

WELCOME TO OUR SCHOOL

Dear Pre-K Prospective Sacred Heart Family,

Thank you for considering Sacred Heart School for your child. Here at Sacred Heart you will find a supportive and close-knit community for your family.

Pre-Kindergarten is an important part of a child's early development that eases the transition between Preschool and Kindergarten. Our developmental educational program focuses on curiosity, creativity, and imagination to develop a sense of excitement, discovery, and joy of learning among all students. Our academics focus is on language arts skills, math, art, science, social skills, and religion. Students also enjoy music, spanish and physical education instruction. Our Catholic faith program is centered on the values of respect, inclusion, forgiveness, and cooperation. Students engage in service opportunities and attend monthly Mass.

We have wonderful teachers. Our educational staff consists of myself (Director), two preschool teachers, instructional assistants, and specialty teachers for Science, P.E., Spanish, and Music. We offer excellent teacher to student ratio. All of our teachers work hard to ensure that each child is actively learning throughout the day. We focus on building a strong home and school partnership with our families.

We take great pride in our campus facilities and technology. Our Pre-K classroom is fully equipped and includes a kitchen, child bathrooms, SmartBoard, and large play area. Our school has two science labs, a large gymnasium, two math specialty classrooms, an art studio, an after-school care facility (K-8th), a science garden, and a library. Pre-K is considered the primary entry point into our excellent K-8 school program.

There is so much to discover about Sacred Heart—we are most happy to show you around. I look forward to meeting you and welcoming your family as part of the Sacred Heart family.

Thank you again for your interest in Sacred Heart School.

Sincerely,

Judy Soto
Pre-K Director



MISSION, PHILOSOPHY, ACCREDITATION & CORE VALUES

Mission

Sacred Heart School is a Catholic community that promotes and supports students in developing a strong and deep faith in Jesus, reaching their highest academic potential, and behaving as compassionate and generous Christians in the world.

Philosophy

Sacred Heart is a Catholic parish school dedicated to providing a safe and nurturing environment for all students. The school staff, clergy, parents, and students work together to promote a community of faith, learning, social, and service development.

Accreditation

Sacred Heart is fully accredited by the Western Association of Schools and Colleges (WASC), by the Western Catholic Educational Association (WCEA), and the Diocese of San Jose (DSJ).

Admissions Policy

Sacred Heart School does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in the admission of students, the administration of educational policies, scholarship programs, or athletic and other school-administered programs.

CORE VALUES

- Faith** We strive to be persons of faith, centered in Jesus and the teachings of the Gospels.
- Service** We guide our school, our community, and our world to become more caring, just, and respectful.
- Excellence** We achieve our personal potential and support others in reaching theirs.



ADMISSION PROCESS AND DATES

Thank you for considering Sacred Heart School for the education of your child. In order to apply to our program please follow the below instructions carefully.

INSTRUCTIONS:

1. Sign-up and fill out an on-line "Diocese of San Jose" Application Form. Choose "Sacred Heart School" when prompt with the drop-down menu of schools. Complete one application per child.
2. Submit the following documentation by e-mail, by mail or in-person.
 - o A check for \$50 non-refundable **application fee**. (By mail or in-person only.)
 - o A copy of the child's **Birth Certificate**.
 - o A copy of the child's **Baptismal Certificate**.
 - o A recent **photo** of your child, wallet-size preferred.
 - o A copy of the most recent **report card** (K-8th grades).
 - o The **Teacher Recommendation Form** provided must be sent confidentially by mail or e-mail directly from the student's current teacher.

Deliver: By mail: **13789 Saratoga Avenue, Saratoga, CA 95070**
By e-mail: **admissions@sacredheartsaratoga.org**
In person: at the school office. **13718 Saratoga Avenue, Saratoga, CA 95070.**

Please note: if any of the above items are missing from the application packet, your application will not be eligible for final review by the Admissions Committee.

Once your complete application is received...

...you will receive communication from the school office to schedule an appointment for your child to be assessed. Prospective students are assessed on the core subjects at the level appropriate for their current age and grade. The school provides all testing materials.

January 31:	Pre-Kindergarten - 8th new student complete applications and fees (\$50) due Deadline to apply for financial aid FACTS (available for K-8 grades)
February 6:	Test for incoming students, grades 1st - 8th from 3:30 PM – 4:30 PM + Grades 1st-3rd: Assessment lasts approx. 45 minutes + Grades 4th-8th: Assessment last approx. 60 minutes
February 6:	Kindergarten assessment Lasts approx. 30 min. Will be scheduled throughout the day
February 5-15:	Pre-Kindergarten assessment will be scheduled throughout the day Lasts approx. 30 min. We will contact you with the assigned time
February 9:	Acceptance letters grades K - 8th mailed
February 21:	Acceptance letters Pre-Kindergarten mailed
February 23:	Registration fee due for grades K - 8th
March 1:	Registration fee due for Pre-Kindergarten

APPLICATION AND TUITION INFORMATION

Admissions Policy

- Pre-Kindergarten: Children entering must be four years old by September 1st of the year of admittance.
- Kindergarten: Children entering must be five years old by September 1st of the year of admittance.
- First Grade: Children entering must be six years old by September 1st of the year of admittance.

