

**A Member of the Diocese of Syracuse System of Catholic Schools - Catholic Schools of Broome County
Preschool Application for Admission – St. James School – 2016/2017**

---Please Print---

Student Name (Last, First, Middle) _____ DOB _____ M / F

Student Name (Last, First, Middle) _____ DOB _____ M / F

Address _____

City _____ State/Zip _____ Phone _____ Cell _____

Religion _____ Parish _____ Public School District _____

Student(s) lives with _____ Both Parents _____ Mother _____ Father _____ Other (please specify) _____

Mother's Information: Mother/Guardian's Name _____ Religion _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Mother/Guardian's Occupation _____ Employer's Name _____

Father's Information: Father/Guardian's Name _____ Religion _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Father/Guardian's Occupation _____ Employer's Name _____

Emergency Contact(s) _____ **Phone** _____

Tuition Billing Address - mail to: _____

E-mail address _____

Note: Both parents have a right to school information regarding the student unless one parent presents a legal document that does not permit this.

Person Responsible for Payment of Tuition – must complete items 1-3 in order to apply. (Please Print)

1) Name _____ Address _____ City/State _____ Zip _____

Home Phone _____ Cell Phone _____

Employer's Name _____ Work Phone _____

2) Please enclose Application deposit of \$35 per child (\$35 application fee will be nonrefundable). Make check or money order payable to Catholic Schools of Broome County. Please return all completed forms along with payment to the school your child will be attending.

3) It is agreed that tuition will be paid as indicated above. Signature of person responsible for tuition: _____

PLEASE INDICATE THE DESIRED PRESCHOOL PROGRAM:

BEFORE SCHOOL AND AFTER SCHOOL CARE IS ALSO AVAILABLE – PLEASE INQUIRE.

Morning Programs (based on a 10 month school year):

_____ 1 Day AM 2 Year Old – Caregiver and Child	T or TH (circle one)	\$49 monthly	9:00-11:30am
_____ 2 Day AM 3 Year Old	T TH	\$109 monthly	8:30-11:00am
_____ 3 Day AM 3 Year Old	M W F	\$158 monthly	8:30-11:00am
_____ 5 Day AM 3 Year Old	M T W TH F	\$217 monthly	8:30-11:00am
_____ 5 Day AM 4 Year Old	M T W TH F	\$217 monthly	8:30-11:00am
_____ 5 Day AM Transitional K (5 by 12/1/16)	M T W TH F	\$222 monthly	8:30-11:00am

Full Day Programs (based on a 10 month school year):

_____ 5 Day 4 Year Old (4 by 12/1/16)	M T W TH F	\$363 monthly	8:30-2:45pm
_____ 5 Day Transitional K (5 by 12/1/16)	M T W TH F	\$368 monthly	8:30-2:45pm

PLEASE COMPLETE BOTH SIDES OF APPLICATION

Name/Age of Siblings/School Attending _____

EMERGENCY CONTACTS:

Emergency Contact _____ Phone _____

Emergency Contact _____ Phone _____

Emergency Contact _____ Phone _____

Please list any people who have permission to pick up your child:

Name:	Home Phone:	Cell Phone:	Address:	Relationship to child:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your child have any allergies: ___yes ___no, If yes please list: _____

List any other health concerns: _____

List any previous school experience: _____

How did you hear about us: _____

Do you intend to send your child to Catholic School following preschool (for kindergarten)? _____

Tuition Policy - 2016-2017 Academic Year

Smart Tuition:

The Catholic Schools of Broome County (CSBC) has contracted with Smart Tuition to act as the tuition administrator for our school system. All current families, families not enrolled previously and families with a student transferring to another building (with no prior history of admission) are required to complete the Smart Tuition Enrollment Agreement online each school year. Instructions for completing this requirement will be made available to all families. The Smart Tuition school ID for St. James School is **11514**.

Payment Plans:

Payments may be made by check, telephone, web or automatic debit from your bank account or credit card. There are three choices of payment plans:

- Plan A 1 Payment (August) (No administrative fee)
- Plan B 11 Payments (July – May)
- Plan C 4 Payments (July, October, January & April)

Your tuition account must remain current. Once an account reaches one month delinquent, your child(ren) can no longer attend until the balance is paid current.

******PLEASE COMPLETE BOTH SIDES OF APPLICATION******