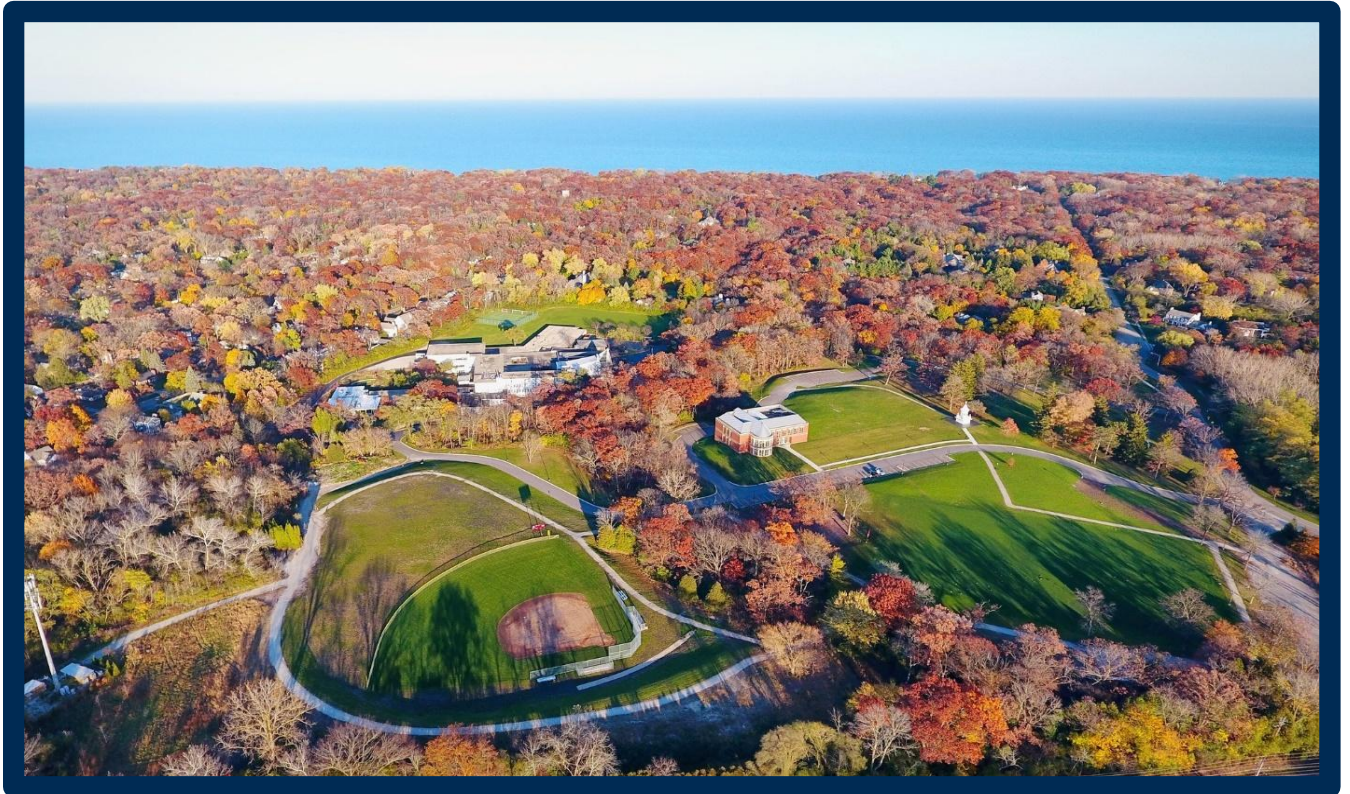




WOODLANDS ACADEMY
OF THE SACRED HEART

Boarding Program Information





Boarding schools are a transformative experience where students can pursue their passions and discover new ones. Learning becomes an exciting endeavor. At Woodlands Academy, our students bond and form meaningful relationships. They live with students from other cultures, countries, and experiences, which will expand their knowledge and perspective.

Our weekly activity program is designed to allow students to explore the local neighborhoods, travel into the greater Chicago area, and expand their horizons with peers equally passionate about discovery.

Daily, boarding students are enveloped in a support network – from the Residence Life Coordinators (adult staff members who live with and care for the students), faculty members, academic advisors, school staff, and peers. Whether it is assistance with homework, a word of encouragement, or late-night games, our boarders are surrounded by people committed to their success!

The boarding students gain valuable life experience living independently in the Residence Life Program by sharing spaces and building a community. Our students matriculate as self-assured young women, well-equipped to transition into university life.

