



*Sacred Heart  
After School Care Program*



Students enrolled in Sacred Heart Grade School may participate in our After School Program. The After School Care Program gives the children time to enjoy their school friends in a less structured environment and share a healthy after school snack. Supervised time for homework is scheduled along with craft activities.

Enrollment forms are available in the school office. Hours of operation are 2:30 p.m.-5:30 p.m., Monday thru Friday when school is in session for a full day. The rate is \$70 per week per child.



*Sacred Heart  
Summer Care Program*



Students enrolled for the 2024-2025 school year, are at least 3 years old by July 1 and potty trained are eligible to participate in the Summer Care program. Children participating in the Summer Care program will enjoy activities revolving around the theme of the week as well as field trips and the Kanawha County Library summer reading program. Breakfast, lunch and afternoon snack are provided.

Enrollment forms are available in the school office. The program runs from mid-June to mid-August. Hours of operation are 7:30 a.m.-5:30 p.m., Monday thru Friday. The rate is \$175 per week per child.

**For more information about these programs, please contact the center at 304-344-1125.**

*Thank you for choosing "Sacred Heart Grade School"  
for your child(ren)'s education.  
We are here to serve you.*

*Printed & Prepared at Sacred Heart Basilica Parish*



Love all

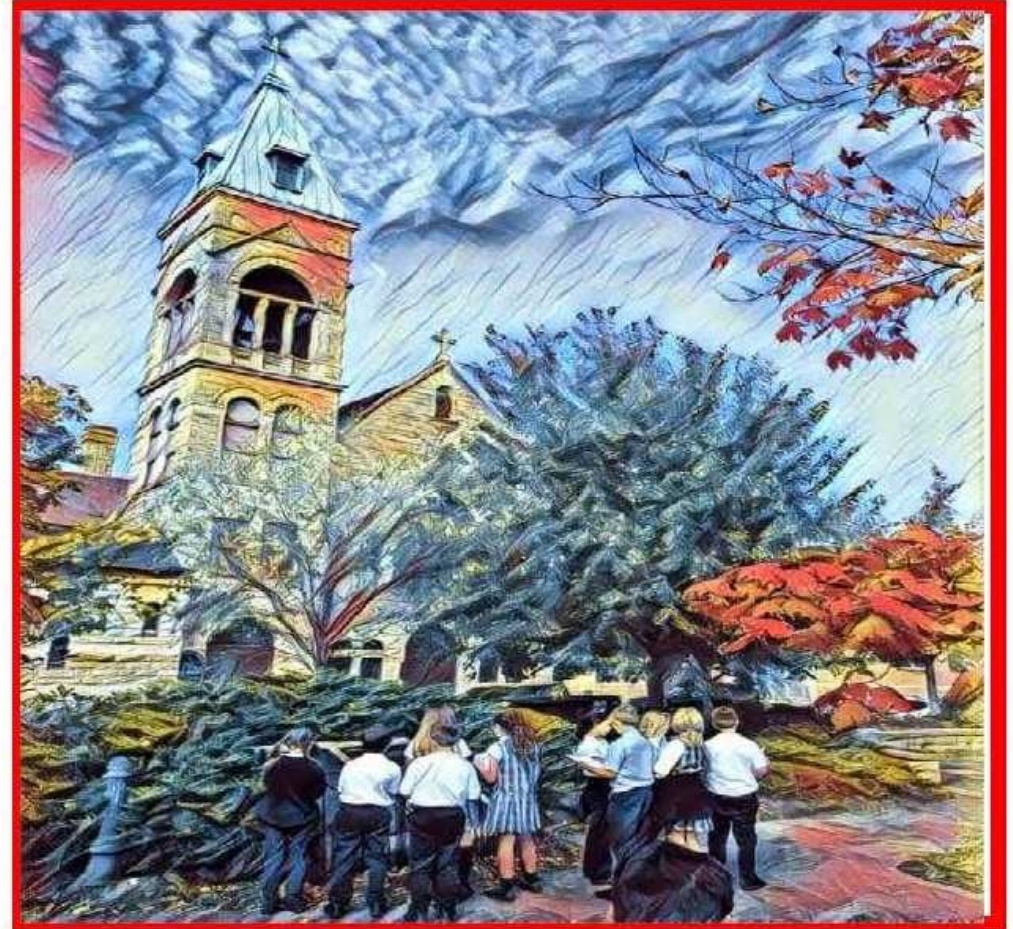


# SACRED HEART GRADE SCHOOL

1035 Quarrier St.  
Charleston, WV

304-346-5491

## School Tuition & Fees 2024 - 2025



“ Education is not the filling of a pail, but the lighting of a fire!”

~ William Butler Yeats

**Parish Business Office**

**304-342-8175**

## SACRED HEART GRADE SCHOOL

Sacred Heart Grade School operates under the auspices of Sacred Heart Basilica parish and the Diocese of Wheeling Charleston. A member of the National Catholic Education Association, accredited by AdvancEd and the North Central Association Commission on Accreditation and School Improvement, and a National Blue Ribbon School of Excellence, Sacred Heart offers a high quality academic program for students in preschool (ages 2, 3 and 4) through fifth grade as well as an interactive learning program for children age two. We warmly welcome students from diverse religious, ethnic, cultural, and socioeconomic backgrounds.

