



# Sacred Heart Villa School

## Student/Parent Handbook

### 2021-2022





## Table of Contents

<b>Welcome - A Message from the Principal.....</b>	<b>1</b>
<b>Goals.....</b>	<b>1</b>
<b>Mission Statement.....</b>	<b>2</b>
<b>Villa Expectations.....</b>	<b>3</b>
<b>Security in our School.....</b>	<b>4</b>
<b>Visitors to our School.....</b>	<b>4</b>
<b>Zero Tolerance Policy.....</b>	<b>4</b>
<b>Attendance and Tardiness Policies.....</b>	<b>5</b>
<b>Emergency Contact Numbers.....</b>	<b>6</b>
<b>Custody of Children.....</b>	<b>6</b>
<b>School Closings.....</b>	<b>6</b>
<b>Arrival Dismissal and Transportation.....</b>	<b>7</b>
<b>School Health Office.....</b>	<b>8</b>
<b>Signs of Covid-19.....</b>	<b>9</b>
<b>NYS Vaccination Requirements.....</b>	<b>10</b>
<b>Telephone Calls.....</b>	<b>10</b>
<b>Lunch.....</b>	<b>11</b>
<b>Latch Key Program.....</b>	<b>11</b>
<b>Text Book Care.....</b>	<b>12</b>
<b>Homework and Grading.....</b>	<b>12</b>
<b>Testing.....</b>	<b>13</b>
<b>Report Cards.....</b>	<b>13</b>
<b>Parents Make a Difference.....</b>	<b>13</b>
<b>Parent Conferences.....</b>	<b>13</b>
<b>Fundraising.....</b>	<b>14</b>
<b>Activities.....</b>	<b>14</b>
<b>Villa Council.....</b>	<b>14</b>
<b>Uniforms.....</b>	<b>15</b>
<b>Technology.....</b>	<b>15</b>
<b>Tuition.....</b>	<b>16</b>

# Welcome to the Sacred Heart Villa School

Dear Villa Parents:

Welcome! The Sacred Heart Villa (SHV) is celebrating over 50 years in this community! Our sense of commitment to the intellectual, moral, spiritual, and academic values in our students has not wavered. During these challenging times,



it's also a safe setting, with small class sizes where individual attention is paid to each student. The SHV is a place where students of differing cultures and ethnic backgrounds receive a quality educational experience in an environment where they are able to develop their character and increase their faith while deepening their sense of responsibility and respect for self and others. We take our goals listed below very seriously, relying on the support of our parents to assist us in achieving them. Thank you for making the commitment to our school, we all look forward to a successful school year.

God Bless You,

**Sr. Grace Dike**  
**Principal**

## Goals

1. The Sacred Heart Villa is a Christian institution that is committed to the teachings of the Catholic Church. We provide an atmosphere where learning and growth takes place through spiritual, academic and social experiences.
2. We strive to nurture the value of loyalty and service to our Faith and Country; our Neighbor and Ourselves.
3. We encourage respect and understanding for people of all races, creeds, economic and social backgrounds.
4. We assist students to develop study habits which will promote a better understanding of subject matter needed by our children to live productive lives in our technological society.
5. We promote physical fitness and habits that will build and maintain good health and positive work habits.
6. We strive for academic excellence fostered by the personalized education afforded by a low teacher-to-student classroom ratio.

# Sacred Heart Villa School Mission & Philosophy

**At the Sacred Heart Villa School, our mission is to “Teach as Jesus did.” This is based on fellowship and the life of the spirit.**

**We strive to create a learning atmosphere where each student has the opportunity to reach his/her highest academic potential while, at the same time, growing spiritually in Christian love.**

**Central to the goal of Sacred Heart Villa School is that high achievement and a quality elementary education with a holistic curriculum, taught in a traditional environment, is the essential foundation for a student’s success in higher education.**

**As Catholic educators, we strive to generate in our students a love of God, a commitment to the teaching of the Gospel, and a wholesome desire to serve the people of God in the Community in which we live.**

**This is done through religious guidance which is integrated throughout the curriculum and school activities.**

**We are committed to respect the life and dignity of the person in the building of a community in Jesus’ name.**



# Villa Expectations

In order to make Sacred Heart Villa School a safe environment for learning the following guidelines have been established. We need all parents and students to be aware of these guidelines. We ask parents to discuss them with their children.

