



Sacred Heart Preschool | Salinas

Thank you for your interest in Sacred Heart Preschool! As a parent/guardian who is considering a Catholic school for your son or daughter, you are making two very positive statements about yourself and your attitudes toward education. First, you are saying that education is very important to you and your child. In fact, it is so important that you are willing to pay for your child's education. Second, you are saying that you want a school that will educate the spirit as well as the intellect. At Sacred Heart School, you are choosing an environment that emphasizes Catholic values; an atmosphere that fosters **Reverence, Respect, and Responsibility**. We welcome the opportunity to invite your child and your family into the Sacred Heart community.

Mission Statement

Sacred Heart School, a ministry of Sacred Heart Parish, unites dedicated parents, faculty, and staff in a safe, nurturing environment to cultivate with students a lifelong commitment to Catholic values, learning, and service which is centered on **Reverence, Respect and Responsibility**.

School Philosophy

We seek to create a Christian family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize **Reverence, Respect, and Responsibility**. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart School students. Throughout our curriculum and instruction, we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

Non-Discrimination Policy

Sacred Heart School/Preschool, in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. Sacred Heart School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, scholarships, and loan payments, and athletic and other school administered programs. While Sacred Heart School does not discriminate against students with special needs, a full range of services may not be available. Likewise, Sacred Heart School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin. Sacred Heart School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

Admission Policy

Sacred Heart School is a Catholic school dedicated to the education of those who:

1. Desire to learn more about God and are willing to participate in the faith community.
2. Support the philosophy, goals, objectives, and rules of the school.
3. Child will be three or four years of age by the first of September of the new school year.
4. Child will be fully toilet trained by the first day of school.



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2019-20 Tuition and Fees

Tuition (yearly)

Preschool Program Only (8:15am – 11:45am)

5 Days (M-F) - \$5,200.00

3 Days (M, W, F) - \$3,700.00

2 Days (T, TH) - \$2,900.00 (young 3 year olds)

Fulltime Program (preschool & before/after care) (7:30am – 5:30pm)

5 Days (M-F) - \$8,300.00

3 Days (M, W, F) - \$6,300.00

2 Days (T, TH) - \$5,300.00 (young 3 year olds)

Registration Fee (Fee is non-refundable and is an annual fee)

\$225.00 per student

Building Fee (Fee is non-refundable. This is an annual fee)

If preschool has a sibling enrolled in Sacred Heart School (TK-8), the family will pay a total of \$350 to cover the cost of the family's building & maintenance fee

\$200.00 per family

Sibling Student Discounts (Discount is applied to the youngest sibling tuition preschool to grade 8)

2nd child - \$250.00 per family • 3rd child - \$350.00 per family • 4th child - \$450.00 per family

Tuition Payment Plans (Sacred Heart Preschool offers three ways to pay your tuition. Families may pay in full, by semester or monthly.)

Paid in Full: Must be paid via cashier's check or money order or personal check on or before August 5, 2019. A \$50 discount per student is given for full payment.

Semester Plan: Must be paid through the *FACTS* tuition collection company. *FACTS* enrollment fee is accessed on this payment option. No cash or credit cards are accepted. Deductions are withdrawn from your checking or savings account. Semester tuition is collected in August and January. One half of the tuition withdraw can be made on the 5th or 20th of August and January. Tuition payments are due no later than the 20th of the month. *FACTS* will charge a fee on returned withdrawals. Payments received after the 20th are subject to a \$25 late fee.

Monthly Payment Plan: Must be paid through the *FACTS* tuition collection company. *FACTS* will charge an enrollment fee on this payment option. No cash or credit cards are accepted. Deductions are withdrawn from your checking or savings account. Monthly tuition is collected August through May. Withdraws can be made on the 5th or 20th of each month. Tuition payments are due no later than the 20th of the month. *FACTS* will charge a fee on returned withdrawals. Payments received after the 20th are subject to a \$25 late fee.

Financial Aid:

No financial aid is offered for preschool.



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Frequently Asked Questions

What are the hours of the preschool?

The preschool hours are 8:15am to 11:45am for preschool only students and 7:30am to 5:30pm for fulltime (preschool and before/after school care).

What curriculum is used?

The preschool's curriculum contains both academic and play based instruction.

Do students have to wear uniforms?

Students are required to arrive in uniform and neatly groomed daily. Uniforms can be purchased through Ace High Designs. Links are available on school's website. The uniform and shoe guidelines are outlined in the Family Handbook.

What is the family service program?

The program serves as a reminder that we want you to be a significant part of our school life. Our program offers a variety of ways in which you can offer you help and share your talents. All families are required to contribute 35 hours of service per school year. Families who wish to "buy out" their service requirement may pay \$500 no later than September 1 of the current school year.

What is required to volunteer?