In the context of a Christian community, Sacred Heart Grade School strives to help students fulfill the potential of their God given talents and abilities by guiding them to develop themselves spiritually, intellectually, physically, emotionally, and socially. Our faculty, parents, and students work together to develop a community of shared values based on the respect and concern for self and others while at the same time encouraging students to use their gifts and talents to better the world in which they live.

A strong core curriculum in language arts (reading, phonics, spelling, English/grammar), math, social studies, and science provides a solid foundation in basic skills and general knowledge. Our daily religion classes emphasize the development of moral and ethical standards with our weekly “special classes” (Music, French, Physical Education, and Reading Center) augmenting their learning experience. Technology is integrated in all curriculum.

Our school day begins at 8:00 a.m. and dismisses at 2:45 p.m. Following a 180+ day calendar, Sacred Heart Grade School does not typically align their school calendar with that of Kanawha County Schools.

High academics, a Christian atmosphere, and a community of devoted faculty, staff, parents, and students form the basis of our program.

If a child is withdrawn prior to the first day of school, because of the family leaving the Charleston area, an administrative fee of \$100.00 per **FAMILY** will be charged.

This policy will enable us to assure space for those families that are most sincere in enrolling their child(ren) in Sacred Heart Basilica Parish Grade School.

## ELIGIBILITY FOR SPECIAL TUITION RATES/FINANCIAL GRANTS FOR SACRED HEART BASILICA PARISHIONERS

The form, “**Request for Parish Tuition Rate,**” completed and signed by the parent, will be required of families seeking Sacred Heart Parishioner special tuition rates and/or financial grants.

### TUITION POLICY/PARISH RATES

...Because pastors of other parishes in the Kanawha Valley might incorrectly think that Sacred Heart Basilica Parish is enticing their “territorial” parishioners to Sacred Heart with special tuition rates and

...Because Sacred Heart Basilica Parishioners could rightly be disturbed by people joining Sacred Heart Basilica Parish and remaining as parishioners only during the years of getting a parish subsidy, the Sacred Heart Basilica Parish Finance Committee has adopted the following policy:

“The pastor of Sacred Heart Basilica Parish will determine with school families whether or not they are contributing to the parish “time, talent and treasure” according to their means. If they are doing so, the family will be entitled to special parish tuition rates for grades K - 5 for one school year. These families will be expected to contribute to the parish, through regular Sunday envelopes, at least the difference between parish and non-parish rates **UNLESS** they request from the Pastor and are granted an exemption. The total amount of the difference is to be credited and recorded as a contribution to the parish.

If there is no exemption and the difference is not contributed to the parish through regular Sunday envelopes, the family, during the next school year, is to be charged the non-parish rate. Families who have lived in the Kanawha Valley for some time prior to registering in Sacred Heart Basilica Parish may be expected to pay non-parish rates for at least two years. Families who have registered at Sacred Heart Basilica Parish with no record of contribution of time, talent and treasure” may be asked to do the same” (Basilica Finance Committee)

### FINANCIAL ASSISTANCE BEYOND SPECIAL PARISH RATES

Parents seeking financial assistance from the parish **MUST** apply for Diocesan Assistance **first**. Evaluation of need for parish and diocesan assistance will be made by an independent evaluation service hired by the Diocese. Forms for Diocesan financial assistance are available on line through FACTS. Diocesan tuition assistance is available **for pre-school through grade five**, if the family qualifies.

As the Diocese insists that all our Catholic schools adjust their tuition rates to cover the actual cost of educating (ACE) our children, I wish to emphasize our parish policy of helping Sacred Heart Parish families to enroll and keep our parish children in Sacred Heart School.

### TUITION REFUND POLICY

Sacred Heart Grade School (SHGS) has many expenses of a continuing nature such as faculty salaries and plant maintenance. In order to plan and maintain these services over the entire year, many schools require that the income from tuition and fees be assured. Accordingly, after confirmation of acceptance, they do not allow remission or reduction of tuition and allow either no refund or a very modest one. Sacred Heart Grade School maintains the following tuition refund policy.

Tuition is charged until the day a signed withdrawal form is completed by the parents and dated at the school. Please contact the school (304-346-5491) for information on withdrawal procedure. If you have paid tuition through the loan program, please contact the parish business office (304-342-8175) for procedures about your loan.

For purposes of refunding tuition, the following schedule will apply based on 90 days per semester.

1. Students who leave the school **on or before September 20** will be charged a daily rate plus a \$100.00 administrative fee.
2. Students who leave the school **after September 20 but on or before October 25**, will be refunded 25% of the tuition paid for the first semester, 100% of the tuition paid for the second semester, less a \$100.00 administrative fee.
3. Students who leave the school **after October 25**, will not receive a tuition refund for the first semester, but will receive a full refund for tuition paid toward the second semester less a \$100.00 administrative fee.

