

St. Luke's Day School
2024-2025 REGISTRATION POLICIES

Definition of Acceptance

As stated in the notification email, your child has been accepted by St. Luke's Day School for the 2024-2025 school year. Parents are required to confirm or decline acceptance no later than March 27, 2024. Once confirmed, the following policies now take effect. Important deadlines for payments and forms completion must be met or your child's enrollment will be at risk.

Tuition and Fee Payment and Forms Deadlines

To continue to confirm enrollment and hold your child's place, payments and forms for the 2024-25 school year are due on the following schedule. ACH bank drafts and credit card charges will automatically occur on the specified dates. If your payment method is check, it is due by that date.

March 13, 2024	Registration fee will be charged, and checks will be deposited. The registration fee is non-refundable.
March 27, 2024	Deadline to confirm or decline acceptance. If declined, no further charges will occur. If confirmed, see schedule below.
April 10, 2024	September 2024 (first month*) tuition deposit for all programs will be charged and is non-refundable once paid.
May 1, 2024	Child Enrollment Forms for the 2024-2025 school year will be available online. This includes a medical form which requires a doctor's signature to be complete. Child Enrollment Forms must be updated annually, no exceptions.
May 3, 2024	May 2025 tuition deposit (last month) will be charged for SLDS Part-day and Kaleidoscope programs and is non-refundable after August 1.
July 1, 2024	Completed 2024-25 Child Enrollment Forms are due for all programs (submitted online). A \$50 fee will be assessed for late or incomplete forms.
August 1, 2024	An additional \$50 fee will be assessed for late or incomplete forms.
August 5, 2024	August 2025 tuition deposit (last month) will be charged for the Luke's Place Full-day program, and is non-refundable once paid.
September 5, 2024	2024-25 Activity/Supply Fee will be charged for all programs and is non-refundable once paid.
Start of school	Emergency Information Cards will be distributed and are due your child's first week of school.

Withdrawals between April 1 and August 23, 2024

We understand that once acceptance is confirmed, plans may change. If you wish to withdraw your child (cancel enrollment) after March 31, you must do so **in writing** to Tessa Waltz at twaltz@stlukesmethodist.org. Please include the reason for withdrawal and/or the school your child will attend; that information is very helpful to us.

The registration fee is not refundable. Once enrollment is cancelled, no further payments will occur. The September 2024 tuition deposit will be forfeited but the May 2025 tuition deposit is refundable until August 1, 2024.

Withdrawals after August 23, 2024

To withdraw a child, parents should inform the office **in writing a minimum of 30 days** before the date of withdrawal or earlier if possible. The school needs time to fill any openings so we may continue to meet our expenses. See the 2024-2025 Family Handbook for withdrawal policy after the start of school; 30-day minimum notification remains in effect.

Wait List

If you did not get your first choice, your child has been **automatically** placed on the waiting list in the order of registration processing. We will continue to notify parents and move children to their first choice as openings occur, even after the school year begins.

Required Immunizations

As required by the Texas Department of State Health Services, all students must be up-to-date on required immunizations to be enrolled in St. Luke's Day School. Due to the age of the children we serve, we do not accept exemptions. Visit <https://dshs.texas.gov/immunize> for the immunization schedule.

Tuition Payments

Enrollment in St. Luke's Day School is intended to be a commitment for the entire school year. SLDS Part-day and Kaleidoscope programs are a nine-month commitment, and each payment represents one-ninth of a school year. The Luke's Place Full-day program is a twelve-month commitment, and each payment represents one-twelfth of the school year. *There is no additional charge for the first week of school in August. **Credit is not given for a child's absence or for days the school is not in session.**

Deposit Transfers

Tuition and fee deposits are not transferable to another child in the same family if one child withdraws. For example, if a family registers two children, and one withdraws to attend another school, the registration fee and any non-refunded tuition for the withdrawn child are forfeited. This amount will not be transferred toward tuition due for the remaining child.

School Start-up Dates

The 2024-2025 School Year calendar, including class visit and parent orientation dates, as well as the first day of school, will be published on our website **May 1, 2024. The tentative first day of school is Monday, August 26.**

Parents will be informed of classroom and teacher assignment, assigned time to meet the teachers, and additional school year details in **mid-August.**

Up-to-date Children's Records Required

It is very important for you to keep the Day School office updated on any changes in your **contact information**, including phone numbers, and home and email addresses.

Texas Health and Human Services (a.k.a. Licensing) and the Texas Department of State Health Services require SLDS to maintain **current health records** for every child, including well-check documentation and up-to-date immunizations. The state licensing agency also requires that children have regular well-checks with their pediatrician. **Each time your child has a well-check**, you will need to send two items to the Day School office:

- a completed Medical Information Update form signed by your child's pediatrician,
- a copy of your child's updated immunization record.

Medical Forms are available on our website: www.stlukesdayschool.org.