2024 - 2025

A Parish Day School of St. James the Apostle Episcopal Church

# **Registration and Enrollment Packet**



# EDUCATING THE WHOLE CHILD; MIND, BODY, AND SPIRIT

1803 Highland Hollow Drive Conroe, TX 77304 www.stjames-conroe.org/school Phone (936) 756-4984 Fax (936) 756-8850



#### **Our Mission Statement**

St. James Episcopal Day School strives to offer an exemplary educational program that emphasizes the training and development of the whole child: spiritually, academically, morally, emotionally, and physically.

#### **Our Purpose**

To provide a Christ-centered learning experience that supports the overall development of each child's mind, body, and spirit.

#### **Our Vision**

To be the premier, self-sustainable early educational program for young children in and around Conroe, Texas.

### **Our Goals**

- 1. To **create** within each child a love of Christ.
- 2. To **provide** a Christ-centered environment that encourages natural participation, exploration, curiosity, and aesthetic appreciation.
- 3. To **foster** an atmosphere of academic excellence.
- 4. To **develop** an awareness and appreciation for the world God gave us.
- 5. To **encourage** each student as an individual to live a creative and compassionate life pleasing to God.
- 6. To work in **partnership** with parents and community members to maximize learning.

#### Philosophy

The school offers an academic program within a Christian environment, which strives to meet the diverse needs of our students. The staff and administration endeavor to foster in each child a growing awareness of God's love and to encourage the child to relate with confidence and love toward people within our school, community, and world.



Dear Families,

Thank you so much for your interest in St. James Episcopal School in Conroe, Texas. We are gearing up for the 2024 – 2025 school year with enthusiasm and excitement.

This is St. James Episcopal School's 53<sup>rd</sup> year to educate children in the Conroe area. We are known for our exemplary educational program, experienced staff, beautiful environment, and nurturing atmosphere for students and parents. Our main objective is to educate the whole child; mind, body, and spirit! St. James Episcopal Day School delivers curriculum based instruction within a loving, caring Christian environment. Children and families of all faiths and backgrounds are welcome!

The following items are required as soon as possible so that we may secure a space for your child:

- Completed Enrollment Packet
- Annual Registration Fee
- Shot records with current immunizations.
- First month's tuition is due by August 1<sup>st</sup>

Our St. James family continues to grow and thrive because our parents share their love for our school and help to recruit new students. As a token of appreciation, St. James Episcopal School will issue a \$500 credit to each additional child in a family and for referrals of new students. Inquire in the office for further details.

We look forward to getting to know your family and encouraging your child in the process of becoming a life-long learner. If you have any additional questions, please feel free to call the school at (936)756-4984 or email me at tiones@stjames-conroe.org.

Respectfully,

Taylor Jones
Head of School

1803 Highland Hollow Dr., Conroe, TX 77304 Phone: 936.756.4984 • stjames-conroe.org/school

# St. James Episcopal School Enrollment Agreement Form 2024 – 2025

St. James Episcopal School is a non-profit organization, an outreach of St. James the Apostle Episcopal Church; which is part of the Protestant Episcopal Church. St. James offers a rigorous academic program which is child-centered, age appropriate and based on Christian values. The school accepts all students without regard for race, sex, religion, or ethnic origin; we believe that each child is created in the likeness of God.

Enrollment is for the full academic year and parents accept the responsibility for the full annual tuition, as our staffing and salaries are based on enrollment and tuition. A goal for St. James School is to maximize staff placement and efficiently utilize our classroom spaces, while maintaining our small student to teacher rations. If you choose to unenroll your child from SJES prior to the end of the month, tuition is still to be paid in full as there will be no pro-rating of any kind. Your application will be processed upon receipt of the enrollment contract, payment of non-refundable registration fee per student and submission of completed enrollment forms. For these reasons, we are only offering the weekly options listed below. St. James teachers are devoted to providing a rich learning environment for each student. A variety of factors will be taken into consideration when placing each child in a classroom.

