

REGISTRATION PROCESS AND SCHOOL PROCEDURES

REGISTRATION: will not be considered complete without the following:

- 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.
- **For accounting purposes, the Preschool Program registration fee must be a separate check from the K-8 registration fee.
 **Checks should be made payable to St. James the Apostle School.

SCHOOL SPEAK: "School to Parent" Communication Site

- Parent participation with weekly login is required. School Speak provides regularly updated student information & announcements. Some examples are: *Student assignments, grades & attendance, *School Calendar (published as it is available and subject to change), *School Supply lists (available in late June), *Friday Newsletter for weekly updates, *Volunteer Opportunities & Diocesan requirements, *Special Lunch, Milk & Spiritwear Order Forms- as needed, *Important Forms- Medical, Covid, Policies etc.
 - Please update any profile information that may have changed.

TUITION Information / Financial Assistance:

- Tuition Payments are processed through an online service at FACTS Management. Please confirm that your personal account information is current and accurate: <https://online.factsmgt.com/signin/41J8S> Tuition Payment Schedules begin in August.
- Financial Assistance: K-8th Families- Information and deadlines are available upon request.
- Non-St. James the Apostle Parishioners, K-8th Gr., will receive an \$850.00 non-parishioner fee included in their annual tuition.

DOCUMENTATION REQUIREMENTS: Provide to school office PRIOR to the 1st day of attendance:

Physical Exam form: Blended Preschool, Kindergarten, 6th Gr. and ALL NEW Preschool - 8th Grade students.

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

Eye Exam form: Kindergarten

IHSA Sports Physical form: required for 5-8th Gr. Athletes PRIOR to participation in any pre-season practice or athletic event.

Allergies and Medications: Complete the "Permission to Administer Medication" form and provide medications, as needed.

Policies, Procedures and Emergency Information: electronically provided via email. Please complete promptly and return digital forms via email to the school office. Student use of technology is restricted until forms are received by the school office.

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/ EARLY DISMISSAL NOTICE

-Notify by phone (630.469.8060) or email the teacher and both office staff listed below by 9:00am, each day of an absence.

-Homework requests for an afternoon pick up must be made by 9:00am.

-After school "change in plans" must be provided to office staff no later than 2:00pm. By phone or email notifications to **both** office staff. (Teachers cannot guarantee checking emails during the school day).

-Students may return to school when they are symptom AND fever free for **24 hours without fever-reducing medication.**

OFFICE

630-469-8060

Mrs. Frieling- jfrieling@stjamesge-school.org

Mrs. Guthrie- jguthrie@stjamesge-school.org

St. James the Apostle School 490 South Park Blvd., Glen Ellyn, Illinois 60137