## 1. Children will accept responsibility for their own learning and behavior.

Children will attend school regularly and arrive on time.

Children will be prepared-all materials and homework, no students will be allowed to call home for forgotten homework.

Students will stay on task-listening, following directions

Children will not bring gum, candy or toys without permission of the teacher.

Toys include: gameboys, and cell phones. These may be confiscated and returned at the end of the year.

Shoes with wheels in the heels may not be worn in the school at any time.

## 2. Children will act with respect and consideration for themselves and others.

Keep hands, feet and person to self

Come to school to learn

Follow directions the first time given

Use appropriate manners with everyone

Listen when others are talking

No bad language, gestures or name-calling

No pushing in line

No throwing objects at anyone

No bullying (verbal or physical) will be tolerated.



## 3. Children will listen to adults and treat them with respect.

Listen the first time

All adults will be addressed by proper name or title

When an adult speaks, children will listen and respond

## 4. Children will have respect for school materials and facilities.

Take pride in your work; neatness and appearance count

Write on paper only

Handle books the correct way

Garbage in the cans

Proper use of the lavatories

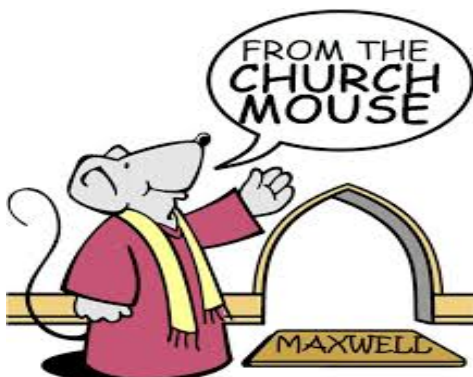
Pick up things on the floor

Walk in the hallway

Enter and leave the building quietly



**Due to Covid-19 : Children should observe social distancing and follow marking and signs!**



**Children will act properly in the chapel - it is God's house!**

Be  
respectful!



# Security in Our School

The New York State Homeland Security System has five main codes and each has sub-levels of recommended actions that schools must take when notified of a change.

**The Levels are:**

**Low - Guarded - Elevated - High - Severe**

The recommended actions are guidelines. The final decisions rest with school authorities based on the situation at hand. We are also establishing a plan with the Town of Lewiston authorities in the case of an emergency.

Our school doors are locked once students are in the building and the school day begins. Access to the building after doors are secured is by the way of the front door, by ringing the doorbell.

**It is imperative that the school office has accurate telephone numbers, including any and all emergency contacts for each child. In an emergency if information is not accurate - the school and faculty are not responsible and may be forced to contact Police to locate parents/guardians!**

If it should become necessary for students to be sent home they would be released to parents or "known" emergency pickup persons. In an emergency, **NO STUDENTS** would be sent home on the buses!

## Visitors to Our School

All parents or visitors to our school should first check into the main office upon entering the building. **IF A STUDENT COMES IN AFTER 9AM OR NEEDS TO LEAVE THE BUILDING BEFORE 3PM, HE/SHE MUST BE SIGNED IN OR OUT BY THE PARENT OR GUARDIAN PRESENT. THERE IS A NOTEBOOK IN THE OUTER OFFICE FOR THAT PURPOSE.**

## Zero Tolerance Policy

We have a zero tolerance policy in that we will not tolerate or ignore threats of violence against school faculty/students. **At no time may a student or parent bring a weapon on school property (this includes toy weapons.)**

**Any type of drug or alcohol is not allowed in the school.** It is State Law that no alcoholic beverages be used by anyone at any school authorized event. This includes sports functions or school events.

**Cellphones: Students are not allowed cellphones in school.** If cellphones are found, they will be confiscated. The cellphone will be returned to the parent. If the incident happens again, the cellphone will be confiscated and returned in June, after school ends. Students who refuse to delete photos taken at school from **any device with a camera** face confiscation of such device and possible more serious consequences, if repeated.