We have read and agree to this contract a		(please print) to attend St.		
James Episcopal School for the 2024-202	25 school year. (Student's Name)			
Infants (6 weeks to 12 months)	Tiny Tots (12 months to 23 months)	Beginners (2 years by 9/1)		
5 days: ☐ M-Tu-W-Th-F  3 days: ☐ M-W-F 5 days: ☐ M-Tu-W-Th-F		2 days; □ Tu-Th 3 days: □ M-W-F 5 days: □ M-Tu-W-Th-F		
Intermediates (3 years by 9/1)	<b>Pre-K</b> (4 years by 9/1)	Morning Care Beg/Int/Pre-K		
3 days: ☐ Tu-W-Th 5 days: ☐ M-Tu-W-Th-F 5 days: ☐ M-Tu-W-Th-F		☐ 6:30am – 8:15am (Daily Rate Applies)☐ As Needed (Daily Rate Applies)		
Extended Care Beginners	Extended Care Intermediates	Extended Care Pre-Kindergarten		
☐ 1pm – 4pm (Mornings Included) ☐ 1pm – 6pm (Mornings Included) ☐ As needed (Daily Rate Applies)	☐ 1pm – 4pm (Mornings Included) ☐ 1pm – 6pm (Mornings Included) ☐ As needed (Daily Rate Applies)	□ 2pm – 4pm (Mornings Included) □ 2pm – 6pm (Mornings Included) □ As needed (Daily Rate Applies)		
How did you hear about St. James School	ol?			
Child's Name:	Ethnicity:			
Child's Date of Birth: Child's Age on 9/1/2024				
Parents' Names:		Married / Separated/ Divorced		
Mailing Address:				
City:	State:	Zip:		
Telephones - Home:	Mom:	Dad:		
Email- Mom:	Dad:			
Parent Signature:		Date:		
REGISTRATION FEE  ☐ Check Enclosed OR ☐ Charge m	ny Procare account.			
TUITION  ☐ Check: Pay In Full Due by 8/1/2024 ☐ 10 monthly installments through Proce	are (Aug-May)			
Office Use Only:  APPLICATION APPROVED BY	DATE	AMT REC: BAL DUE		

# **Tuition and Fees 2024-2025**

Class	Days per Week	Yearly Tuition (Single Payment)	Monthly Payment Plan (10 month INSTALLMENT)*	Annual Registration Fee
Infants (6 weeks – 12 months) 6:30am-6pm	5 Days M-Tu-W-Th-F	\$10,620	\$1,095	\$500
Tiny Tots (12 months – 23	3 Days M-W-F	\$7,510	\$775	\$500
<b>months)</b> 6:30am-6pm	5 Days M-Tu-W-Th-F	\$9,650	\$1,065	\$500
	2 Days Tu-Th	\$3,635	\$385	\$500
Beginners (2 year olds) 8:30am-1pm	3 Days M-W-F	\$4,435	\$455	\$500
0.00am-1pm	5 Days M-Tu-W-Th-F	\$5,575	\$580	\$500
Intermediates	3 Days Tu-W-Th	\$4,410	\$455	\$500
( <b>3 year olds)</b> 8:30am-1pm	5 Days M-Tu-W-Th-F	\$5,580	\$580	\$500
Pre-Kindergarten	4 Days M-Tu-W-Th	\$5,290	\$545	\$500
(4 year olds) 8:30am-2pm	5 Days M-Tu-W-Th-F	\$5,670	\$585	\$500
Extended Care	<u>Daily Rate</u> Morning \$10 Afternoon \$30	Beginner's \$320 (1-4) \$375 (1-6)	Intermediates \$320 (1-4) \$375 (1-6)	<u>Pre-K</u> \$320 (2-4) \$375 (2-6)



