

Sacred Heart Cathedral Preschool
2019-2020
Admissions Criteria/Policies/Process

Sacred Heart Cathedral Preschool admits students in consideration of the following criteria: Admission priority, class size and program, age requirements, pre-existing concerns, and proper documentation.

Sacred Heart Cathedral Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded to, or made available to students at the preschool.

Admission Priority

Children will be admitted to Sacred Heart Cathedral Preschool (SHCP) in the following order:

1. *Cathedral of the Most Sacred Heart of Jesus registered parishioners maintaining an active status in parish life of at least one year.
2. *Catholic children currently enrolled and in good standing in the preschool program that register and submit their registration and material fees for the upcoming year are automatically counted in the class rolls.
3. Non-Catholic children currently enrolled and in good standing in the preschool program that register and submit their registration and material fees for the upcoming year are automatically counted in the class rolls.
4. *Catholic siblings of SHCP children currently enrolled.
5. *Catholic siblings of students currently enrolled at Sacred Heart Cathedral School (priority given to SHC parishioners).
6. Non-Catholic children entering preschool.

*To maintain CATHOLIC status:

- Parents must be registered members and maintain an active status in parish life.
- Children and their Catholic parents must attend Holy Mass every Sunday and other Holy Days of Obligation, as confirmed by a parish priest.
- Parents must contribute to parish, as appropriate for circumstances of parents, of time, talent, and treasure.

Class Size

SHCP will comply with the adult/child ratios as set forth by the State of Tennessee.

Tuition Schedule

A tuition schedule is available under separate cover.

Age Requirements

Children entering the SHCP infant/toddler program must be between 6 weeks and 23 months on or before August 15 of the year for which they are enrolling.

Children entering the two-year-old program must be between the ages of 24 and 36 months on or before August 15 of the year for which they are enrolling.

Children entering the three-year-old program must be 3 years of age on or before August 15 of the year for which they are enrolling.

Children entering the pre-kindergarten program must be at least 4 years of age on or before August 15 of the year for which they are enrolling.

Documentation

Before a student's application will be processed, the following documentation will need to be provided:

- Certified copy of Birth Certificate
- Copy of Baptismal Certificate (Catholic Students)
- Tennessee Health form, including medical exam and immunization record
- Copy of Social Security Card

These documents are not required until you have received a letter of acceptance.

General Information

Preschool hours of operation are 7:00 a.m. until 6:00 p.m. The school year tuition is divided into ten (10) equal payments for the months of August through May. The summer program tuition is divided into two (2) additional equal payments for the months of June and July. SHCP will follow Sacred Heart Cathedral School schedules in regards to holidays and breaks. For inclement weather SHCP follows SHC School System for a weather event. If SHC School is delayed one hour, SHCP will open at 8:00 a.m., two hours late; we will open at 9:00 a.m. If an early dismissal is called for SHC School due to snow, etc., SHCP will close early.

Schedule of Fees

1. Application Fee - \$30.00 non-refundable due at time of application. (\$50.00 Family Maximum)
2. Materials Fee - \$240.00 non-refundable due at the time of enrollment and re-enrollment to SHCP.

Online Re-Enrollment for returning SHCP children will begin on January 28, 2019. Failure to complete the online re-enrollment with payment of \$240.00 materials fee by February 8, 2019 may result in your child's space being made available to new applicants.

Online Registration for new students will begin February 4, 2019. Online Registration must be completed with payment of \$30.00 application fee by February 18, 2019.

The first tuition payment is due in August for the school year and June for the Summer Program. All tuition payments made after the last day of each month will result in a late fee of \$10.00 being charged to your child's account. SHC Preschool utilizes the FACTS program for automatic drafts from your financial institution.