

# SACRED HEART SCHOOLS

A PARENT'S GUIDE TO THE ADMISSION PROCESS  
2020-21 SEASON



A remarkable education comes from the heart.

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**Thank you for your interest in Sacred Heart!**

## ADMISSIONS STAFF

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## ADMISSIONS OFFICE

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## SK-8 CAMPUS

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Chicago, IL 60660  
773.262.4446

## PRESCHOOL CAMPUS

5649 N. Sheridan Rd.  
Chicago, IL 60660  
773.751.7715

# VISIT US - VIRTUALLY!

It's never been easier to get to know Sacred Heart. Whether you are just beginning your school search or have already submitted your application, you are welcome to join us for any or all of our virtual get-acquainted events.

## TALK AND TOUR

Take a personalized, virtual tour of our campus with a member of our admissions team, who will provide an introduction to Sacred Heart and answer your questions in real time. Offered most days that school is in session. Required for all applicants.

## VIRTUAL INFORMATION SESSION

Zoom into an hour-long program with our Head of Schools, Director of Curriculum and Instruction, and current parents. Each session begins with presentations on the Sacred Heart Network, mission and educational philosophy, and concludes with a question and answer session with current parents. Required for all applicants.

- Tuesday, September 8, 1-2 pm
- Friday, October 2, 10-11 am
- Wednesday, October 14, 1-2 pm
- Thursday, November 5, 10-11 am
- Wednesday, December 2, 1-2 pm
- Friday, December 11, 10-11 am

## CHAT WITH OUR DIVISION HEADS

Meet on-line with the leaders of our grade-level groupings: Preschool (PK-JK), Primary (SK-G2), Lower (G3-G5), and Middle School (G6-G8). Learn more about each division's curriculum, faculty, before and after-school programs, and student support services.

### Preschool and Primary School

- Friday, October 23, 10-11 am
- Thursday, November 19, 10-11 am

### Lower and Middle School

- Friday, December 4, 10-11 am
- Thursday, February 4, 1-2 pm

## PARENT TO PARENT

Current parents host an informal virtual meet up in which they share their perspectives on Sacred Heart and answer your questions about our community, parent involvement and school logistics.

Parents who have inquired or applied will be notified as opportunities are scheduled.

## A CONVERSATION ABOUT EQUITY, INCLUSION, AND COMMUNITY LIFE

Sacred Heart is committed to supporting our community through justice and action. We will share information on our initiatives, including affinity groups, education opportunities, councils, media club and events.

- Tuesday, January 12, 1-2 pm

## TUITION ASSISTANCE 101

Every year, Sacred Heart welcomes a wide range of families of diverse socio-economic means thanks, in part, to our generous, needs-based scholarship program. In this Zoom webinar, our Director of Tuition Assistance introduces you to the program and shares details on how and when to apply.

- Thursday, November 12, 1-2 pm

*Register via [Ravenna-hub.com](http://Ravenna-hub.com) or the Sacred Heart website. Sacred Heart uses Zoom for our virtual events platform. Questions? Email [admissions@sbschicago.org](mailto:admissions@sbschicago.org) or call 773-681-8494.*

# APPLYING TO PRESCHOOL AND SENIOR KINDERGARTEN

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.

## PROGRAM OFFERINGS

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

### **Pre-Kindergarten 2021-22**

- For children who will be 3 years old by September 1, 2021
- Morning or full-day programs, Monday-Friday
- Flexible early morning drop-off beginning at 7:30 am at no additional cost
- Optional extended-day and summer program until 6 pm
- Located on our Preschool Campus

### **Junior Kindergarten 2021-22**

- For children who will be 4-years old by September 1, 2021
- Morning or full-day programs, Monday-Friday
- Flexible early morning drop-off beginning at 7:30 am at no additional cost
- Optional extended-day and summer programs until 6 pm
- Located on our Preschool Campus
- **Children eligible to apply for Sacred Heart's junior kindergarten can instead choose to apply for Early Decision for senior kindergarten 2022-23. See details under "Application Options."**

### **Senior Kindergarten 2021-22**

- For children who will be 5-years old by September 1, 2021
- Full-day program, Monday-Friday
- Before-school and extended-day programs at no additional cost
- Located on our SK-8 Campus

## APPLICATION OPTIONS

### **What is Senior Kindergarten Early Decision?**

If you are a member of another preschool community, but would like to reserve a space in our 2022-23 senior kindergarten, we encourage you to apply via our Early Decision option. Children receiving early acceptance remain at their current preschool for JK, and parents are assured a space is waiting for them at Sacred Heart when their child is ready for SK. Early Decision is only available for senior kindergarten; it is not offered at other grade levels.

