choices of program desired and fill in fees and monthly tuition amounts. See Programs and Rates page for details and fees. All programs are M-F 7:15A-6 p.m. Make check payable to St. Luke's Day School (one check per application).

PROGRAM CHOICES:

FEES & MONTHLY TUITION AMOUNTS:

Circle Registration Fee:

Church Member \$50 Non-Member \$100 \$ _____

Circle Program:

LITTLE LUKE'S PLACE LITTLE LUKE'S TWOS THREES PRE-K \$ _____

TOTAL DUE WITH APPLICATION..... \$ _____

I have completed the two-page application and included the Registration Fee and September Tuition for selected programs. I understand that the Registration Fee is NOT REFUNDABLE after acceptance, and September tuition deposit is not refundable after March 31, 2016. I also understand that to hold my child's place, August 2017 Advance Tuition must be paid by August 1, 2016 and is not refundable once paid. Registration is open to all children regardless of race, ethnic origin, or religious preference.

Parent's Signature

Date

For Office Use Only

Date Rec'd _____ Start Date _____ Program _____ Entered _____
 Acpt _____ WL _____ Pckt _____ Tchr _____ EM _____ Ledger _____

12-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: _____

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 1st priority: processing begins after the drawing on February 6 at 6 p.m. Siblings of currently enrolled students have 2nd 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 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.