

Sacred Heart Schools
A Parent's Guide to the Admission Process
2018-19 Season



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ADMISSIONS OFFICE

Driehaus Center at the R.F. Conway House

Sacred Heart Schools

6200 N. Sheridan Rd.

Chicago, IL 60660

773.681.8436

admissions@shschicago.org

SK-8 CAMPUS

Sacred Heart Schools

6250 N. Sheridan Rd.

Chicago, IL 60660

773.262.4446

PRESCHOOL CAMPUS (OPENING FALL 2019)

5649 N. Sheridan Rd.

Chicago, IL 60660

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Thank you for your interest
in Sacred Heart!



VISIT US!

PLAN ON VISITING CAMPUS

The best way to learn about Sacred Heart is by joining us for an Admissions Coffee. Meeting teachers and students and seeing classrooms in action will help you discover why Chicago parents have been choosing Sacred Heart for more than 140 years.

To arrange your visit, please contact us at 773.681.8418 or admissions@shschicago.org. You can also register for Admissions Coffees on our website, shschicago.org, or as part of the application process at Ravenna-hub.com.

QUICK TOURS

Parents who can't make an Admissions Coffee are encouraged to schedule a private school tour with a member of our Admissions Team. Quick Tours usually last 45 minutes, depending on parents' needs. Private tours must be scheduled in advance and are available most days when school is in session.

ADMISSIONS COFFEES

ADMISSIONS COFFEES 2018-19

Admissions Coffees are scheduled regularly throughout the school year and provide parents with a well-rounded introduction to Sacred Heart education. Fall Coffees fill up quickly.

SCHEDULE

Coffees begin at 9:15 am and end at approximately 11 am. **An optional Preschool information session is available for interested parents from 11-11:45 am.**

Admissions Coffees are held on our SK-8 campus, 6250 N. Sheridan Rd.

- Friday, October 12
- Wednesday, October 24
- Thursday, November 15
- Friday, November 30
- Wednesday, December 12
- Wednesday, February 13
- Friday, March 22
- Wednesday, May 1

WHAT CAN YOU EXPECT DURING YOUR VISIT?

- The Head of School and Admissions Director share what makes Sacred Heart unique: our history, mission and educational vision.
- Parents tour campus and visit classes with 8th grade guides, learning directly from students and teachers about Sacred Heart.
- A question-and-answer session with our Division Heads and the Director of Curriculum and Instruction rounds out the morning.
- Admissions staff and current parents are on hand throughout the morning to chat informally and answer any questions that visitors may have.
- An optional preschool information session follows the Admissions Coffee for those interested.

Due to the length and nature of the program, Admissions Coffees are intended for parents rather than children.

VISITING OUR SK-8 CAMPUS

ADMISSIONS OFFICE

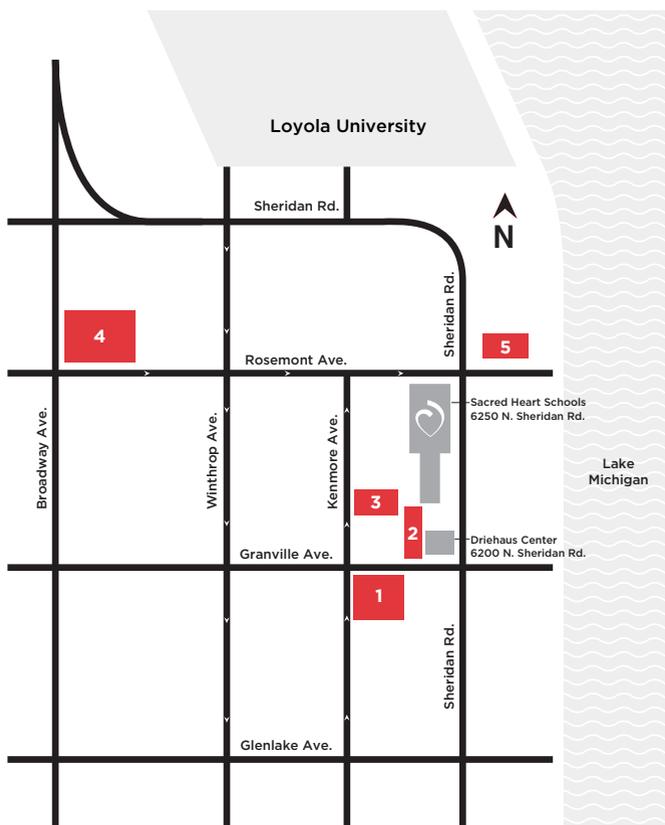
The Admissions Office is located in the Driehaus Center at the R.F. Conway House, 6200 N. Sheridan Rd., at the corner of Granville and Sheridan. Please use the Sheridan Road entrance and register with the receptionist.

