



Saint James Catholic School  
 830 West Broad Street  
 Falls Church, Virginia 22046  
 703-533-1182 x182

*"Where we ignite the potential in every child"*

**Preschool Year 2025-2026**

Preschool Application for Admission

Student Application Fee - \$200.00 (non-refundable)

**Check One:** \_\_\_ New Family Enrollment \_\_\_ Current Saint James School Family

Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Catholic: Y or N Saint James Church Member: Y or N Member # \_\_\_\_\_

If no, to what faith community do you belong? \_\_\_\_\_

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

Previous Daycare Provider: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Siblings in home (Names and DOB or Grade): \_\_\_\_\_

**Preschool Class Selection (Please mark your 1<sup>st</sup> and 2<sup>nd</sup> choice):**

<b><u>3 Year Old Morning Class</u></b>	<b><u>Days</u></b>	<b>1<sup>st</sup> and 2<sup>nd</sup> choice</b>
3 Year Old - M / W / F (must be 3 by 9/30/2025)	3 days per week	_____
3 Year Old – T / H (must be 3 by 9/30/2025)	2 days per week	_____
3 Year Old – M/T/W/H/F (must be 3 by 9/30/2025)	5 days per week	_____
<b><u>4 Year Old Morning Class</u></b>	<b><u>Days</u></b>	<b>1<sup>st</sup> and 2<sup>nd</sup> choice</b>
4 Year Old – M/T/W/H/F (must be 4 by 9/30/2025)	5 days per week	_____
<b><u>Junior Kindergarten Morning Class</u></b>	<b><u>Days</u></b>	<b>1<sup>st</sup> and 2<sup>nd</sup> choice</b>
4-5 Year Old – M/T/W/H/F *	5 days per week	_____
*Open to children who are 5 by 9/30/2025, miss the public school cut-off date, or with Director approval.		

Date Forms Completed: \_\_\_\_\_ Fee Amount Received: \_\_\_\_\_ Payment method: \_\_\_\_\_



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830 West Broad Street  
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Dear Parents,

Thank you for your interest in St. James Preschool. We believe it is important for teachers to partner with parents to help their children grow in faith and knowledge. We are committed to providing a warm, safe environment for your children to learn each day they are with us. If you have any questions throughout this process, please reach out to us.

God Bless,

Deanna Toman

Saint James Preschool Director

Please note the following:

1. Applications for the 2025-2026 school year can currently be submitted.
2. Priority Consideration is given to our returning families, parishioners of Saint James, other Catholic families, and everyone else; in that order.
3. The deadline for Priority Consideration is January 17, 2025.
4. Remaining spaces will be assigned on a first-come, first-served basis for all applications received after January 17, 2025.
5. Please submit the application form, the preschool registration form, the Dioceses of Arlington Application for Enrollment and the \$200 application fee per student.
6. Acceptance letters will be delivered electronically by March 2025.
7. Once accepted, a tuition deposit, paid by check, will be required to guarantee your spot. The month's deposit will be non-refundable and will cover your last month of preschool tuition.
8. You must provide a recent (last 12 months) Virginia School Health form and allow us to see an original Birth Certificate to complete your registration.
9. Once accepted, the deadline to submit the month's tuition deposit, VA School Health form, and Birth Certificate is April 11, 2025.
10. You are encouraged to retain your own copy of all documents submitted.
11. Families making monthly tuition, Breakfast and Lunch Bunch payments will need to create an online account with FACTS Tuition management by May 2, 2025. (A one-time service fee of \$25 will be automatically added to families' accounts who sign up for the Pay in Full or Semi-Annual plans. Families signing up for the Quarterly or Monthly plans, it's \$55)

Date Forms Completed: \_\_\_\_\_ Fee Amount Received: \_\_\_\_\_ Payment method: \_\_\_\_\_