



## New Student Application 2024-2025

*Read and follow the instructions carefully!*

**Please complete the 2024-2025 Application and Payment forms using a PC (not a phone/iPad), then submit via email.**

- Class Schedules & Fees - page 2
- Application Form - page 3 (submit a separate application for each child)
- Payment Form (required) - page 4 (only one form is needed per family-combine sibling fees; credit cards only)
- To save the forms properly, **you MUST select “print to PDF” on your PC**. Please include your child’s full name in the file name (i.e. John Smith’s Application 24-25)
- Submit the application to Kim Cima at [admissions@stpaulshouston.org](mailto:admissions@stpaulshouston.org)

**\*\*If you do not follow these steps, your form will likely be blank after emailing.\*\***

### **Fees due with application:**

- Non-refundable Registration Fee of \$135 **per child** due upon submission of application
- May 2025 Tuition deposit fee for the class of your first choice which will be processed after the enrollment deadline of March 22, 2024

### **Important dates to remember:**

- **February 9:** Deadline for church members to receive priority registration
- **March 8:** Notification of your child’s status will be emailed to you (whether placed or wait listed)
- **March 22:** If your child has been placed, this is the deadline to decline enrollment  
**\*\*Please note: After March 22 the tuition fee becomes non-refundable. If you withdraw at any time after March 22, the tuition fee will be forfeited. If your child is placed, the tuition deposit will be applied to May 2025.**

### **Other Important Reminders:**

- If space is not available, we will place your child on a waiting list and the May 2025 Tuition deposit fee *will not be processed*. The waiting list is maintained throughout the school year. We will notify you if a space becomes available for your child.
- As required by the Texas Department of State Health Services, ALL students applying must have the proper immunizations to be enrolled at St. Paul’s School, unless a State exemption is provided.
- Students applying to Pre-Kindergarten and Kindergarten must submit a [Teacher Recommendation Form](#) within two weeks of submitting an application.
- All applications are subject to the approval of Joanna Brandt, Director of St. Paul’s School.
- For questions regarding registration, you may contact Kim Cima at 713.528.6779 or [admissions@stpaulshouston.org](mailto:admissions@stpaulshouston.org).

**St. Paul's School**  
**Class Schedules & Fees | New Students**  
**2024-2025**  
(Ages as of August 31, 2024)

AGE GROUPS AND SCHEDULE OPTIONS			MONTHLY FEE	REGISTRATION FEE	ANNUAL FEE
*Please note: choose BOTH Mon/Wed/Fri and Tues/Thurs options for 5 days (combine tuition fees) Tuition and fees are subject to change.					(Paid once in September; combines Supply, Insurance, Building & Security fees)
Age (as of August 31, 2024)	Days	Times	Tuition		
Younger Toddlers (12-18 months) Older Toddlers (19-23 months) Twos (24-30 months) Older Twos (Turning 3 Sept '24-January '25) Threes	Monday/ Wednesday/ Friday	9:00am - 2:30pm	\$540	\$135	\$320  Threes: \$400
Younger Toddlers (12-18 months) Older Toddlers (19 -23 months) Twos (24-30 months) Older Twos (Turning 3 Sept '24-January '25) Threes	Tuesday/ Thursday	9:00am - 2:30pm	\$365	\$135	\$300  Threes: \$350
Older Twos (5 days) Threes (5 days)	Monday - Friday	9:00am - 2:30pm	\$810	\$135	\$450
Pre-K: Fours (5 days)	Monday - Friday	9:00am - 2:30pm	\$810	\$135	\$450
Kindergarten	Monday - Friday	9:00am - 2:30pm	\$870	\$135	\$450
EXTENDED CARE	DAYS	TIMES	TUITION		
Extended Day- AM	Monday, Tuesday, Wednesday, Thursday and/or Friday	7:30am - 9:00am	\$65 per month per day of the week  (e.g., every Monday of the month = \$65)	*AM Extended day is an option, but space is limited.	
Extended Day- PM	Monday, Tuesday, Wednesday, Thursday and/or Friday	2:30pm - 4:00pm	\$65 per month per day of the week  (e.g., every Monday of the month = \$65)	*PM Extended day is an option, but space is limited.	

