



## Enrollment Requirements Checklist

50 Harvey Place \* Stratford CT 06615 \* (203) 375-5994 \* [www.stjamesstratford.org](http://www.stjamesstratford.org)

This checklist is meant to serve as a tool to help families who are looking to enroll a new student at St. James School. Please don't hesitate to contact the office if you have any questions.

- Complete and sign the Enrollment Application Form.
- Complete and sign the Financial Contract: There is one per family for kindergarten to grade eight. Preschool has a separate contract.
- Submit a record of a completed physical, which includes a list of the immunizations that your child has received.
- Provide a copy of your child's original birth certificate.
- Fill out and return to St. James School the Transcript/Records Release Form. St. James will submit the record request to your child's previous school. This form is only required for students entering first through eighth grade.
- Create a FACTS account and a payment plan for your family. St. James has partnered with FACTS for processing payments. The website is: <https://online.factsmgt.com/signin/3D1NS>.
- Complete a New Family Survey form.
- Please review the handout, Tuition Assistance Programs Available, if you are interested in learning about what tuition assistance programs are available to your family.
- If you are interested in having your child participate in the After School Program, complete the After School Registration Form. After School is available for children in kindergarten to eighth grade. Extended care is available for preschoolers.
- If your child is applying to kindergarten or first grade, schedule a developmental screening for them with the office.
- Schedule a shadow day for your child to visit his/her prospective classroom. This is an optional step for students entering kindergarten or first grade. It is required for children entering grades two through eight.
- Schedule an interview for your child with the Principal if your student is entering grades two through eight.

**Please note:** Applications will not be processed until all required forms are received and a FACTS tuition account has been created. All enrollment fees and deposits (except for the family deposit) are non-refundable.