Priority of Acceptance

Children who have successfully applied and tested will be admitted to Sacred Heart in the following order:

1. Children of families who have children currently in Sacred Heart School
2. Children of Sacred Heart Parish families
3. Children of families who are members of a Catholic parish other than Sacred Heart
4. Non-Catholic families

Sacred Heart Parishioners: Participating Parishioner Status - Eligible for tuition discount

- In-Parish: (Active member of Sacred Heart Parish): To qualify, a Catholic parish member family **must attend** weekend Mass regularly (minimum 32 times per year) at Sacred Heart. Attendance is recorded through the weekly envelopes.
- Sibling Discount: Available to Sacred Heart Catholic parish member families
Two children: 10% discount
Three and four children: 15% discount

All Families: Scrip and Volunteer Commitment

- Scrip Program Commitment: \$5,000 - annual SCRIP purchases
- Volunteer Commitment: 30 hours per family following the volunteer guidelines
- New family Volunteer Commitment: 20 hours following the volunteer guidelines

Current Tuition Schedule for 2017-2018 *Tuition for the 2018-2019 will be published on January 2018.

- Multiple child discounts available for Sacred Heart Active Parishioners
- Tuition can be paid in 10 monthly installments, twice yearly, or in a one-time payment (with 2% discount)
- Tuition assistance available to Sacred Heart Catholic Parishioners only. Please request information if needed. Deadline to apply February 6, 2017.

<u>Pre-Kindergarten: Three Options:</u>	<u>Per year</u>
• Half Day (8 AM – 11:30 AM)	\$6,760 per child
• 2 Full Days and 3 Half Days	\$7,540 per child
• 3 Full Days and 2 Half Days	\$8,160 per child
• Full Day (8 AM - 3 PM)	\$8,850 per child

Kindergarten

"In-Parish" Participating S.H. Parishioner	Non-participating S.H. Parishioner
\$8,850	\$11,575

Grade 1st - 8th yearly per child)

"In-Parish" Participating S.H. Parishioner	Non-participating S.H. Parishioner
\$9,525	\$11,575

Registration Fees

\$595 per child (non-refundable) Kindergarten - 8th Grade
\$395 per child (non-refundable) Pre-Kindergarten

CURRICULUM FOCUS

ELEMENTARY AND JUNIOR HIGH

Inspiring leadership, faith, service, and academic excellence

Outstanding Specialty Teachers

Our professional and credentialed, award-winning teachers' degrees specialize in their subject areas.

Achievement in Academics

- Language Arts and Social Studies “Integrated Core” approach
- Specialty teachers for Math, Science, Spanish, Physical Education, Music and Art
- Enrichment programs include Science Fair, Robotics Club, Academic Chess, Music, Sports, Arts, and more
- iPads and mobile carts for the Pre-Kindergarten - 3rd, and a One-to-One/iPad program for grades 4th - 8th

Acceptance to the High Schools of Choice

Our graduates have a very consistent and high success rate in entering and succeeding in the Catholic and private high schools of their choice, including: Archbishop Mitty, Bellarmine College Prep, Notre Dame, Presentation, and Saint Francis. Many students place in the high school honors courses.

KINDERGARTEN

Creating confident, inquisitive, happy, and creative learners.

Achievement in Academics

- Enhanced learning of core subjects through creative arts and technology
- Small group work built into regular schedule
- Specialty teachers in Science, Music, Art, Physical Development and Spanish

Social and Emotional Development

- Warm, caring and experienced teachers
- Focus on respect and empathy
- Community and teamwork building, “One Heart”
- Gross motor development “Movement Lab” and P.E.

Classroom and Environment

- Spacious and bright facilities
- Large play structure and yard area
- Many parent involvement opportunities
- Stimulating and fun centers, activities

PRE-KINDERGARTEN

Encouraging experiences that prepare for success in Kindergarten and beyond

Discovery in Academics

- Reading and phonics preparation
- Pre-Writing skill development
- Number recognition & math skills
- Stimulating language growth skills
- Religion, Science, Art, Spanish and Music by specialty teachers experts in their subjects
- Cultural awareness activities

Social and Emotional Development

- Focus on curiosity, creativity, play and imagination
- Stimulating and fun environment
- Healthy self-image development
- Engaging individual and group activities
- Twice weekly P.E. program by specialty teacher

Safe Facility and Large Campus

- Spacious and updated facilities
- Play yard and learning centers
- Gymnasium
- Half, Full Day & Extended Care options available