“I think the boarding program’s strength is our close connections. We’re all familiar with each other in one way or another. ...Everyone is so welcoming. ...The boarding program experience has prepared me to be independent. I’ve learned how to live away from my family and not be so reliant on them. It has helped me learn social skills.”

- Vicky Nguyen, '24

Pre-Arrival Important Boarding Program Information

Communications

During the school year, you can anticipate monthly newsletters from the Residence Life staff informing you of what is happening in the program. In August, families will be informed of our communication app, REACH. This is an easy-to-use communication device for boarding students and staff. During the summer months, the receptionist can assist you with any additional questions that you may have regarding the boarding program. You may contact reception at receptionist@woodlandsacademy.org.

In early August, the Director of Residence Life will send an email to introduce herself and will provide additional detailed information about the program.

Uniform and Textbooks

Woodlands Academy uses Schoolbelles as the vendor to supply uniform pieces. Please find the link to the uniform list and the Schoolbelles site. Uniform expectations and dress code will be covered during orientation and the first weeks of school. The boarding students will purchase their uniforms at the Schoolbelles store **on Friday, August 22. Uniforms are required during the school day.** Check out the [Woodlands New Student Resource](#) page as your go-to guide for all things Schoolbelles.

Woodlands Academy provides classroom textbooks.

Religious affiliation

Boarders should discuss with their families if they want to attend religious services. Please know that it is not required. If attending religious services, seven-day boarders can attend services on weekends. Students are invited to coordinate transportation to religious services with Resident Life staff.

Medications

Parents/guardians must complete a required medication form for the use of OTC (over-the-counter) and prescription medications. This form can be found in the Blackbaud Parent Portal. **This form and the other Student Required Forms must be submitted before the student arrives on campus. (See below for access instructions)**

Residence Life staff will collect all student medication, prescription and non-prescription (OTC), during the move-in process. Medication is stored in the Residence Life Office. Medications must be in their original bottle, and staff will dispense as directed on the bottle. Boarders are prohibited from having any medication in their room, including acetaminophen or ibuprofen.

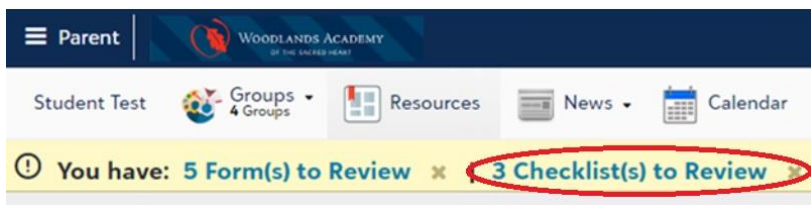
Five-day boarders should ensure there is enough medication in the original bottle to last for the week. We can send medication home on the weekends unless families have extra medication at home.

Student Required Forms

Annually, parents/guardians need to complete and submit the Student Required Forms. They are found on Blackbaud at the top of the page.

All forms are due by August 1st.

1. Please log into your Blackbaud account (the account you signed the contract in) and click at the top **Checklist to Review**.



***These forms must be completed and submitted prior to students arriving on campus.**

Q: Where do checklists/registration/school forms appear in Blackbaud?

A: When a school form or checklist has been assigned to you or your student, it is visible as a yellow banner across the top of every page in Blackbaud, as seen in this screenshot. Click on the blue links to complete the forms/checklists. Please note that checklists may include other action steps that may not be completed online.

School Breaks/Vacations

The boarding program is closed during school breaks. Parents are responsible for organizing housing for their students during the breaks and must submit this information via Blackbaud throughout the school year. Boarders are not permitted to stay in the boarding program during this time. Woodlands Academy requires parental notification of students' location during breaks.

Airport

Woodlands Academy transports students to and from O'Hare airport (not Midway or Milwaukee Airport) for no charge on scheduled arrival and departure dates as listed in the school calendar. Parents are strongly encouraged to book flights in compliance with those dates. Students needing transportation during non-scheduled arrival or departure dates, or transportation to an airport other than O'Hare International, may hire an **Uber/Lyft/taxi**, or they may request a Residence Life staff member to drive them, and a \$75 fee will be assessed. **Please note that a request does not guarantee a ride can be provided.* Parents/guardians are expected to complete the Blackbaud Vacation Travel Form at least two weeks prior to a break. **See Important Departure and Arrival Dates below for more details.*

Residence Life Staff will communicate with the student about their arrival procedure. See International Information Section for more details.