# **Student Emergency Information Card**

Student Name:				
Address:City:	State:	Zin:	Home Phone:	
Enrollment Date:				
Student lives with (circle one):				
Father's Name:			Relationship: _	
Address:				
City:				
W:	Place of employr	ment:		
Email:				
Mother's Name:				
Address:				
City:	State:	Zip:	C:	
W:	Place of employr	ment:		
Email				
Cell:				
Emergency Contact 2: Name	:			
Cell: Mailing address:				
In the event I cannot be read charge to take my child to: Physician Name: Address:				<u>.</u>
I give consent for SJES to sec				
	•	•		
Names of people that may p	-			
Name:			elationship	
Address:			Cell:	
Name:				
Address:			Cell:	
Name:		R	elationship	
Address:			Cell:	
Devent Signature			Data	
Parent Signature:			Date:	

# **Tuition Payment Agreement Form**

Student Name:
Parent/Guardian's Name:
Address:
City/State/Zip:
TUITION Tuition for Infants and Tiny Tots covers all day care (6:30am – 6pm). For students in Beginners, Intermediates, or Pre-K, tuition rates cover classroom instruction only (8:30am – 1pm for Beginners and Intermediates, and 8:30am – 2pm for Pre-K). Extended Care costs are an additional cost and details will follow on an additional page.
The school year at St. James is based on a 10 month term. Therefore, tuition payments are made either in full by August 1st or in 10 monthly installments beginning in August and ending in May. If not paid in full, tuition MUST be paid electronically via Procare Tuition Express Software If you choose to unenroll your child from SJES prior to the end of the month, tuition is still to be paid in full as there will be no pro-rating of any kind. *NO EXCEPTIONS! All Extended Care payments will also be billed monthly through Procare.
Tuition for the 2024 – 2025 school year will be paid in the following manner (select one):
<ul> <li>Payment in full – This payment may be made directly to the school by check and reflects an approximate 3% discount.</li> <li>Payment through Procare –</li> </ul>
<ul> <li>Automatic Bank Payments through your checking or savings. Payments are scheduled for the 20<sup>th</sup> of the month (10 monthly installments August to May).</li> <li>Automatic credit card withdrawal (MasterCard, Visa, American Express, or Discover) THIS OPTION WILL INCUR AN ADDITIONAL 2.7% FEE PER TRANSACTION.</li> </ul>
I agree to make tuition payments for the 2024 – 2025 school year according to the option I have selected above. I understand the financial commitment to the school is for the entire 2024 – 2025 school year.
Parent Signature: Date:

# **Extended Care Enrollment Agreement Form**

Parent Si	gnature:		Date:				
			<u> </u>				
	·		James Extended Care Program by St. James Episcopal specified on the schedule of payments.				
Students mand/or heat		eakfast to Morning Exter	nded Care if they choose; items must be easily cooked				
☐ Pre	e-K & Kindergarten	2:00-6:00 pm	\$375.00 per month				
	e-K & Kindergarten	2:00-4:00 pm	\$320.00 per month				
	ermediate	1:00-6:00 pm	\$375.00 per month				
	ermediate	1:00-4:00 pm	\$320.00 per month				
	ginner	1:00-6:00 pm	\$385.00 per month				
☐ Be	ginner	1:00-4:00 pm	\$350.00 per month				
☐ All	Students	6:30-8:30 am	(included in Extended Care Plan)				
Monthly Op	otions: (please check the	option you are choosing					
choice finar	-	offers substantial savinç	gs. It also benefits the school in adequate planning such as				
If your famil	v will use the St. James F	vtended Care Program	on a regular basis, the Monthly Payment Option is the best				
	for the first minute a		bicked up by 6:00 pm or a \$25 late fee will be charged onal minute. The extended day worker will have the clock				
	I understand that if I uwith my tuition.	use Extended Care (mo	nthly or daily) I will be <b>billed monthly on Procare</b> along				
		I understand that the St. James Extended Care Program operates only on days when St. James Episcopal School is in session.					
		St. James Extended Ca School during the regula	are Program is open only to students enrolled in ar school year.				
Ficase ic	au anu miliai me iolioi	wing statements.					
Dlogge re	ad and initial the follo	-					
	(In which case, pleas	e sign below and contin	ue with the next page of the application.)				
	I will <b>not</b> be using St. James Extended Care Program at this time.						