Parent interviews and applicant assessments are held in the Driehaus Center.

MAIN SCHOOL BUILDING

The school is located at 6250 N. Sheridan Rd., between Granville and Rosemont Avenues, just south of Loyola University's Lake Shore Campus. Enter at the top of the curved, double staircase on Sheridan Road and register with the receptionist.

Admissions Coffees and class visits take place in the main school building.



PARKING

Visitors for admissions events may use any of the school's parking lots. When our lots are full, street parking is often available on Granville or Kenmore Avenues or in other commercial lots in the neighborhood.

- 1. Main School Parking Lot**
Southeast corner of Granville and Kenmore Avenues.
Enter from Granville Avenue.
- 2. Visitor and Handicapped Parking**
Behind the Driehaus Center at 6200 N. Sheridan Rd.
Enter from Granville Avenue.
- 3. Kenmore Parking Lot**
6215 N. Kenmore Ave., between Granville and Rosemont Avenues.
- 4. Ismaili Center Parking Lot**
Northeast corner of Broadway and Rosemont Avenues.
Free parking from 7:30 am to 4 pm, Monday-Friday, no permit required. Towing after 4 pm.
- 5. Shoreline Towers Condominium Garage**
6301 N. Sheridan Rd., northeast corner of Sheridan Road and Rosemont Avenue.
1-4 hours: \$6
4-12 hours: \$10

APPLYING TO PRE-KINDERGARTEN, JUNIOR KINDERGARTEN AND SENIOR KINDERGARTEN

OUR PROGRAM OFFERINGS

Enroll your child in Sacred Heart's preschool or, if you are currently a member of another preschool community, apply to reserve a space in Sacred Heart's senior kindergarten via our Early Decision or Regular Decision options.

Acceptance into any of our early childhood programs is the first step in a seamless Sacred Heart education that will take your child through 8th grade. No further admissions process is required.

Pre-Kindergarten

- For children who will be 3-years old by September 1, 2019
- Morning or full-day program, Monday-Friday
- Optional extended day and summer program
- Total of 26 students; two sections of 13 students
- Located on our Preschool Campus

Junior Kindergarten

- For children who will be 4-years old by September 1, 2019
- Afternoon or full-day program, Monday-Friday
- Optional extended day and summer program
- Total of 30 students; two sections of 15 students
- Located on our Preschool Campus

Senior Kindergarten

- For children who will be 5-years old by September 1, 2019
- Full-day program, Monday-Friday
- Before and after school at no additional cost
- Total of 80 students; five sections of 16 students
- Located on our SK-8 Campus

YOUR APPLICATION OPTIONS

You child's birthday is:

September 1, 2015-August 30, 2016

Apply now for pre-kindergarten 2019-20 **OR** Apply Fall 2019 for Early Decision senior kindergarten 2021-22

September 1, 2014-August 30, 2015

Apply now for **EITHER** junior kindergarten 2019-20 **OR** Early Decision senior kindergarten 2020-21

September 1, 2013-August 30, 2014

Apply now for Regular Decision senior kindergarten 2019-20

What is Senior Kindergarten Early Decision?

If you are a member of another preschool community, but would like to reserve a space in our senior kindergarten, we encourage you to apply via Early Decision in the fall after your child turns three. Children receiving early acceptance remain at their current preschool for JK, and parents can rest assured a space is waiting for them at Sacred Heart when their child is ready for SK.

