

**REGISTRATION:**

**Age Requirements:**

- Kindergarten – a child **MUST** be 5 year’s old on or before September 1. Exceptions cannot be made.

**Registration Fee:**

- A **non-refundable** fee of **\$200.00 per family** for Preschool\*\* is required for registration to be complete.
- A **non-refundable** fee of **\$200.00 per family** for grades K-8\*\* is required for registration to be complete.
- Checks should be made payable to St. James the Apostle School.  
 \*\*For accounting purposes, the Preschool Program registration fee must be a separate check from K-8 registration fee.

**Birth and Baptismal Certificates:**

- All new students in your family will need to provide an official County Birth Certificate and a Baptismal Certificate (as applicable).

**Tuition Information / Financial Assistance:**

- Tuition Payments are processed through an online service at FACTS Management. New account registration for this online tuition payment system opens on March 1<sup>st</sup>. Please set up your account by March 31<sup>st</sup>. The link to create your personal account is: <https://online.factsmgt.com/signin/41J8S>
- **Financial Assistance:** Information is available upon request and on our website: [www.stjamesge-school.org](http://www.stjamesge-school.org).
- Non-St. James the Apostle Parishioners will receive an \$850.00 non-parishioner fee included in their annual tuition.

**School Speak Communication Site Registration:**

- SCHOOL SPEAK is the school to parent communication site used by St. James the Apostle School.
- Upon enrollment, you will receive login information for SCHOOL SPEAK through your email address (es) you provide. Your participation in utilizing School Speak is required. Promptly complete ALL requested information in your Family Profile and create your password.

**Enrollment Requirements:**

Upon completion of enrollment, the following will be provided to complete electronically:

- \*Diocesan Student Information Sheet
- \*Family Health & Emergency Form
- \*Policies & Procedures Signature Page
- \*Technology Acceptable Use Agreement

**Student Health Requirements:**

*DUE to the office prior to the 1st day of attendance:*

**Physical Exam form:** Blended Preschool, Kindergarten, 6th Gr. and ALL NEW students

**Dental Exam form:** Kindergarten, 2nd & 6th Gr.

**Eye Exam form:** Kindergarten

**IHSA Sports Physical form:** 5-8th Gr Athletes PRIOR to participation in any pre-season practice.

**Allergies and Medications**

Advise the school office of any allergies or medical conditions. Complete the “Permission to Administer Medication” form and provide medications, as needed.

**RETURNING FORMS & PAYMENTS TO THE OFFICE**

- Please write legibly in all required areas, including your signature, so that we are able to account for your documents.
- When making payments of any type, please include check/cash and related order form in an envelope labeled with your family name and purpose of payment. (Ex. Smith Family - Milk Order)
- For accounting purposes, please write separate checks for separate purposes. (Ex. Milk Order & Special Lunch order cannot be combined) Although, all family members can be included in one check for each purpose.

**Absence/ Tardy/ Change in Plans**

- \*Report to office before 9:00 a.m. each day of an absence by phone or email both addresses listed below
- \*Homework Requests must be made by 9:00 a.m.
- \*After School- Change in Plans must be made prior to 2:00 p.m.
- \*Students may not return to school until they are fever free for **24 hours without fever-reducing medication.**

**SCHOOL SPEAK-** School- to- Parent Communication

- \*\*Friday Newsletter- please check regularly for information & announcements. etc.
- \*\*Information and calendar for the upcoming school year will be published as it is available.
- \*\*School Supply lists will be available in late June.
- \*\*Volunteer requirements listed.
- \*\*Special Lunch, Milk & Spiritwear Order Forms will be available as needed.
- \*\*Important Forms tab- Medical, Registration, Order forms etc. can be found here.

**OFFICE**

630-469-8060  
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 Mrs. Guthrie-  
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