# **Health Requirements Form**

Name of Child:	Date of Birth:				
ADMISSION REQUIRMENT: <i>One of the following</i> must be presented when child is admitted into St. James Episcopal School or within one week of admission. Check to indicate the option you select:  □ DOCTOR'S STATEMENT: I have examined the above named child within the past year and find that he/she is physically able to take part in the day care program.					
Physician Signature:	Date:				
<ul> <li>□ A signed and dated copy of a health care professional's sometime.</li> <li>□ Medical diagnosis and treatment conflict with the tenets a organization, which I adhere to or am a member of. I have a this.</li> <li>□ My child has been examined within the past year by a heaparticipate at SJES. Within 12 months of admission, I will obstatement and submit it to SJES.</li> </ul>	and practices of a recognized religious attached a signed and dated affidavit stating ealth care professional and is able to				
Health Information Fo	orm				
Physician:					
Address:					
<ul> <li>Are there any physical, emotional or medical concerns of warms</li> <li>If yes, please explain:</li> </ul>					
Has there been any illness or change in the usual routine of affected your child? Y N If yes, please explain:	•				
<ul> <li>Is your child on routine medication? Y N If yes, what?</li> </ul>					
Allergies:     Food:     Other:					
Emotional Development:     Fears? Jealousy? Thu					
<ul> <li>Birth weight?</li> <li>Full Term? Y N</li> <li>How old was your child when he/she walked?</li> </ul>					
Is your child (check applicable) right-handed? left-handed? N	Not sure at this time?				
Parent Signature:	Date:				

### **General Information**

gion:	Ch	Church Attend:		
nools child has <b>previou</b>	sly attended:			
Name		Addre	ss	Telephone
ther children in the family	r:			
Name	•	Age	ol/Grade	
re parents divorced? Y	N Separated? Y	N Names of step	p parents?	
the event of divorce, is t	here a custody agre	-		oplicable)
Please attach all legal do	samonianon rogaran	0 ,		

Your child will be released only to you (parents) or other persons designated on the <u>Student Emergency Information Card</u>. Parents or other designated persons bringing the child to class should make sure that a staff member is aware of the child's arrival and departure. Please list persons to whom you want your child to be released other than yourself. **The school must be notified in advance and in writing if someone not listed is to pick up your child.** Individuals listed should be notified that they will be asked for identification before your child is released to them. Each child enrolled is required to have at least one emergency contact on file other than the parent's information.

# General Information (cont'd):

•	Is your child potty trained? Y N  ☐ Children in the 3 year old class and above are required to be potty trained
•	Would you describe your child's activity level as (check applicable) active average quiet
•	Are your child's playmates (check applicable) older? younger? same age?
•	How does he/she get along with playmates?
•	I give consent for my child to participate in the following water activities (Check all that apply).  understable play sprinkler play splashing or wading pools aquatic playgrounds Is your child able to swim without assistance?
	□ Yes
•	<ul> <li>□ No</li> <li>Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming?</li> <li>□ Yes</li> <li>□ No</li> </ul>
•	Does your child sleep in his or her own bed? Y N If no, where do they sleep?
•	Do you object to your child's participation in religious activities such as birthday blessings at the altar, Thanksgiving sharing service, imposition of ashes on Ash Wednesday, etc.? Y N  If yes, please explain:
•	What sort of activities does your child enjoy?
•	Rank in order of your child's preferences 1 – 4 (1 being the highest and 4 being the lowest):  Read a book Play a video game Watch TV Play outside
•	Are any other languages other than English spoken in the home? Y N  If yes, what?
•	Why are you interested in your child attending St. James?
•	Is there anything else you would like to tell us about your child?