What is Senior Kindergarten Regular Decision?

Regular Decision is for families applying on a traditional admissions cycle—the year before their child begins senior kindergarten. While SK is initially filled at the close of Early Decision, every year 8 to 10 spaces re-open for new families applying via Regular Decision.

APPLICATION PROCESS

Apply by December 10, 2018

Submit your application via **Ravenna-hub.com**. Create an account and search for Sacred Heart Schools in the School Directory. There is a \$75 application fee for new families. Qualifying families can obtain a fee waiver by calling the Admissions Office.

Tour Sacred Heart (October-February)

Parents are required to tour the school, before or after applying, at either an Admissions Coffee or Quick Tour. See page four for information about making your reservation.

Parent Interview (October-February)

Parents meet with our Admissions Director. During this meeting, you will be able to ask questions and share information about your family. Both parents should attend. Your child should not accompany you unless their assessment is scheduled at the same time. Interviews are about an hour in length.

Developmental Assessment (October-February)

Each child meets individually with a member of the Admissions Team for a 20- to 30-minute assessment. Assessments are age-appropriate and developmentally-focused, centering on activities such as puzzles, blocks, drawing, and word and number games. Applicants for pre-kindergarten are accompanied by one parent during the assessment; applicants for JK and SK are asked to separate from their parents for the assessment.

LMAIS Common Recommendation Form (by January 1)

A recommendation form should be delegated to your child's current preschool teacher electronically through Ravenna or a paper copy can be downloaded from our website. If your child is not enrolled in a preschool, another care-giver or instructor familiar with your child may complete the recommendation form.

Preschool Schedule Form

For PK and JK applicants only. Families applying to Sacred Heart's preschool should finalize their schedule preferences (e.g. full-day or half-day; extended day; optional summer program) by submitting their Preschool Schedule form via Ravenna.

Preschool Observation or Play Party at Sacred Heart

For JK and SK applicants only. The Admissions Office will schedule an observation directly with your child's preschool and inform you of the date. When a visit cannot be scheduled, we ask that your child attend a play party at Sacred Heart on **Monday, February 11 at 9 am or 10:15 am**. We do not schedule observations at public or parish schools.

Appointments can be scheduled through Ravenna, by calling the Admissions Office at 773.681.8494 or by emailing admissions@shschicago.org.

DECISION NOTIFICATION

Pre-Kindergarten 2019-20

Rolling notification begins February 15
Contracts due on March 11

Junior Kindergarten 2019-20

Notification on March 1
Contracts due on March 11

Senior Kindergarten 2019-20

Rolling notification begins March 1 as openings allow
Contracts due one week following notification

Early Decision for Senior Kindergarten 2020-21

Notification on March 1
Contracts due on March 11

APPLYING TO GRADES 1-8

The number of openings for 1st grade and above varies from year to year, depending on the attrition of current students. We usually have specific information to share with prospective families in February or March after reenrollment is complete.

New admission to 8th grade is limited and typically only available to families transferring from another Sacred Heart Network school. A waiver must be obtained from the Admissions Office before an 8th grade application can be submitted.

The Admissions Team knows that every transfer applicant is unique. We work with each family to tailor a process sensitive to their individual circumstances. We encourage families to share report cards and standardized testing at the outset of the application process so that the Admissions Team can be of good counsel. Successful applicants typically have report cards that demonstrate above average academic abilities and behavioral development.

APPLICATION PROCESS

Submit your application via **Ravenna-hub.com**. Create an account and search for Sacred Heart Schools in the School Directory. There is no fee for applying.

From start to finish, the admissions process can take six weeks or longer to complete, given family schedules and school holidays. We encourage interested families to apply as soon as possible to ensure the Admissions Office can respond promptly as openings occur. Completing the process by the middle of May, at the latest, is strongly recommended. If your current school has re-enrollment deadlines, it is wise to also keep these in mind when timing your application.