Please note: Children enrolling in the Threes, Pre-kindergarten or Kindergarten program must be completely toilet trained before school begins.

\*\*As required by the DSHS, ALL students must have the proper immunizations to be enrolled in St. Paul's School, unless a State exemption is provided.  
We appreciate your understanding.

Office use only: Appl. Rec: \_\_\_/\_\_\_/\_\_\_ Reg. Fee: \$ \_\_\_\_\_ Payment Type: \_\_\_\_\_ # \_\_\_\_\_  
 Class: \_\_\_\_\_ May Tuition: \$ \_\_\_\_\_

**ST. PAUL'S SCHOOL -- APPLICATION FOR 2024-2025  
(New Student)**

**Child's Information:**

Full Name	Name Called	Gender M F
Date of Birth	Age as of August 31, 2024 _____ years & _____ months	

**Parent Information:**

	Primary Contact (person to be contacted as needed on a daily basis)	Secondary Contact
First & Last Name		
Address		
City & ZIP		
Cell/Work Phone	cell: _____ work: _____	cell: _____ work: _____
E-mail		

**Other Information:**

Members of St. Paul's United Methodist Church?	Yes	No
Are you enrolling a sibling?	Yes	No
Have you been on the 2023-2024 waiting list?	Yes	No

**Classes Available:** (Mark 1st and 2nd choice; write BOTH to combine Mon/Wed/Fri and Tues/Thurs programs for Young Toddlers to Twos)

Age as of August 31, 2024	Mon/Wed/Fri	Tues/Thurs	Monday through Friday
Younger Toddlers (12-18 mos)			
Older Toddlers (19-23 mos)			
Twos (24-30 mos)			
Older Twos (Turning 3 Sept '24 to January '25)			
Threes (MWF)			
Threes (5 days)			
Pre-Kindergarten: Fours (5 days)			
Kindergarten: Fives (5 days)			

**Please note:** Children enrolling in the Threes, Pre-K or Kindergarten programs, must be completely toilet trained before school begins.

**Please sign the following statement:** I understand that the Registration Fee (\$135) is non-refundable. After March 22, 2024, the tuition deposit fee becomes non-refundable. I understand that as required by the Texas Department of State Health Services, ALL students must have the proper immunizations to be enrolled in St. Paul's School, unless a State exemption is provided.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



St. Paul's School  
2024-2025  
Payment Form for  
New Student



#: \_\_\_\_\_

*Please complete one form per family. If applying for siblings, add each child's name to the form below.*

**PARENT/PAYOR INFORMATION:**

Name: \_\_\_\_\_

Address : \_\_\_\_\_ City/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Name(s) (as name is written on the application) and Age Group:

\_\_\_\_\_

**PAYMENT INFORMATION (choose one; sibling fees may be combined):**

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Address (if different): \_\_\_\_\_

\_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

*Enter the Registration fee of \$135 + May 2025 Tuition fee. If applying for siblings, please combine the Registration fees and the Tuition deposit fees and complete one payment form.*

May 2025 Tuition: \$ \_\_\_\_\_

- I grant St. Paul's School permission to charge my chosen method of payment for the \$135 non-refundable Registration fee upon receipt of the Application Form.
- I grant St. Paul's School permission to charge my credit card for the May 2025 Tuition deposit fee after March 22, 2024, if my child is placed.
- I understand that I have until March 22, 2024 to decline enrollment. If I have not notified the school in writing (by email) by this date, my May 2025 tuition deposit will be forfeited.
- I understand that if my child is placed on a waiting list on March 22, 2024, my May 2024 Tuition deposit fee will not be processed.
- I understand that if I withdraw my child after March 22, 2024, my May 2025 Tuition deposit fee will be forfeited.

Parent/Payor Type Signature: \_\_\_\_\_ Date: \_\_\_\_\_