Recommended Packing List

Woodlands Academy provides each room with a standard twin-size bed, desk, chair, dresser, closet, and sink. Boarders are permitted to bring only one additional piece of furniture, such as an end table or medium or small chair. Rooms are small, and additional furniture can hinder their use or interfere with fire safety.

Essential Items:	Essential Continued	Suggested Items:	Prohibited Items:
Twin bed linens, sheets, comforter, and pillows	Laundry supplies (detergent, basket, etc.)	Shower caddy/shoes	Candles/wax burners/ incense burners
Desk lamp	Shoes (gym shoes, dress shoes, shower shoes)	Swimsuit	Mini fridges, rice cooker/ hot plate, microwave
Uniforms and Non-uniform Clothes	Clothing hangers	Room decorations/ 3m command strips or hooks	Space heater
Winter clothes (coats, boots, scarves, hats, etc.)	Reusable water bottle	Extension cord/Hair dryer	Clothing Iron Matches/lighters
Toiletries and Towels	Dress clothes (business casual, dresses for in school events)	Flashlight	Clamp-on lights/ Ceiling Decorations
Wastebasket		Fan	Vapes/Cigarettes/Marijuana/Alcohol
Schoolbag		Reusable plates, cups, bowls, silverware	Prescription and Non-Prescription Drugs
School supplies			Pets of any kind

Shipping Info

If you are shipping personal items to the school, please address it to the student:

Your first name Your last name
Woodlands Academy of the Sacred Heart
760 E Westleigh Rd
Lake Forest, IL 60045

International Student Information

Once an international student is enrolled with a signed contract and tuition deposit, the school will contact the family to request proof of sufficient funds to pay tuition and a copy of the student's passport.

Upon receipt of these documents, the school-issued I-20 document will be emailed to parents/guardians along with instructions. The student then takes the I-20 and SEVIS fee receipt to the Visa appointment.

The Required Student Registration Forms are published in the parent/student Blackbaud portal, where parents and students can fill them out online. The online forms should prompt you to the medical info we also require. Woodlands Academy will purchase health insurance for international students.

In addition to the Student Required Forms, **Woodlands Academy requires your daughter's most recent school transcript and birth certificate before her arrival.**

Note: International Students must travel with: passport, visa, Woodlands Acceptance letter, I-20 document, and SEVIS receipt For safekeeping upon arrival, these documents will be securely stored in the school office.

All students are required to have adequate **Health Insurance**. **Woodlands Academy provides health insurance for international students** for the time the student will be in the U.S. for the academic year. The insurance overview is linked under boarding information in the new student resource page and individual insurance cards, along with instructions to set up an online portal will be distributed to parents.

It is the parent's responsibility to manage payment of co-pays and interact with the insurance company. **The residence life staff will not be communicating with the insurance company. The residence life staff will accompany the student for medical treatment.** The cards will also be kept in the boarding school should your daughter need medical treatment. This insurance is paid for by Woodlands Academy. The coverage will **begin on August 15 and end on June 15.**

Computer/Tablet Requirements

- **Operating System:** Windows 10 or Windows 11
- **Processor:** Intel or AMD – ARM Based Processors Are Not Recommended
- **Hard Drive:** 128 GB SSD
- **RAM:** 8GB (16GB is preferred)
- **Battery:** 6+ hours of battery life
- **Screen:** 10” or larger
- **Wireless Connectivity:** Wi-Fi and Bluetooth capable
- **Touch Screen:** Pen or Stylus input is preferred for note taking purposes

Tablet computer hybrids are preferred as they support all software that may be required at all levels. Additionally, these devices offer students the flexibility to take notes, sketch, and annotate directly on their device while maintaining the full functionality of a laptop computer. Some examples of devices that meet the recommended minimum specifications include:

- Microsoft Surface Pro/Book devices
- Lenovo Yoga/IdeaPad/ThinkPad models
- ASUS Transformer products.

Apple devices are Not Recommended

Apple does not currently offer a product that fits into the tablet computer hybrid market, so Apple devices (iPads and Mac laptops) are not recommended at this time.

Chromebooks are Not Recommended

Chromebooks are very popular as reliable, less expensive alternatives, but they are NOT acceptable as there are productivity and compatibility issues, especially when offline.

ARM Processor Devices are Not Recommended

Our network environment manages printing through a service called Papercut. ARM based processors are incompatible with our printing services. Obtaining a device like this will not allow your student to print with their device on our network.

Questions?

If you have any questions, concerns, or require clarification about this policy please contact Elliot Coffey our Director of Technology: ecoffey@woodlandsacademy.org.