

St. Luke's Day School
Cover Page & Checklist –2019-2020 School Year

Registration Priority:

Currently Enrolled (2018-19) Student	(due date 2/4/19 by 6pm)
Currently Enrolled Sibling	(due date 2/4/19 by 6pm)
SLUMC Church Member (including The Story)	(due date 2/12/19 by 6pm)
Community	(due date 2/15/19 by 6pm)

Information:

Child's Last Name _____ First Name _____

Program	9 Month Program	Luke's Place 12 month Program	Kindergarten			
Age Group	Infants	Toddlers	Twos	Threes	PreK (Fours)	Kindergarten
Sibling(s) applying?	Yes	No	If yes, program _____ and age group _____			

Parent Name _____

Parent Email _____

Parent Phone _____

Checklist:

I have...

- Read instructions
- Completed Application for Enrollment for each child
- Completed one Payment Information Form OR enclosed a check or money order
- Placed application & checklist for each child applying and payment information (or check) in one envelope for submission to the Day School office by priority due date.

I understand that...

- Acceptance and waiting list letters will be mailed by March 8, 2019
- If my child is accepted,
 - Payments (credit card and ACH) will be run or checks deposited the week of March 11.
 - If child is not placed in first choice, he/she is automatically placed on the waiting list for first choice. The Registrar will contact me via email if first choice program/class becomes available.
 - Additional payments must be made and deadlines met to confirm enrollment:
May 1 - (9-Month and Kindergarten) or August 1 (Luke's Place) advance tuition payment;
July 1 - forms; August 19 - activity/supply fee.
 - If enrollment declined, written notification is due no later than March 29, 2019 in order to receive a tuition refund. Registration Fee is non-refundable and September 2019 advance tuition is non-refundable after March 29, 2019.
- If my child is wait listed, no payments will be run. Checks submitted with application will be returned. The Registrar will contact me via email if a place becomes available.

Parent Signature: _____

Date: _____