Each case will be handled separately and if warranted, violators could face suspension, which could lead to expulsion pending further investigation.

# Attendance Requirements

Regular attendance is important for success in school. Parents should make every effort to have their child in school, rested and ready for work. Only illness, emergency, medical or dental reasons should keep a child from attending school. A student must bring a note for the absence as required by State Attendance Policy.

Tardiness is also a serious problem since work and assignments are missed. Parents should stress with their children the importance of arriving to school on time, ready to work.



## Attendance Policy

It is expected that students will attend school daily and punctually, unless there is a serious reason.

### Excused Absences are:

Sickness  
Sickness or death in the family  
Quarantine  
Attendance at health clinic, etc

### Unexcused Absence

Visiting relatives  
Vacation  
Baby-sitting  
Oversleeping, etc.

### Our Policy:

- 1) If your child has been absent more than the usual amount of times, a warning letter will be sent to you.
- 2) If your child continues to be absent and the absences are more than **twenty days** (without a valid medical reason) we will not hesitate to consider this educational neglect and will contact the appropriate agency.

- \* **Call the school between 8:00am and 8:30am if your child will be absent that day**
- \* **Send in a written excuse within two days when your child returns to school**
- \* An absence without a written excuse will be considered an illegal absence.
- \* If a medical appointment is necessary during the school day and the child will report to school when finished, please send in a written note **the day before** the appointment so that the child will not be charged with an absence or tardiness.
- \* If a child must leave school early for an appointment, a note must be presented for signature in the school office. The child will wait in the office until an adult picks him/her up.
- \* If there is work to be made up it is the parent's responsibility to call the school early in the day and make arrangements for the work to be sent home with another student or be picked up from the school.

### Tardy:

- \* **When your child is tardy, (arriving after 9am) they are to report WITH A PARENT to the office before going to their class.**
- \* **A written note must be sent to the school with an explanation for tardiness.**
- \* **Parents will be contacted in instances of recurring tardiness.**

# Emergency Contact Numbers



It is extremely important that we have an up-to-date address and working telephone number and **email address\*** in the school office. Notify the school immediately if you have a change of address or telephone number. Each student should have an emergency contact number on record with the school.

**\* NEW!!**

**Failure to have accurate information on file releases the school of any responsibility in the event of an emergency. In an emergency if information is not accurate - the school and faculty are not responsible and may be forced to contact Police to locate parents/guardians!**

## Custody of Children

New York State now has a policy that all parents that have sole/joint custody must leave a court-certified copy of their custody agreement on file at the school. Please alert the school if your child should not be released to a parent or grandparent without your permission. Written permission is required whenever a student is to be released to someone other than their regular transportation.

## School Closings

If schools must be closed because of bad weather or other emergencies, parents and students will be notified in the early morning, or if possible, the evening before by radio and television announcements. Notified stations are: **WBEN AM 930, WGRZ-TV, WIVB-TV, WKBW-TV** check their closings online.

**We close whenever the Lewiston-Porter School District closes for weather.**

Other emergencies are on a school basis.

If schools are closed in the morning, they are closed all day for all activities including evening classes or special evening programs unless otherwise announced. Please make arrangements for your child's care if such an emergency should arise. There may be a time when it will be necessary to dismiss children early. **Therefore, the school will need to know where your child should go in the event there is no one at home.**





# Arrival / Dismissal

Parents should come into the building after the first day of school to get the student situated into his/her class.

Pre-K parents are to enter through the NORTH driveway (near the gym) drop off the student at the designated door and leave the school by the SOUTH exit (nearer to the OLP driveway.)

Pre-K students will use the front entrance for arrival and dismissal. Kindly ring the bell, move into the vestibule and wait for a teacher to bring the child to the classroom.

Kindergarten to 4th grade students are to be dropped off and picked up at the regular door off of the parking lot at the SOUTH end of the building. These students are old enough to proceed to their classrooms or morning latch key on their own. We kindly ask parents to avoid coming into the building to help prevent the spread of the virus.

