

Welcome to St. James Learning Center. This document will provide you valuable information regarding hours, rates, and admission policies. In addition, the registration form is enclosed as well.

Admissions Policy—St James Learning Center welcomes all children and admits students of any race, color, national or ethnic origin. Every student has all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of education policies, admissions policies, scholarship programs and other school-administered programs.

School Hours—the Learning Center is open from 7:30-5:30 Monday-Friday. In general the center follows the Little Rock School District Calendar for holidays. A school calendar will be published and provided to parents at Parent Orientation in August. Options for enrollment are explained within this document.

Registration Process—Registration for the fall school year term will begin in January. Returning students, church members, staff members, and siblings of students receive first priority in registration. Remaining spots are then opened to the public. The dates for registration are listed below.

Waiting List—Some of our classes do fill up quickly. Many opt to have their child's name placed on the waiting list. Please complete the registration form, check waiting list, and submit the form to the Learning Center Office. Children on the waiting list will be moved up on the priority list of acceptance. There is a \$25 non-refundable waiting list fee that is to be paid at time of form submission.

Registration Fees—There is a \$260 registration fee for all students. This is due at the time of registration. It is non-refundable and non-transferable. Enrollment in the program will not be confirmed until the registration fee is paid in full.

Tuition Payments—Tuition is paid in advance on a monthly basis and is due by the 10th of each month. A \$25 late charge will be added to the monthly bill after this date. Please read the Parent Handbook for additional information about tuition payments and other fees. St. James Learning Center reserves the right to change the due date of tuition or method of payment.

Building/Supply Fund Fee—All families who participate in the Learning Center are assessed a building/supply fee. St. James church members are charged \$150. Non-members are charged \$220. This fee is non-refundable and non-transferable. It is due by May 1, 2018.

Important Dates

January 8-11, 2018 Registration for Currently Enrolled Children

January 16, 2018—Registration for Current Siblings and St. James UMC Church Members

January 17, 2018—Registration for Open Enrollment Begins

May 1, 2018—Building fund fee due

March 12, 2018—Registration for summer 2018 program begins-held by priority

August 9, 2018—Fall Parent Orientation at 6:00 PM (tentative, waiting on LRSD school calendar)

August 10, 2018—Meet Your Teacher day for students and parents (9:00-10:00 AM)

August 13, 2018—First day of 2018/2019 school year (tentative, waiting on LRSD school calendar)

Enrollment Information Registration form 2018-2019 School Year



A ministry of St. James United Methodist Church

For children ages 6 weeks-4 years

321 Pleasant Valley Drive

Little Rock AR 72212

501-217-6740

www.StJamesLR.org

St. James Learning Center 2018/2019 Registration Form

PLEASE PRINT ALL INFORMATION

Child's name: _____ Date of Birth: _____

Child's Address: _____ City: _____ Zip: _____

Family Email: _____

Parent #1 Name: _____ Home phone: _____

Parent #1 Address: _____ City: _____ Zip: _____

Parent #1 Employment: _____ Work Phone: _____

Parent #2 Name: _____ Home phone: _____

Parent #2 Address: _____ City: _____ Zip: _____

Parent #2 Employment: _____ Work Phone: _____

Parent #1 Cell Phone: _____ Parent #2 Cell Phone: _____

Are you members of St. James United Methodist Church: _____

Please enroll my child in class indicated (circle the option)

Classes that meet 7:30-3:00 PM A B C D

Classes that meet 7:30-5:30 PM E F G H J K

Please attach check made Payable to St. James Learning Center for \$260 for registration or a check for \$25 to add your child's name to a waiting list.

St. James Learning Center Enrollment Options for children 6 weeks-4 years

Please note that when selecting a class, make your selection based upon your child's age as of August 1, 2018.

Classes that meet 7:30-3:00 PM				
Option #	Day	Classes/Ages		Monthly Tuition
A	M-F	2 years	\$	670.00
B	MWF	3 & 4 years	\$	460.00
C	M-F	3 years	\$	610.00
D	M-F	4 years	\$	610.00

Classes that meet 7:30-5:30 PM				
Option #	Day	Classes/Ages		Monthly Tuition
E	M-F	6 week-6 months	\$	865.00
F	M-F	6 months-12 months	\$	865.00
G	M-F	12 -18 months	\$	815.00
H	M-F	18-24 months	\$	750.00
J	M-F	2 years	\$	750.00
K	M-F	3 years	\$	630.00
M	M-F	4 Years	\$	630.00

Office Use Only:		
Date Received: _____	Received by: _____	Class Requested _____
Registration Amount: _____	Waiting List: _____	Check # _____
Other Fees received: _____		
Other Fees to be billed: _____		