Per the Diocese of Monterey, all school volunteers must be Life Scan fingerprinted, complete the *Virtus* online training and volunteers who wish to drive on field trips must complete the online Safe Driver course. Volunteers must also show proof of a TB test every four years. Information and forms for fingerprinting, *Virtus* and safe driver training are available in the front office and on the school's website.

Is there a probation period? A probationary period for the first trimester exists for any new student. Before the conclusion of the first trimester, academic ability, attitude, behavior and general adjustment will be reviewed and evaluated. A parent conference will be held if necessary. At the conclusion of the probation period the following may be considered: the student may: continue at grade level; probation will be extended; return to previous grade level if space is available; be recommended for another school or will be dismissed.

What is the refund policy?

Sacred Heart Preschool plans carefully to ensure full enrollment and budgeting in order to provide our parents with tuition that remains affordable. It is the policy of Sacred Heart Preschool that tuition cannot be reimbursed for the semester in which leaves the school. If a family has paid tuition for the entire year, the school will only reimburse the tuition for the upcoming semester. Families that leave during the semester are required to continue to pay tuition until the end of that semester. This policy pertains to students who withdraw voluntarily as well as students who are asked to leave the school.



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Application Process

Open house

Parents and students are welcome to visit our preschool and see the students in a hands on environment. The preschool offers a Fall and Spring open house. Please visit the website or contact the preschool for open house dates.

Order of admittance

New students are accepted in the order of: siblings of currently enrolled students (includes preschool and school) and then by the date of application received. Siblings of current students are given priority but not guaranteed admission to the preschool. We begin accepting new students in February for the next school year.

Application checklist

To be considered an applicant at Sacred Heart Preschool, please include submit the following to the preschool building or front office of Sacred Heart School.

- Completed Preschool Admission Application
- Current photograph

Contact:

Please contact the preschool with any questions at preschool@shschool.com or 831-771-1324.



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Application for Admissions

School Year: 20__ - __

APPLYING FOR (check one):

- 3 yrs. by Sep. 1 (toliety trained)
 8:15am – 11:45am OR 7:30am – 5:30pm
 Select: Days per week: 2 3 5
 (Preschool only) (Fulltime)
- 4 yrs. by Sep. 1 (toliety trained)
 8:15am – 12:00pm OR 7:30am – 5:30pm
 Only offered 5 days a week
 (Preschool only) (Fulltime)

Applicant Information

Full Legal Name: _____
 Last First Middle Nickname

Home Address: _____
 Number Street City State Zip

Mailing Address (if different from above): _____

Primary Phone: _____ Gender: M F Birth Date: _____ Age: _____

Birthplace: _____ Ethnicity: Hispanic Non-Hispanic

Race: Asian American Indian/Native Alaskan Black/African American Native Hawaiian/Pacific Islander White Two or more races

Has the applicant had any special testing?: (ie: IEP, Speech, OT). No Yes, If yes, please provide documentation

Student is living with: Both Parents Father Only Mother Only Father/Stepmother Mother/Stepfather Guardian

Parent/Guardian Information

Relationship: Mother Stepmother Guardian Status: Married Separated Divorced Remarried Widow

Full Name: _____ Primary Phone: _____ Secondary: _____

Home Address (if different than applicant): _____

Email (Print clearly): _____ Alum – Class of _____ Maiden Name: _____

Occupation/Title: _____ Employer: _____ Phone: _____

Step parent Name: _____ Phone: _____

Relationship: Father Stepfather Guardian Status: Married Separated Divorced Remarried Widow

Full Name: _____ Primary Phone: _____ Secondary: _____

Home Address (if different than applicant): _____

Email (Print clearly): _____ Alum – Class of _____

Occupation/Title: _____ Employer: _____ Phone: _____

Religious Affiliation: _____ If Catholic, Name of Church: _____

Does your child have any allergies? No Yes

If yes, list and treatment needed: _____

Does your child have any medical/health conditions? No Yes

If yes, list: _____

Please list any siblings that are **currently** attending Sacred Heart Preschool or School:

Name: _____ Current Grade: _____

Name: _____ Current Grade: _____

Name: _____ Current Grade: _____

Please list any siblings that you are **submitting** an Admissions Application for Sacred Heart School (TK-8)

Name: _____ Incoming Grade: _____

Name: _____ Incoming Grade: _____

Parent/Guardian Questions: (You may include additional sheets if necessary)

Why do you want your child to attend Sacred Heart Preschool? _____

Please explain what you are presently doing for your family's spiritual growth and why you desire a Catholic education for your child? _____

What primary language is spoken at home? English Spanish Other: _____

How did you learn about Sacred Heart Preschool? Website Friend Church bulletin Alum of TK - 8

Other: _____

If you were referred by a current family, please list child first & last name: _____

Thank you for taking the time to complete our Preschool Admission Application. To be considered for admission, please return the following:

1. Completed Preschool Admissions Application
2. Recent school photograph of the applicant for identification purposes