Please be aware that buses from two districts will also be using the South parking lot for arrival and dismissal. **When there is a stopped school bus with flashing lights you are required to stop in either direction.**

Bus riders are to line up in the assigned area daily. Students are expected to behave on the bus, the driver is in charge and his/her rules are to be followed. Students who do not obey risk loss of the privilege of riding the bus. **If a student misses the bus, it becomes the responsibility of the parent to pick up the child or to bring the child to school.** Buses are on a schedule and are not able to make return trips.

Students who transfer to the shuttle must obey the rules of the monitor at the transfer location. They are to use proper language and behave respectfully toward other students and persons in authority. Those in charge of the transfer station have the right to take away the privilege of the student's transportation. **Should a student lose bus privileges, the parent will be responsible for transportation.**

If your child is driven in the morning, but requires bus transportation in the afternoon (Or vice versa) - please make arrangements with the bus company. Parents also need to notify the school district of this as well.

**Parents are asked not to come into the school at the time of dismissal.** We encourage the lesson in responsibility for the student to walk safely to the parent's car. Parents please drive with caution - as the parking lot is busy with children!!!



# School Health Office

When a child must take any medication during school hours, parents must submit a **written request** to the school health office accompanied by a **written request** from the family health care provider. The request must contain the name of the medication, the frequency and the dosage of a prescribed medication for the school nurse to administer during school hours. The health office has these forms available upon request. **All medication must be brought to the school health office/clinic in its original container by the parent or guardian....NEVER BY THE CHILD.**

Individual health records are kept on file for each child. These records show any allergies and communicable diseases. The school should be notified of any allergies or diseases that your child has. These records also include results of physical exams and checks on hearing/vision.



**Please review the page on Vaccination Requirements on Page**

Children attending Pre-kindergarten must have a physical examination by their primary care physician before they can be admitted to school. Parents with questions regarding requirements for physical examinations and immunizations can call the school health office or the District health services office at 286 0794. New York State law mandates that school physicals be given to students in grades Pre-K, K, 2, 4, 6 and special education students and new entrants.

If your child had a physical exam after May 1, or if you prefer to have your family health care provider complete the exam, please have him or her complete the physical examination form and return it to me. Each student should also have an updated health history. Please complete one for this school year and return it to the health office. The information is used to update health history and current phone numbers.

Please make sure we have **emergency phone numbers** on file so we can contact you if your child becomes ill or has an accident. Health history and physical forms are available in the health office.

Please be aware that should your child be injured or become ill while at school, it is the parents' responsibility to pick the child up or designate a responsible adult to do so.

Now that school is in session, the nuisance of head lice among children may appear. Head lice infestations continue to be a problem in our community. Lice are highly communicable and difficult to prevent, but if every parent will take responsibility to "check a head" and screen the entire family often, these parasites can be detected early and controlled. Any student found to have lice or nits will be excluded immediately from school. No child will be allowed to return to school until he or she has been shampooed with an insecticide shampoo which kills lice and nits **and until all nits are removed from the hair**. Each child must be inspected by the school nurse before being readmitted to school.

Please notify the school if your child is diagnosed with strep throat or has chicken pox. Upon your child's return to school, the nurse must check the child and all chicken pox scabs must be dry and healing.



**We will be keeping you informed to the changing Covid regulations.**

**Should your child contact Covid-19- a doctors note will be needed before returning to school (the same is true for adults working in the school.**

Please review the signs of Covid-19 on the next page.

# Signs of Covid-19

**Temperature of 100 degrees F or or higher. Should your child have a temperature they need to be checked by a doctor and a doctor's note is required before the student can return to school.**

