



2025-2026 Registration Policies and Procedures

Definition of Acceptance

As stated in the notification email, your child has been accepted by St. Luke's Day School for the 2025-2026 school year. Parents are required to confirm or decline acceptance no later than March 31, 2025. 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 2025-26 school year are due on the following schedule. ACH bank drafts and credit card charges will automatically occur on the specified dates. If payment method is check, it is due by that date.

March 12, 2025	Registration fee will be charged, and checks will be deposited. The registration fee is non-refundable.
March 31, 2025	Deadline to confirm or decline acceptance. If declined, no further charges will occur. If confirmed, see schedule below.
April 11, 2025	September 2025 (first month) tuition deposit for all programs will be charged and is non-refundable once paid.
May 1, 2025	Child Enrollment Forms for the 2025-2026 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 5, 2025	May 2026 tuition deposit (last month) will be charged for SLDS Part-day and Kaleidoscope programs and is non-refundable after August 1.
July 1, 2025	Completed 2025-2026 Child Enrollment Forms are due for all programs (submitted online). A \$50 fee will be assessed for late or incomplete forms.
August 1, 2025	Final deadline for late 2025-2026 forms; an additional \$50 fee will be assessed for late or incomplete forms.
August 5, 2025	August 2025 tuition deposit (last month) will be charged for the Luke's Place Full-day program, and is non-refundable once paid.
September 3, 2025	2025-2026 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 31, 2025

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 Haylea Nguyen at hnguyen@stlukemethodist.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 2025 deposit will be forfeited but May 2026 advance tuition is refundable until August 1, 2025.



Withdrawals after September 1, 2025

To withdraw a child, parents should inform the Registrar **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 2025-2026 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.** Click [here](#) 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. **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 2025-26 School Year calendar, including meet the teacher and parent orientation dates, as well as the first day of school, will be published on our website **May 1, 2025**. The tentative first day of school is August 25, 2025.

Parents will be informed of classroom and teacher assignment, location and 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.