SACRED HEART SCHOOL FACT SHEET

STAFF and FACULTY

Fr. Gary Thomas, Pastor
Thomas M. Pulchny, Principal
15 Teachers
4 Aides
Learning Resource Teacher
2 Math and Algebra Teachers
2 Science Teachers
2 Spanish Teachers
Music Teacher
Art Teacher
P. E. / Athletic Director
Extended Care Director
Faith Formation Director

ENROLLMENT

Approximately 260 students

SCHOOL HOURS

Drop off begins at 7:40 AM
Pre-Kindergarten: 8 AM – 11:30/3:00 PM
Kindergarten - 8th: 8:00 AM to 3:00 PM.
 Wednesdays: 8:00 AM to 2 PM
 3rd Wednesday: 8:00 AM to 12:30 PM

CURRICULUM

Religion
Language Arts (Reading, Literature, Writing, English,
 Spelling & Handwriting)

Mathematics
Algebra and Geometry
Social Studies
Science (Pre-Kindergarten - 8th)
Spanish (Pre-Kindergarten - 8th)
Physical Education (Pre-Kindergarten – 8th)

SUPPORT CURRICULUM & TECHNOLOGY

2 Math and Science Labs
Music with Specialty Music Teacher
Art with Specialty Art Teacher
Mobile Laptop and iPad Carts (K-4th)
One-to-One home iPads Program (5th - 8th)
Movement Lab Gross Motor Program (Kindergarten-3rd)
Learning Lab (Kindergarten-3rd)
Library
Step Up To Writing
Family Life
Social Service Projects
After-School Enrichment, Clubs, and Athletics
2 Science Labs and a Science Garden

ACCREDITATION

WASC (Western Association of Schools and Colleges)
WCEA (Western Catholic Educational Association)
Roman Catholic Diocese of San Jose - Department of Education

EXTRACURRICULAR PROGRAMS (K-8th Grade)

Student Council Leadership
Robotics Club (3rd-8th grades)
H.A.L.O Service Club (Helping and Leading Others)
Community Outreach Service Program
Music Spirit Team (Choir)
Altar Service and Altar Society
Homework Club
Scouts and Girls on the Run
Enrichment classes: (Music, Academic Chess, Art, Sports, Public
 Speaking, Theater, and others)
Class Liturgy Planning
Multiple in-site and off-site Field Trips

SPECIAL EVENTS

Weekly student-led masses
Monthly "One Heart" assembly program
Easter Experience
Science Camp (6th grade)
Leadership and Retreat Camp (8th grade)
Retreat Day (7th Grade)
Science Fair (3rd through 8th)
Robotics Tournaments (3rd through 8th)
Colonial Craft Day
Grandparent and VIP's Day
Parish Carnival
Annual Auction Dinner
Fall Festival
Christmas Concert
Walkathon
Mustang Classic: Girl's Basketball Tournament (7th-8th)
Student-led Spirit days and events

AFTER SCHOOL ATHLETICS

Competitive League Play (5th - 8th grades)
For Girls: Volleyball, Basketball, Softball, and Track
For Boys: Flag Football, Basketball, Volleyball, and Track
After-school sports are open ("no-cut") policy

LUNCH PROGRAM

Monday, Tuesday & Thursday: A nutritious hot lunch, for a
 reasonable fee is provided by Impromptu.
Fridays: Pizza Lunch funds raised go to support our 6th grade science
 camp experience.

EXTENDED CARE

Extended Care is available for Pre-Kindergarten - 8th everyday that
 school is in session from dismissal to 6 PM.

HOMEWORK CLUB

Homework Club provides a supervised and quiet atmosphere
 where students can get their work done.

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PRE-KINDERGARTEN PROGRAM OUTLINE



MORNING PROGRAM

Monday through Friday: 8 AM - 11:30 AM

AFTERNOON PROGRAM

Monday through Friday: 8 AM - 3:00 PM

MORNING/AFTERNOON (M&A) COMBO PROGRAM

Pre-Kindergarten Program

Monday, Wednesday Friday: (M&A) 8 AM - 3 PM

Tuesday & Thursday: Morning Day 8:00 AM - 11:30 AM

or

Tuesday & Thursday: (M&A) 8 AM - 3 PM

Monday, Wednesday Friday: 8 AM - 11:30 A

EXTENDED CARE AVAILABLE Daily from dismissal to 6:00 PM

GENERAL PRE-KINDERGARTEN MORNING PROGRAM SCHEDULE

8:00	Arrival of Children Learning Centers
9:00	Specialty Teachers: Science, P.E., Spanish, Music
9:30	Circle Time & Group Work
10:15	Clean up and Bathroom; Snack
10:40	Group Time and Sharing
11:00	Outdoor Activities
11:30	Dismissal for Morning Program

Afternoon Program Outline

11:30	Outdoor play
11:45	Clean-up and Prepare for Lunch; Lunch
12:20	Story & Rest
1:20	Snack, Group Work writing and projects
3:00	Dismissal for Extended Day Program