**Masks are to be worn at all times when social distancing can not be followed.**

**Fever or chills**

**Headache**

**Cough**

**Shortness of breath or difficulty breathing with no sign of extra activity.**

**Fatigue**

**Loss of taste or smell**

**Sore throat**

**Congestion or runny nose**

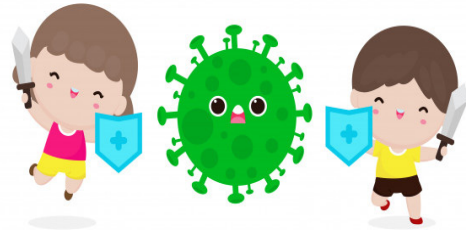
**Nausea or vomiting and or diarrhea**

**Flushed cheeks**

**Rapid or difficulty breathing with no sign of physical activity**

**Frequent use of the bathroom**

**Teachers are to watch for these and other signs of illness in children and other staff and to check temperature. If needed the child should be sent to the nurse to be evaluated and if necessary the proper action should be taken. Both students and adults will need a doctor's note before coming back into the school.**



# NYS Vaccination Requirements

On June 13, 2019, Gov. Andrew Cuomo signed legislation removing nonmedical exemptions from school vaccination requirements.

## Vaccines required for day care, pre-K, and school attendance:

**Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (Dtap/DTP/Tdap)**

**Hepatitis B vaccine**

**Measles, Mumps and Rubella vaccine (MMR)**

**Polio vaccine (IPV/OPV)**

**Varicella (Chickenpox) vaccine**

**Meningococcal conjugate vaccine (MenACWY)**

**Haemophilus influenzae type b conjugate vaccine (HiB)**

**Pneumococcal Conjugate vaccine (PCV)**



## **Important vaccination deadlines - NYS**

Within 14 days of the first day of school or day care – children must receive the first age-appropriate dose in each immunization series to attend or remain in school or day care.

Within 30 days after the first day of school or day care – parents or guardians must show that they have appointments for the next required follow-up doses for their child. Deadlines for follow-up doses depend on the vaccine.

**Health Examination Certifications are required by NYS to be on file in the Health Office within 30 days of entrance into school.**

## Telephone Calls



Students are not permitted to use the telephone during the day. Parents wishing to contact the school or a teacher are asked to do so after school hours (3pm). Telephone calls made to the school during the day should be for emergency purposes only.  
**No cellphones are allowed in the school!**

# Lunch

Lewiston-Porter is presently providing free lunch and snacks for students daily. There is a menu that will be sent to parents at the beginning of each month. These meals are free, but parents still have the option of packing a lunch. Because of this, we are no longer providing the option to purchase milk or pizza. Ice cream is still available at the cost of .80 cents.



## Latch Key Program

Latch Key is available in the AM & PM starting at 7:30 am. The PM session begins at 3:30 and goes to 5:00 pm. The fee is \$5.00 an hour or any part of an hour. For two or more children from the same family the fee is \$4.00 an hour or any part of an hour for each child. After 5:00 pm, Latch Key is \$6.00 an hour or any part of an hour for each child. Latch Key should be paid daily or weekly. Any Latch Key bills that are one month in arrears will incur interest at 5% the first month and 1 % per month on the outstanding balance until the bill is paid in full.



## Piano / Voice / Soccer / Ballet

Piano, Voice, or Piano & Voice is \$20.00 for a ½ hour lesson per week. This is available for Pre-K to 5th Grade.

Indoor Soccer is \$20.00 and is open to students in Pre-K to 5th Grade. This can be done either in the fall or spring.

Ballet is available for Pre-K to 5th grade and the fee is \$30.00. It is once a week, after school, from 3:00 to 4:00.

Please see the sheet on extracurricular activities to sign your child(ren) up.

We are planning on soccer in the spring - regulations permitting.



# Text Book Care

All textbooks are loaned to students.

The hardcover books DO NOT BELONG to the students, therefore, no markings of any kind, either pencil or ink are to be made in the hard covered books. This includes the music books in the chapel.

All hard covered books are to be covered. If a student damages a book, it is up to him/her to replace it. Students in grades 1 - 5 will provide their own stretch covers.

Books are to be covered at all times or students must replace covers.



# Homework/Grading

In order for your child to be prepared for class each day and to do the very best work possible, a certain amount of homework MUST BE DONE!

This may involve studying for a test or reviewing work covered in class. It could also include work not completed in class or assigned to reinforce what was learned in school.

If a student is absent it is the student's responsibility to make up the work missed.

This home study should take place in a quiet atmosphere (without radio, TV or other distracting equipment) and with some supervision. Homework should be done early and before going to extra-curricular activities.