The same schedule will apply for the second semester.

1. Students who leave the school **on or before February 7**, will be charged a daily rate for the second semester, plus a \$100.00 administrative fee.
2. Students who leave the school after **February 7, but on or before March 14** will be refunded 25% of the tuition paid for the second semester less a \$100.00 administrative fee.
3. Students who leave the school **after March 14**, will not receive a tuition refund.
4. Students who are asked to withdraw from the school will be refunded 100% of the balance of their tuition from the date of withdrawal, calculated on a daily rate, less a \$100.00 administrative fee.

#### Please Note:

If a child is withdrawn from the school, prior to the first day of school, for any reason other than the family leaving the Charleston area, a \$100.00 non-refundable fee per **CHILD** will be charged.



## TUITION 2024-2025 SCHOOL YEAR

### TINY HEARTS PROGRAM

<b>5 days per week - full days</b>	(\$37.58 per day)	<b>\$6,765.00 per student</b>
<b>M-W-F full days</b>	(108 days, \$51.16 per day)	<b>\$5,525.00 per student</b>
<b>T-TH full days</b>	(72 days, \$55.07 per day)	<b>\$3,965.00 per student</b>
<b>5 days per week - half days</b>	(\$18.79 per day)	<b>\$3,382.50 per student</b>
<b>M-W-F half days</b>	(108 days, \$25.58 per day)	<b>\$2,762.50 per student</b>
<b>T-TH half days</b>	(72 days, \$27.53 per day)	<b>\$1,982.50 per student</b>

### ECE & PRE SCHOOL - Full days

Age 3 - ECE	<b>5 days per week</b> (\$32.64 per day)	<b>\$5,875.00 per student</b>
Age 4 - Pre K	<b>5 days per week</b> (\$36.69 per day)	<b>\$6,605.00 per student</b>

<u>CHILD</u>	<u>GRADE</u>		
1st child	K-5	(\$45.82 per day)	<b>\$8,247.00</b>
<b>Each additional child in K-5</b>		(\$32.08 per day)	<b>\$5,775.00</b>

## FEES 2024-2025 SCHOOL YEAR

*Please note: Because books and supplies are purchased for your child in advance of the beginning of the school year, school fees are not refundable.*

<b>Book &amp; Class Fee (K-5)</b> <i>(Book rental, workbooks, student insurance, building fee, instructional materials, library fee, testing fee)</i>	<b>\$535.00 per child</b>
<b>Supply fee (Pre-School &amp; ECE)</b> <i>(Supplies, student insurance, building fee, instructional material, library fee)</i>	<b>\$485.00 per child</b>
<b>Supply fee (Tiny Hearts)</b> <i>(Class room supplies, student insurance, building fee, electronic fee)</i>	<b>\$ 330.00 per child</b>
<b>Technology Fee (ECE - 5)</b> <i>(Computer supplies &amp; materials, licensing)</i>	<b>\$225.00 per child</b>
<b>PVA Fee (Tiny Hearts - 5)</b>	<b>\$ 35.00 per child</b>

## PREPAID TUITION PLAN

**PLEASE READ CAREFULLY**

The policy of pre-paid tuition for Sacred Heart Grade School requires that the parents (guardians) pay the **total tuition charges and fees for the school year on or before June 15.** For students registering after June 15, the total tuition is due upon acceptance into the school. **Any exception to this deadline, must be approved by the parish office prior to June 15.**

### WAYS TO PAY TUITION

**1. Cash, Check or Money Order on or before June 15, 2024**

If you DO NOT wish to use the loan program or Credit Cared program through the Parish, you may pay the invoice by Check, Cash, or Money Order **on or before June 15, 2024.**

**2. Electronic Payment - Credit Card**

**PLEASE NOTE:** Families may pay their tuition and/or fees by “**CREDIT CARD**”. **You must notify the parish office if you intend on paying by credit card.** **Please Note:** Families using a Credit Card will be charged a “**convenience fee**”. There can only be a single “**One Time**” payment by Credit Card. **Credit Cards MUST be processed on or before June 15th.**

**3. Student Loans on or before June 14, 2024**

For your convenience, the parish will continue with special financial arrangements for student loans through Summit Bank. If you wish to take advantage of our student loan program, please call the **PARISH BUSINESS OFFICE (304-414-5722)**. Please have the following information available:

**Drivers License Number,  
date of issue & expiration date,  
business phone and home phone,  
place of employment and occupation etc....**

Upon acceptance of your child(ren) into SHGS, the lending institution will grant parents/guardians a loan for all or part of the tuition at 8.5% interest rate. **The loan payments are made to the lending institution in monthly installments, June 15th through March 15th.** The loan will be processed at:

Sacred Heart Parish Business Office

**Wednesday May 1, 2024 through  
Friday June 14, 2024 from 9:00am to 3:00pm**

Student loans must be at least **\$3,000.00** or more to a maximum of **\$12,000.00**

**Student fees cannot be included in the loan amount and must be paid at the time you sign up for the loan.**