St. James Episcopal Day School **Age group _____**

901 16th Street Alexandria, LA 71301 **Date: _____**

318-445-9901

Information Form

2012-2013 School Year

Child's Name: _____

Last First Middle Goes by

Date of Birth: _____ Age of child as of Sept 30th: _____

Billing Address: _____

Street or P.O. Box City State Zip

Father's Name: _____ Father's phone: _____

Father's Employ: _____ Work phone: _____

Mother's Name: _____ Mother's phone: _____

Mother's Employ: _____ Work phone: _____

Person responsible if not parents: _____

Email address for invoices _____ _____ (It is our policy to email all invoices & statements)

CLASS FOR THE COMING SCHOOL YEAR – **PLEASE CIRCLE ONE:**

CLASS	Days	Tuition	Registration
Mother's Day Out –Nursery	M, T, W, Th, F till 3:00	$80.00 per day/per mo - $400.00	$150.00
Mother's Day Out – Nursery	M, T, W, Th, F till 5:30	$90.00 per day/per mo - $450.00	$150.00
Mother's Day Out	M, T, W, Th, F day till 3:00	$80.00 per day/ per mo - $400.00	$150.00
Mother's Day Out	M, T, W, Th, F day till 5:30	$90.00 per day/per mo - $450.00	$150.00
2 Yrs Old (by 9/30)	M, T, W, Th, F	$190.00 Mo – 5 days	$150.00
3 Yrs Old (by 9/30)	M, T, W, Th, F	$190.00 Mo – 5 days	$150.00
4 Yrs Old (by 9/30)	M, T, W, Th, F	$190.00 Mo – 5 days	$150.00

Earlybird Program 7:30-8:00 am. $2.00 per day or $3.00 per drop-in fee

Circle days interested in M, T, W, Th, F. Drop in fees are payable at the time of drop-off

Play Day Program 11:30 – 3:00 (3 & 4 yr old classes only) $9.00 per day or $11.00 drop in fee.

Circle days interested in M, T, W, Th, F. Drop in fees are payable when child is picked up

Extended Care 11:30 – 5:30 $12.00 per day or $15.00 drop in fee.

Circle days interested in M, T, W, Th, F Drop in fees are payable when child is picked up

Late fee (if child is picked up late. Rate is $1.00 per minute after 2 minutes, payable at the time.

I understand all tuition and registration fees are **NON-REFUNDABLE**. Tuition is prepaid and first payment is due by August 10th. Pay by check or online at www.saintjamesonline.org by credit card or check.

We request 30 days written notice if a student is to withdraw from enrollment.

Parents or guardian signature _____ Date: _____