Grades 1 & 2 about 20 minutes daily (especially Reading and word study)

Grades 3 & 4 about 45 minutes daily

Grade 5 about 1 hour daily

Parents should sign homework and will be notified if a child repeatedly fails to complete assignments.

Standards as passing grades for each grade level set by the Diocese are as follows:

Kindergarten = S

Grades 1 & 2 = D

Grades 3 – 5 = 75%

Final averages are computed as follows for grades 3 – 5:

Grade 3: The final average is the average of the four quarterly marks plus the final exam mark.

Grades 4 & 5: In June, all four quarter marks plus the June exam marks are used to determine a final average in each subject. The State and the Diocese have eliminated the use of 65 for any failing grade. They now recommend the use of the actual grade, no matter how low.

# Testing

Testing and Appraisal are an integral part of the teaching and learning process.

Weekly and unit tests are administered as units of work are completed. Final exams are given in June for grades 3 – 5.

Any talking, disruptions or cheating during any test will result in a zero grade for that test.

Tests administered annually include:

Achievement (ITBS) for grades 3 & 5.

I-Q tests for grade 2.

Math, English and the PET in Science for grade 4.

## Parent Conferences/ Report Cards

Report cards are given to parents at the 10 week parent/teacher conference. They are given to the students at the other report card periods and are required to be signed by a parent and returned in the envelope within 48 hours.

Conferences other than those scheduled may be initiated by either the parent or the teacher when it is deemed beneficial. These conferences are by APPOINTMENT ONLY and will be scheduled at a time convenient for both parties.

## Parents Make a Difference

Set a good example! Become active in your community, church and school.

Expect your child to do things for the good of the family. Show them that if everyone contributes then everyone will benefit.

Take part in service projects as a family.

Teach your children the importance of fair play. Explain that winning is not everything, but it is more important to take pride in doing your best. Be a leader, not a follower.

Be interested in your child's educational progress. Make sure that homework is completed and turned in.

At least one parent should sign the homework.

**PLEASE SIGN UP FOR ACTIVITIES ON THE ACTIVITIES SHEET!**



# Fund Raising

Sacred Heart Villa, like all other schools, holds fund raisers to help defray the costs associated with running a school. We have four major fund raisers that are mandatory for families to participate in.

**Candy Bar Sale – Minimum of 2 boxes per family**

**Easter Candy Sale**

**300 Club – Minimum of Five tickets per family**

**Chinese Auction – 2 baskets (valued at \$50) per family.**

**Tables of 10 are available – Villa families are encouraged to fill a table.**

**\*\*Should your family opt-out of participating in fund raising efforts please send a check for \$300 to cover all four fund raiser.**

## Activities

*(kindly note: some activities may be postponed due to Covid-19)*

Parents are encouraged to participate in the many activities that we hold at the school. They include: Halloween Parties, The Children's Christmas Party & Giving Tree, Gym Field Day, and 1 or 2 Field Trips during the year.

There are also Masses held on different occasions that parents are always welcome to attend.

Mass is always at 9:30 am in the Villa Chapel.

*\*By signing a permission slip, you are taking parental responsibility of your child's actions while participating in school events and field trips. This includes being responsible for any actions, injuries or damages caused by your child to himself/herself or others. You are agreeing to hold harmless The Sacred Heart Villa School, The faculty of The Sacred Heart Villa School and The Diocese of Buffalo, as well as any organization or facility where the event is taking place. See the Catholic Diocese of Buffalo's Guidelines for field trips online <https://www.wnycatholicschools.org/documents/Quick%20Forms/Guidelines%20for%20Field%20Trips%202015.pdf>*



## Villa Council

Council membership is open to all parents and grandparents of Villa students, The Principal of the school is the Council Chairperson and is responsible for appointing the chairpeople of the various school activities. If you are interested in any given activity, please notify the principal by sending a note into the school office.

Look for posted announcements on Council Meetings.

