

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 and privileges to participate in age level appropriate programs and activities that are 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 \$285 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. Tuition Express enrollment is required! 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 \$180. Non-members are charged \$230. This fee is non-refundable and non-transferable. It is due by May 1, 2023.

Important Dates

August 14:	1st Day of Fall School 2023, tentatively
September 4	Labor Day, LC closed
November 22-24:	Thanksgiving Break, LC closed
December 18-31:	Christmas Break, LC closed
January 3, 2024:	LC preschool resumes

Enrollment Information Registration form 2023-2024 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 2023-2024 Registration Form

PLEASE PRINT ALL INFORMATION

Child's name: _____ M ___ F ___ Date of Birth: _____

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

Parent #1 Name: _____ Home phone: _____

Address: _____ City: _____ Zip: _____

Employment: _____ Work Phone: _____

Cell# _____ Email _____

Parent #2 Name: _____ Home phone: _____

Address: _____ City: _____ Zip: _____

Employment: _____ Work Phone: _____

Cell# _____ Email: _____

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 M

Please attach check made Payable to St. James Learning Center for \$285 for registration or a check for \$25 to add your child's name to a waiting list.

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

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, 2023.

Classes that meet 7:30-3:00 PM				
Option #	Day	Classes/Ages		Monthly Tuition
A	M-F	2 years	\$	805.00
B	MWF	3 & 4 years	\$	585.00
C	M-F	3 years	\$	735.00
D	M-F	4 years	\$	735.00

Classes that meet 7:30-5:30 PM				
Option #	Day	Classes/Ages		Monthly Tuition
E	M-F	6 week-6 months	\$	1015.00
F	M-F	6 months-12 months	\$	1015.00
G	M-F	12 -18 months	\$	965.00
H	M-F	18-24 months	\$	885.00
J	M-F	2 years	\$	885.00
K	M-F	3 years	\$	755.00
M	M-F	4 Years	\$	755.00