### **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. Children who will be 5 years old by September 1, 2021 should apply this year via the Regular Decision option.

### **If your child's birthday is:**

#### **September 1, 2017-August 31, 2018**

Apply now for pre-kindergarten 2021-22 OR apply fall 2021 for Early Decision senior kindergarten 2023-24

#### **September 1, 2016-August 31, 2017**

Apply now for EITHER junior kindergarten 2021-22 OR Early Decision senior kindergarten 2022-23

#### **September 1, 2015-August 31, 2016**

Apply now for Regular Decision senior kindergarten 2021-22

# APPLYING TO PRESCHOOL AND SENIOR KINDERGARTEN

## APPLICATION PROCESS

### Apply by December 4, 2020

Submit your application via [Ravenna-hub.com](http://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 reaching out to the Admissions Office.

Preschool applicants will be asked to choose a morning or full-day schedule when they apply. Following enrollment, preschool families will be able to register for optional extended-day and summer programs.

### Talk and Tour/Virtual Information Session (Now-February)

If you have not yet met with an admissions officer for a virtual Talk and Tour or attended a Virtual Information Session, please schedule those events at your convenience before the end of February. If you participated in either of these events prior to applying, you do not need to attend again.

### Virtual Developmental Assessment (October-February)

For the 2020-21 admissions season, we will be transitioning from our traditional on-campus assessments to informal virtual meetings with children and parents via Zoom. Depending on your child's age, meetings will range from 15-30 minutes and will include simple age-appropriate activities that allow us to better know your child. Parents can anticipate a relaxed, unpressured experience.

### LMAIS Common Recommendation Form (by January 1)

A recommendation form should be delegated to your child's current preschool teacher electronically through [Ravenna-hub.com](http://Ravenna-hub.com), 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. Pre-kindergarten applicants may choose to waive this step if not enrolled in a preschool.

### Optional Preschool Observation (January - February)

**For JK and SK applicants only:** If circumstances allow, the Admissions Office will schedule an observation at your child's preschool. We do not schedule observations at daycare centers or at public or parish schools.

*Appointments can be scheduled via [Ravenna-hub.com](http://Ravenna-hub.com), by calling the Admissions Office at 773.681.8494 or by emailing [admissions@sbschicago.org](mailto:admissions@sbschicago.org).*

## IMPORTANT DATES

### Pre-Kindergarten 2021-22

Admissions files completed by February 5  
Rolling notification begins February 12  
Enrollment agreements due on March 15

### Junior Kindergarten 2021-22 and Early Decision Senior Kindergarten 2022-23

Admissions files completed by February 19  
Notification on March 5  
Enrollment agreements due on March 15

### Senior Kindergarten 2021-22

Admissions files completed by January 12  
Rolling notification begins January 26, as openings occur  
Enrollment agreements due on February 10 OR one week following notification

*\*The admissions timetable is adjusted for current (affiliated) Sacred Heart families. Affiliated families should submit their applications by September 25. Tuition assistance applications are due December 1. Admissions files should be complete by January 12. 2021-22 PK, JK and SK affiliated decisions will be announced January 26; enrollment agreements are due on February 10 (March 1 for those applying for tuition assistance). Affiliated families applying for 2022-23 senior kindergarten Early Decision will be notified on March 5; pre-enrollment agreements are due on March 15.*

# 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 information to share with prospective families in February or March after re-enrollment is complete.

New admission to 8th grade is limited and typically is 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 a history of positive classroom citizenship.

## **APPLICATION PROCESS**

Submit your application via [Ravenna-hub.com](http://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 eight weeks or longer to complete, depending on family schedules and school holidays. We encourage you to apply as soon as possible to ensure that the Admissions Office can respond promptly when 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 2019-20 academic year
- Most recent report card from 2020-21 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 Talk and Tour and Virtual information Session without report cards and standardized testing on file.

## **Talk and Tour/Virtual Information Session (Now - February)**

If you have not yet met with an admissions officer for a virtual Talk and Tour or attended a Virtual Information Session, please schedule those events at your convenience. If you participated in either of these events prior to applying, you do not need to attend again.