Report Cards and Standardized Test Scores

Along with your application, please provide your child's:

- Final report card from 2017-18 academic year
- Most recent report card from 2018-19 academic year
- Results of any standardized testing administered by your school or by an outside evaluator, if available

Unfortunately, we cannot schedule appointments beyond the Parent Interview without report cards and standardized testing on file.

Tour Sacred Heart (October-May)

Parents are required to tour the school, before or after applying, at either an Admissions Coffee or Quick Tour. See page four for information about making your reservation.

Parent Interview (October-May)

During this meeting, you will be able to ask questions and share information about your family. Both parents should attend. Your child should not accompany you unless their assessment is scheduled for the same time. Meetings are about an hour in length.

Academic Assessment (October-May)

Each applicant meets individually with a member of the Admissions Team for an academic assessment. The length of the assessment varies by the age of the applicant, from about 30 minutes to two hours. Children applying to 1st through 3rd grade work one-on-one with a member of the Admissions Team on literacy and math activities. Applicants to 4th through 8th grade take the Measure of Academic Progress (MAP), a computer-based assessment focusing on reading and math. A writing sample is also required. If your child already takes the MAP test at your current school, a different assessment will be administered. Applicants cannot progress to a class visit until their assessment has been completed (unless coming from out of state).

LMAIS Common Recommendation Form (January-May)

Please ask your current teacher(s) and principal to complete recommendations for your child. Sacred Heart uses the Lake Michigan Association of Independent Schools (LMAIS) Recommendation forms. Forms should be delegated to your teacher(s) and principal electronically through Ravenna or paper copies can be downloaded from our website.

- Applicants to Grades 1-5: Teacher Recommendation and Principal Recommendation required.
- Applicants to Grades 6-8: English Recommendation, Math Recommendation and Principal Recommendation required.

Class Visit (November-May)

Applicants will spend a day at Sacred Heart with their grade-level peers, participating in classes and getting to know students and faculty. For children applying to 1st grade, visits will be for the morning only. The Admissions Office will contact you to schedule your Shadow Day. Shadow Days cannot be scheduled during the final weeks of the school year.

Appointments can be scheduled through Ravenna, by calling the Admissions Office at 773.681.8494 or by emailing admissions@shschicago.org.

DECISION NOTIFICATION

Notification

Notification is rolling as applicant files are completed and spaces become available

Contracts

Contracts are due one week following notification

ESTIMATED 2019-20 TUITION AND FEES FOR PRE-KINDERGARTEN AND JUNIOR KINDERGARTEN

Tuition and fees will be confirmed by the Board of Trustees in January 2019.

PROGRAM	SCHOOL YEAR	OPTIONAL SUMMER
Early Morning Flex <i>7:30-8:30 am</i>	No additional charge	No additional charge
Pre-K Morning, 5 Days <i>8:30-11:15 am</i>	Tuition: \$16,304 Program Fees: \$375	Tuition: \$4,484 Program Fees: \$103
Pre-K Full Day, 5 Days <i>8:30 am-3 pm</i>	Tuition: \$21,739 Program Fees: \$500	Tuition: \$5,978 Program Fees: \$138
JK Afternoon, 5 Days <i>12:15-3 pm</i>	Tuition: \$16,304 Program Fees: \$375	Tuition: \$4,484 Program Fees: \$103
JK Full Day, 5 Days <i>8:30 am-3 pm</i>	Tuition: \$21,739 Program Fees: \$500	Tuition: \$5,978 Program Fees: \$138
Late Afternoon Flex <i>3-3:30 pm</i>	No additional charge	No additional charge
Extended Day <i>3:30-6 pm</i>	\$4,992 <i>snack included</i>	\$1,373 <i>snack included</i>

ADDITIONAL COSTS

School Uniforms

Costs Vary

Students are required to wear school uniforms which are available through several local vendors.

Lunch Program

School Year: \$1,067 (optional)

Summer: \$293 (optional)

Full-day students may bring their lunch from home or subscribe to the school lunch program. Lunch includes milk, which can also be purchased separately. Lunch is only available to children enrolled in full-day programs.