# Technology

At the SHV, we believe in using technology to enhance our academic program and to reinforce the content and skills taught in the classroom. Teachers utilize technologies in the classroom to prepare students for their future careers, differentiate learning, and to acquire technological skills to empower learning. We are working on our goal to have 1 mobile device for each student from grades K to 3rd. We now have some iPads and Chromebooks and desktop computers in each classroom with wireless internet connectivity and cameras. We have a computer lab with 4 new computers and 4 laptops, and we are expecting some smartboards and a conference room monitor for our classrooms. We are completing the process to get a G-Suite Education for our school so students can have access to google classrooms. All these are geared toward expanding students' learning.

# Uniforms

**Uniforms are required for grades Pre-Kindergarten through 5th Grade.**

**The Villa has changed uniform vendors and has now teamed up with The French Toast School Box Company. All orders will be made online by parents using**

**<https://www.frenchtoast.com/schoolbox/schools/Sacred-Heart-Villa-School-QS4JS4>**

**French Toast Phone: (314) 771-2224**

**School Code: QS4JS4**

**Please refer to the attached flyer for more information.**

**This company is able to accommodate Pre-Kindergarten students with smaller sizes.**

**Beginning in September:**

**ALL STUDENTS – INCLUDING PRE- KINDERGARTEN**

**will be required to wear uniforms. Students will also be required to purchase a jacket from the co-ed outerwear section on the website. The jackets will be worn when students are on fieldtrips and during outside learning and play at the school.**

# 2021 – 2022 TUITION AND FEES

## SACRED HEART VILLA SCHOOL

### PRE-K

**Full Time (Mon. – Fri. 9am – 3pm)**      **\$14.73 per day \$2,650.0 plus \$70.00 fees.**

**3 Days (Mon., Wed., & Fri. 9am – 3pm)**    **\$19.91 per day      \$2,150.00 plus \$70.00 fees.**

The tuition can be paid in monthly installments from August to May. The payments are due the first week of each month. It can also be paid in three equal installments: September, December, and April, or one payment due by July 1, 2020. A \$50.00 non-refundable registration fee is due at the time of registration.

### KINDERGARTEN – FIFTH GRADE

\$2,250.00 PLUS \$100.00 fees for insurance, materials, Art & Computer.

The tuition can be paid in monthly installments from August to May. The payments are due the first week of each month. It can also be paid in three equal installments: September, December, and April, or in one payment due by July 1, 2020.

Kindergarten: A \$50.00 non-refundable registration fee is due at the time of registration.

Also, any new students pay the \$50.00 non-refundable registration fee.

Students entering grades 1 –5 re-register each year. Forms are sent home in MARCH. . A non-refundable registration fee of \$100.00 is due at the time of re-registration. The fee will be taken off of the month of January's tuition payment.

If a student fails to start school in September or leaves prior to January this fee is not returned and can not be used to defray any outstanding tuition or fees. At the time of registration, parents will receive a letter stating the options for paying the tuition and fees along with the options form that must be checked, signed and returned along with the registration form. This is your contract with the school for paying the tuition and fees. It is required and is a part of the registration packet.

### Family Plan:

For two children from the same family there is a reduction of \$25.00 for each child. The third child's tuition is half of which ever tuition applies and the fourth child is free. Fees must be paid for each child. The Diocese of Buffalo has the Bison Children's Scholarship Fund. Forms are available on line at [www.bisonfund.com](http://www.bisonfund.com) beginning January 1, 2020. The per-application form as well as the re-application form for those who already are getting the scholarship will be done on line. This scholarship is for students from Kindergarten to 8th grade for those who qualify. The drawing will take place in March.



**Parents please sign!**  
**I \_\_\_\_\_ have read the**  
**Sacred Heart Villa School**  
**Student/Parent Handbook**  
**2021-2022**



**Student's Name** \_\_\_\_\_

**Emergency Phone Numbers:**

**Mother's Number** \_\_\_\_\_

**Mother's Email** \_\_\_\_\_

**Father's Number** \_\_\_\_\_

**Father's Email** \_\_\_\_\_

**In case of an emergency please contact (if parents cannot be reached)**

**Name/ Number** \_\_\_\_\_

**Name/ Number** \_\_\_\_\_