## **Release Forms**

Stude	ent's Name:	Phone Number:
Pare	nt's Name:	Emergency Phone Number:
Media	Recording Release Form	
image use of to, prir	as marked by my selection below. Such uphotographs, images, and/or video taken	nission to St. James the Apostle Church and School, Conroe to use my use includes the display, distribution, publication, transmission, or other of me/or my child for use in materials that include, but may not be limited sletters, videos, and digital images such as those on the St. James
	by St. James the Apostle Episcopal Chu may be used without further notifying me conjunction with any video or digital image Yes, I grant permission to use my image	in print, video, and/or digital media for the St. James Apostle Episcopal orm (i.e. Facebook, Instagram, etc.) I do understand that me or my child's
	No, I deny permission to use my image a	at all.
	Parent Signature:	Date:
Paren	t Handbook/Policy and Procedure Manu	ual Acknowledgement Form
The S	tate Licensing Agency requires parents to dures outlined throughout the SJES Parent	acknowledge they have received and understand all policies and thandbook in its entirety. Please sign and date below. *Below are a few Please be familiar with the Parent Handbook.
	Parent Signature:	Date:
		o participateI do <b>not</b> give consent to participate articipate in the following water activities when appropriate:
	Water Table Play Sprinkler Play Wading/Splashing Play None	
	Parent Signature:	Date:



# 2024-2025

#### SCHOOL CALENDAR



SEPTMEBER 2024						
S	М	Т	w	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

STUDENTS	
Starting Date	August 12
Ending Date	May 23
STAFF	~ ~ ~
Starting Date	August 6
Ending Date	May 27
Days of Instruction	
Students - 179	Staff - 185
SCHOOL EVENTS	
*Dates are subjuect to chang	e at any time.

S	M	T	W	TH	F	S
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29	30	31				
					88	

	J	ANU	ARY	202	25	
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST	Ε,					
AUGUST	10 -	MEET	THE	TEACHER	BRUNCH	10-12

AUGUST 13 - PA MEETING @ 4:30 SEPTEMBER

SEPTEMBER 9 - GRANDPARENTS' DAY 10:00 A.M. SEPTEMBER 17 - PA MEETING @ 4:30 SEPTEMBER 24 - BLESSING OF THE PETS 9:00AM

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MARCH 2025							
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20	21	22	23	24	25	26
27	28	29	30			

OC	Ю	5ER		

OCTOBER 3 - OPEN HOUSE OCTOBER 8 - PA MEETING @ 4:30

OCTOBER 9 - FIRE PREVENTION

OCTOBER 31 - TRUNK OR TREAT 9:00 A.M.

#### NOVEMBER

NOVEMBER 5 - PA MEETING @ 4:30

NOVEMBER 21 - THANKSGIVING FEAST

DECEMBER 4 - SANTA'S WORKSHOP

DECEMBER 10 - PA MEETING @ 4:30

DECEMBER 19 - CHRISTMAS PAGEANT 6:30 PM

### JANUARY

JANUARY 14 - PA MEETING @ 4:30

JANUARY 29 - SNOW DAY

#### FEBRUARY

FEBRUARY 11 - PA MEETING @ 4:30

#### MARCH

MARCH 4 - PA MEETING @ 4:30

MARCH 5 - ASH WEDNESDAY SERVICE @ 9:00AM

APRIL 8 - PA MEETING @ 4:30

APRIL 9 - WESTERN DAY

MAY 5-9 - TEACHER APPRECIATION WEEK

MAY 15 - SPRING MUSICAL SHOW 6:30 P.M.

MAY 21 - PRE-K GRADUATION 10:00 AM

MAY 22 - LAST DAY OF SCHOOL

		MA	Y 2	025		
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11	12	13	14	15	16	17
18	19	20	21	22	27	24
25	26	27	28	29	30	31

JUNE 2025							
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8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
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29	30						

S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Holidays

Labor Day	September 2
Columbus Day	October 14
Thanksgiving Brea	akNov 25-29
Christmas Break	Dec 23-6
MLK Day	January 20
President's Day	February 17
Spring Break	March 10-14
Good Friday	April 18
Memorial Day	May 26

#### Student Early Release

December 20 May 23 Staff Development

Days

August 6-9

January 6

	Holiday
	Early release
	Event
П	Staff Dev. (no students)
	PA Meeting

We follow the Conroe ISD school calendar.