## **Virtual Academic Assessment (Beginning in January)**

For the 2020-21 admissions season, we will be transitioning from our traditional on-campus assessments to virtual assessments via Zoom. 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 with a member of the Admissions Team on literacy and math activities. Applicants to 4th through 8th grade take a computer-based assessment, proctored by a member of the Admissions Team, focusing on reading and math. A writing sample is also required.

\* Application information continued on next page

# APPLYING TO GRADES 1-8 (CONT.)

**We may be able to waive the assessment for applicants who can provide standardized test scores from their current school or from a recognized testing agency.** Acceptable alternatives include: ERB (Educational Records Bureau), ITBS (Iowa Test of Basic Skills), ISEE (Independent School Entrance Exam), MAP (Measure of Academic Progress), Stanford Achievement Test, SSAT (Secondary School Admissions Test - Elementary School Level), and TerraNova. Other testing may also be acceptable. Please check with the Admissions Office. Submission of standardized test scores is strongly encouraged.

Applicants cannot progress to a class visit until their assessment has been completed.

## **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) common recommendation forms. Forms should be delegated to your teacher(s) and principal electronically through Ravenna-hub.com 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.

## **Talk with a Teacher (Virtual) or Class Visit (On Campus)**

If circumstances related to COVID-19 prevent us from offering on campus class visits during the 2020-21 school year, we will schedule a time for your child to meet virtually with a member of Sacred Heart's faculty. One parent should plan on being present for this meeting. The length of the meeting will vary by the age of the applicant, but your child can anticipate a friendly, relaxed, unpressured experience of 30 minutes or less. A Teacher Talk or a class visit will only be scheduled after we have received your child's report cards and your child's assessment is complete.

## **Division Head Meeting**

The final step of the admissions process is a brief virtual meeting with the head of the division to which your child is applying. This is a great time for your final questions. Our Division Heads look forward to also meeting briefly with your child. As with all of our virtual meetings, please expect a relaxed, informal and friendly atmosphere. The meeting should be no longer than 30 minutes, depending on your questions.

*Appointments can be scheduled through [Ravenna-hub.com](http://Ravenna-hub.com), by calling the Admissions Office at 773.681.8494 or by emailing [admissions@shschicago.org](mailto:admissions@shschicago.org).*

## **NOTIFICATION**

### **Notification**

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

### **Enrollment Agreements**

Enrollment agreements are typically due about one week following notification.

# 2020-21 TUITION AND FEES

	GRADES	TUITION	FEES
Morning Preschool ( <i>Five Days</i> )	PK and JK	\$16,754	\$386
Full-Day Preschool ( <i>Five Days</i> )	PK and JK	\$22,338	\$518
Primary, Lower and Middle School	SK-8	\$22,338	\$765

*Tuition assistance is available to qualifying families. Learn more on pages 10-11.*

## INCLUDED AT NO ADDITIONAL COST

	GRADES	COST
Most books and supplies	All	No charge
Personal computing devices ( <i>on loan</i> )	5-8	No charge
<i>SK-3: iPad</i>		
<i>G4-8: Chrome Book</i>		
Field trips	All	No charge

## OTHER REQUIRED COSTS

	GRADES	COST
Uniforms	All	Varies
Ropes Course ( <i>class trip</i> )	6	\$180 (approx.)*
Space Academy ( <i>class trip</i> )	7	\$1,275 (approx.)*
Washington, D.C. ( <i>class trip</i> )	8	\$1,500 (approx.)*

*\* Financial assistance is available to qualifying families. Learn more on pages 10-11.*

*Most costs listed are for the 2020-21 academic year and summer 2020. Anticipate moderate increases for 2021-22.*

# 2020-21 TUITION AND FEES

## OPTIONAL PROGRAMS AND SERVICES

	GRADES	COST
Lunch Program	All	\$1,000 (approx.)
Bus service to selected neighborhoods	SK-8	\$1,126 (approx.)
Before-school care ( <i>begins at 7:30 am</i> ) Preschool Campus	PK and JK	No charge
Before-school care ( <i>begins at 7:15 am</i> ) SK-8 Campus	SK-8	No charge
Extended Day ( <i>3:30-6 pm, M-F</i> ) Preschool Campus	PK and JK	\$5,130*
Extended Day ( <i>until 6 pm</i> ) SK-8 Campus	SK-8	No charge
Clubs and specialized after-school classes	SK-8	Varies Averages \$160 for five-week class*
Extracurricular sports teams	3-8	No charge
Band	3-8	No charge
Summer Program	All grades	Varies \$815-950 for two-week session*

\* *Financial assistance is available to qualifying families. Learn more on pages 10-11.*

*Most costs listed are for the 2020-21 academic year and summer 2019. Anticipate moderate increases for 2021-22.*

## TUITION PAYMENT OPTIONS

Parents make tuition payments through Smart Tuition. There is a \$36 fee for families choosing the monthly or semi-annual payment plans.