IMPORTANT INFORMATION ABOUT PRESCHOOL

While the calendar has not been finalized, we anticipate the preschool program will begin Tuesday, September 3, 2019 and end May 29, 2020.

Holidays, faculty in-service days and parent/teacher conferences align with the SK-8 calendar. We anticipate the optional nine-week summer program will begin June 15, 2020 and end August 14, 2020. There will be no school on Friday, July 3. The final calendar will be confirmed in May 2019.

See page 11 for payment options.

2018-19 TUITION AND FEES FROM SENIOR KINDERGARTEN TO 8TH GRADE

Tuition: \$20,904*

Activity Fee: \$720

Books, personal computing devices and most supplies: No Charge

Before- and After-School Care: No Charge

Before-school care beginning at 7:15 am and after-school care until 6 pm is available to all families at no additional charge. Families may utilize the program every day or occasionally, according to their needs.

Extracurricular Athletic Teams: No Charge

Specialized After School Program (Optional): Costs vary

Optional special interest clubs, arts programs and academic enrichment classes are offered. Some are free and others are fee-based. Financial assistance is available.

Bus Program (Optional): \$1,020 (approximate)

Bus service is available to selected neighborhoods based on the number of school families interested in the service. Sacred Heart currently operates nine buses serving the Gold Coast, Lincoln Park, Lakeview, Roscoe Village, North Center and Lincoln Square.

Lunch Program (Optional): \$1,000 (approximate)

Includes lunch and milk. Milk can also be purchased separately.

Class Trips:

- 8th grade trip to Washington, D.C.: \$1,330 (approximate)
- 7th grade trip to Space Camp (Huntsville, Ala.): \$1,025 (approximate)
- 6th grade Ropes Course: \$150 (approximate)

Financial assistance is available for all class trips.

**Senior kindergarten–8th grade tuition and fees reflect 2018-19 charges. Anticipate moderate increases for 2019-20.*

PAYMENT OPTIONS

Parents make tuition payments through Smart Tuition, a tuition management service. There is a \$36 fee per family for families on the 10-month or semi-annual installment plans.

Monthly Installments: Ten equal installments, May 1 through February 1

Semi-Annual Installments: Two equal installments, July 1 and December 1

Payment in Full: By July 1

TUITION ASSISTANCE PROGRAM

For some families, the cost of full tuition can stretch resources beyond the limit of their annual budget. The Tuition Assistance Program is committed to making a Sacred Heart education available to students, regardless of their family's financial circumstances.

- About 20% of our students receive tuition assistance in any given year. More than \$2 million will be devoted to need-based assistance in 2018-19.
- Tuition assistance never has to be repaid. It is a grant, not a loan.
- Tuition assistance is awarded at all grade levels, pre-kindergarten through 8th grade.
- Tuition assistance is strictly need-based. Awards vary according to each family's individual circumstances.
- In determining tuition assistance, the school relies on information supplied by families to FAST, our need-analysis provider. Factors considered include family size, income, expenses, assets and liabilities and spending priorities.
- Grants are made for one year. Recipients must reapply each year according to an established time table. Sacred Heart funds students for as long as they are enrolled, according to their demonstrated need.
- Students who receive tuition assistance are eligible for additional financial help for certain school expenses beyond tuition, including class trips, specialized after-school classes and summer camp.
- Through the generosity of the Goizueta Foundation, need-based scholarships are available for students of Hispanic heritage.
- Confidentiality is maintained in evaluating tuition assistance applications and in awarding of grants.
- A request for tuition assistance has no bearing on admission.

HOW TO APPLY FOR TUITION ASSISTANCE

On your admissions application, check the box requesting information about tuition assistance.

