

**ST. JAMES' NURSERY SCHOOL**  
**1307 North Main Street**  
**MT. AIRY, MARYLAND 21771**  
**301-829-0014**

**REGISTRATION FOR 2012-2013 CLASSES**

1. **Registration for new two, three, and four year olds** will be held beginning at 8:00 a.m. on Monday, February 6, 2012, at St. James' Nursery School, 1307 North Main Street, Mount Airy, on a first come basis. Please remember that registrations will be accepted during normal office hours, Monday through Friday, from 8:30-3:00.
2. Registration materials do not have to be delivered by a parent. However, a limit of two registrations per person has been established.
3. A **nonrefundable** registration fee of \$75.00 for all students (\$100 registration fee for two siblings) must accompany each form, checks payable to St. James' Nursery School. If paying by cash, please bring exact amount as change will not be available.
4. Applications received by mail will be processed **after all in-person applications** are received on registration day. Registration forms with the accompanying registration fee may be mailed to the above address.
5. In the case of bad weather on registration day, registration will be cancelled if Carroll County Public School is closed. A morning delay of one or two hours will cause the registration start time to be moved to 9:00 a.m. Please call our school phone number 301-829-0014 and listen to the emergency announcement line or watch for school delay and closing information on local television channels. *If schools are closed, registration will occur on the next available day that the school is open.*
6. **Every attempt will be made to place children according to your requests, however, the final decisions concerning class placements will be at the discretion of the Director.**
7. Class assignments and health forms will be mailed in April. Health forms are also available from our school's website – [www.stjamesmtairy.org](http://www.stjamesmtairy.org)
8. **Completed health forms and the first tuition payment will be due on July 15, 2012**, with subsequent tuition payments due on the first of each month beginning in September.
9. Notification of withdrawal for any reason, including toilet training, must be received in writing by July 31<sup>st</sup>. There will be no refund of September tuition if notification is later than July 31<sup>st</sup>.
10. Children in our two year old classes do not need to be toilet trained (parents will be asked to supply diapers). All children in our Preschool Three and Pre-Kindergarten Four classes must be toilet trained prior to attending St. James' Nursery School. (Diapers and pull-ups are not allowed).
11. We reserve the right to cancel a class due to insufficient enrollment. Parents would be notified as soon as possible and no later than August 1. If this were to occur, all fees collected would be refunded to families.