- Monthly installments: Ten equal payments, May 1-February 1
- Semi-annual: Two equal payments, July 1 and December 1
- Single payment: In full by July 1

## A NOTE REGARDING PRESCHOOL CALENDAR

While the 2021-22 academic year calendar has not been finalized as of this document's publication, we anticipate the preschool calendar will align with the SK-8 calendar for the start of the academic year, holidays, faculty in-service days and parent/teacher conferences. The preschool will end approximately one week prior to the close of the SK-8 academic year.

The optional nine-week summer program will begin about two weeks after the close of the preschool's academic year and end in mid-August, about two weeks prior to the beginning of the 2022-23 academic year. The final calendar will be confirmed in May 2021.

# TUITION ASSISTANCE

The cost of full tuition can sometimes stretch families' 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 25% of our students receive tuition assistance in any given year. Approximately \$3 million will be devoted to need-based assistance in 2020-21.
- 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, from a few hundred dollars up to 95% of full tuition.
- 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 support 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 the awarding of grants.

\* Tuition Assistance information continued on next page

# HOW TO APPLY FOR TUITION ASSISTANCE

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

- Applications for 2021-22 tuition assistance will be made available in November 2020. 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 2020 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 1, 2021, to be eligible for the first round of decisions for new families. Late applications will be accepted as long as funds remain available. Current school families should submit their tuition assistance applications by December 1, 2019.
- A copy of your 2020 federal income tax return with applicable schedules must be submitted by March 15, 2021, 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. Please 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 TUITION ASSISTANCE 101

- Thursday, November 12, 1-2 pm via Zoom

The program will provide parents with a well-rounded overview of tuition assistance policies and application procedures. Register at [Ravenna-hub.com](https://Ravenna-hub.com) or by contacting the Admissions Office at [admissions@shschicago.org](mailto:admissions@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](mailto:maggie.nass@shschicago.org)

# ADMISSIONS POLICIES AND DECISIONS

## POLICIES

Sacred Heart is committed to our school families. Affiliated applicants (siblings of current students and children of Sacred Heart employees) are given preference for admission among qualified candidates, provided applications are submitted and admissions files are completed on time. 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, first preference will be given to families of children currently enrolled in Sacred Heart's pre-kindergarten 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 beginning school.

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.

## DECISIONS

Applicant families receive one of the following admissions decisions:

### ACCEPTANCE

#### **2022-23 Senior Kindergarten Early Decision**

Accepted families submit a signed pre-enrollment agreement and an enrollment deposit. In January 2022, families receive a final enrollment, due in February 2022, requiring an additional enrollment deposit. **Deposits are non-refundable and non-transferrable, but are applied to senior kindergarten tuition.**

#### **2021-22 Preschool-8th Grade**

Accepted families submit a signed enrollment agreement and submit an enrollment deposit. **Deposits are non-refundable and non-transferrable, but are applied to tuition.**

*Final enrollment agreements are binding as of May, 1 2021. Please be sure to read your enrollment agreement carefully.*

### WAIT POOL

When there are more qualified candidates than openings, Sacred Heart establishes 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.

### INVITATION TO 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.

### DENIAL

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

## SACRED HEART SCHOOLS LEADERSHIP TEAM

Nat Wilburn  
Head of Schools

Anne Marie Tirpak  
Director of Institutional Advancement

Brian McGuinness  
Chief Financial Officer

Elizabeth Coleman  
Primary School Division Head, Grades PK-2

Karen Uselmann  
Lower School Division Head, Grades 3-5

Dan Gargano  
Middle School Division Head, Grades 6-8

Marjie Murphy  
Director of Curriculum and Instruction

Brian Williams  
Head of Inclusion and Community Life

Holly DePalma  
Preschool Director



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