- Applications for 2019-20 tuition assistance will be made available in November 2018. Instructions and a link to FAST, the school's need-analysis provider, will be posted on the school's website. Applications are submitted electronically.
- Complete your 2018 federal and state tax returns as soon as possible. This information will be used in completing your tuition assistance application.
- Submit your tuition assistance application by January 9, 2019, to be eligible for the first round of decisions for new families. Late applications will be accepted as long as funds remain available.
- A copy of your 2018 federal income tax return with applicable schedules must be submitted by March 15, 2019, in order to substantiate your application. Awards are not final until this information is received and verified. Submit this information through FAST, not directly to the school.
- Our goal is to inform families of their tuition assistance award at the same time they receive their admissions decision, presuming both files are complete. When this is not possible due to an incomplete tuition assistance application, the deadline for returning the enrollment contract will be extended as long as feasible for the school. Families should be aware that contract deadlines cannot be extended indefinitely. Families are expected to make reasonable efforts to complete the tuition assistance process as quickly as possible.

Join us for a Tuition Assistance Information Session

Wednesday, November 7

6-7:30 pm

Driehaus Center | 6200 N. Sheridan Rd.

RSVP by Monday, November 5 to

judy.corrin@shschicago.org

For questions regarding tuition assistance:

Maggie Nass

Director of Tuition Assistance and Enrollment Services

Phone: 773.681.8412

Email: maggie.nass@shschicago.org

ADMISSIONS POLICIES

Sacred Heart is committed to our school families, and affiliated applicants (siblings of current students and children of Sacred Heart employees) are given preference for admission among qualified candidates. Children and grandchildren of Sacred Heart Network alumni also receive careful consideration for admission. All applicants, regardless of affiliation, must qualify for admission.

Sacred Heart's pre-kindergarten and junior kindergarten programs enroll fewer students than our senior kindergarten. Should there be more qualified applicants from affiliated families (siblings of current students and children of Sacred Heart employees) than openings, preference will first be given to families of children currently enrolled in Sacred Heart's pre-k or junior kindergarten, and then to other affiliated school families in order of application date and balanced by gender.

Children must be toilet-trained before entering pre-kindergarten, junior kindergarten or senior kindergarten.

Sacred Heart generally does not admit new students to 8th grade. Families interested in 8th grade must call the Admissions Office to obtain a waiver before applying.

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

ADMISSIONS DECISIONS

Applicant families receive one of the following admissions decisions:

ACCEPTANCE

2020-21 Senior Kindergarten Early Decision

Accepted families sign a pre-enrollment agreement and submit a deposit of around \$2,000. Deposits are reduced for families who qualify for tuition assistance. In January 2020, families receive a final enrollment contract due in February 2020 requiring an additional deposit of around \$1,000. **Deposits are non-refundable and non-transferrable, and are applied to senior kindergarten tuition.**

2019-20 Preschool-8th Grade

Accepted families sign an enrollment agreement and submit a deposit of around \$1,000. Deposits are reduced for families who qualify for tuition assistance. **Deposits are non-refundable and non-transferrable, and are applied to tuition.**

WAIT POOL

When there are more qualified candidates than openings, we establish an unranked wait pool. If an opening occurs, we decide which candidate to offer a position based on the profile of the class, the needs and qualifications of the applicant, and current school priorities. The wait pool extends through the opening of the school year. Wait-listed applicants must reapply to be considered in subsequent years.

DENIAL

The Head of Schools has the final authority in deciding whether to admit an applicant. When Sacred Heart cannot offer a place to a child, the Admissions Team is available to suggest other options.

REAPPLY

The offer to reapply is made to families applying for preschool or via the Early Decision option for senior kindergarten when the Admissions Committee feels the admissions process has not resulted in a clear determination. Families are then invited to apply the following year. Application fees are waived.

SACRED HEART LEADERSHIP TEAM

Nat Wilburn

Head of Schools

Anne Marie Tirpak

Director of Institutional Advancement

Brian McGuinness

Chief Financial Officer

Lisa Zimmer

Primary School Division Head, Grades PS-2

Mary Ann Ligon

Lower School Division Head, Grades 3-5

Dan Gargano

Middle School Division Head, Grades 6-8

Sally Sharp

Head of Student Life

Marjie Murphy

Director of Curriculum and Instruction

Holly DePalma

Preschool Director

SACRED  HEART
THE ACADEMY & HARDEY PREP

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