



Admission Information

❖ *Nondiscriminatory Policy*

Sacred Heart School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

❖ *Entrance Requirements*

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Students who are currently attending Sacred Heart School.

2. Siblings of children currently enrolled at Sacred Heart School.
3. Children of faculty and staff members of Sacred Heart School.
4. Members of Sacred Heart Parish
5. Members of other Catholic parishes
6. Non-Catholic students

A child entering Sacred Heart School must meet the age requirement as stipulated in the State Department of Education Bulletin 741.

❖ ***Pre-Kindergarten, 3-4 year old, Placement***

By September 30 of the current school year, a student entering:

- Pre-K 3 must be three (3) years of age
- Pre-K 4 must be four (4) years of age.

All students must be potty trained. Occasional accidents are expected and acceptable; however, excessive accidents will be brought to the attention of the parents and school administration.

❖ ***Kindergarten Placement***

The initial entry level for all students entering Catholic schools in the Diocese of Alexandria is the Kindergarten level. Students must be at least five (5) years of age by September 30th of the current academic year.

Exceptions to entry placement in Kindergarten are as follows:

1. Those students who are already enrolled in the first grade in a certified school will be placed in first grade.
2. Those students who are at least six years of age prior to January of the year pending, who attend private Kindergarten, and who meet the Diocese of Alexandria Catholic Schools promotion requirements for kindergarten will be placed in first grade.

3. Those students who are at least six years of age prior to January of the year ending and have not attended Kindergarten but meet the Diocese of Alexandria Catholic Schools promotion requirements for Kindergarten or who have other exceptionalities will be placed in first grade.

❖ *First Grade Placement*

A student must be six (6) years of age by September 30th of the current school year to enter 1st grade.

Requirements include:

- *Verification of active parish affiliation/stewardship

 - +Use of weekly envelopes or automatic deposit confirmed by Pastor

- *Health Records

- *Immunization Records

 - +All students entering Sacred Heart School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

- *Birth Certificate (original)

- *Baptismal Certificate (Catholic applicants only)

- *Report Cards

- *Standardized Test Results

- *Record of IEP or 504 Plan

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Sacred Heart School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will include the student's parent or guardian.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sacred Heart School. The recommendation and decision of the school is final. Sacred Heart School is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. Sacred Heart School cannot accommodate students who have **extraordinary** learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered **reasonable**, the student may need to be separated from Sacred Heart School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting.

Non-Catholic students whose parents accept the philosophy of Sacred Heart School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

❖ *Financial Obligations*

❖ *Registration*

A pre- registration fee is payable at the time of pre-registration to insure the student's place in the school the following year. Pre-registration for current students usually is in February. **The pre-registration fee is not refundable.**

Final registration is usually in the 15th of July. **The final registration will not be accepted for any student whose tuition or any other financial requirement that is not currently paid. Registration fees are non-refundable.**

**TUITION SCHEDULE
SCHOOL YEAR – 2019-2020**

For tuition rates please call the school office.

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed.)*

- Pay in full by July 15, 2019, or
- Pay ½ annual tuition by July 15, 2019 and the remainder by December 15, 2019, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in July 2019 and finish in May 2020.
- Please note that you may pay in full for one child and utilize FACTS® for another.

- ***Enrollment/Re-Enrollment***

- The \$125.00 Pre-registration Fee for new students must be submitted with the application. The pre-registration Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Pre-registration Fee by the date designated (March).
- All Registration Fees are **NON-REFUNDABLE**.
- There will be a \$35 returned check fee for all payments to Sacred Heart School or FACTS that do not clear the bank.

- ***FACTS® Tuition Management Service Overview***

- There is an annual non-refundable \$50 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 11 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Sacred Heart School for the entire amount of tuition no later than June 1, 2019. You may drop off your payment to the school office or to the School Accounting Office.

- ***Withdrawal Policy***

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for first two months (July and August) of the tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$35.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL SECRETARY at 985-2772.

**SCHOOL YEAR 2019-2020 BOOKS/SUPPLIES FEE
(NON-REFUNDABLE FEE).....\$550.00**

Covers registration materials, use of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, etc.) or other after school activities.

Application Fee: (non-refundable).....\$125.00

Graduation Fee:.....\$125.00

Pre-Kindergarten and Kindergarten Instructional Mtl. Fee \$100.00