



March 2, 2015

Dear Parents,

RE-REGISTRATION FOR THE 2015-2016 SCHOOL YEAR begins today, March 2, 2015 and will conclude on Tuesday, March 31, 2015 for all current Sacred Hearts School families. Families not registered by March 31st will jeopardize any guarantee of a seat for the upcoming school year. We ask your cooperation in meeting the deadline. (*Note: Re-registrations are contingent upon payment in full of the current school year's Covenant of Support.*)

This mailing contains the re-registration form, a copy of the Covenant of Support for 2015-2016 and information relative to Tuition, including your FACTS information. We are encouraging all families to use FACTS as a convenient method to pay tuition.

The annual “setting of the budget” is complete. It is a comprehensive process that seeks to ensure the viability, sustainability and affordability of Sacred Hearts School. The Pastor, the Principal, the Business Manager, and the Parish Finance Committee review and discuss many factors, including enrollment, fixed costs, anticipated increases, curriculum needs, program enhancements, compensation and benefits.

We continue to adhere to the following goals:

- To align with the Archdiocesan fiscal viability and sustainability guidelines.
- To keep tuition affordable.
- To continue to enhance curriculum.
- To continue to update technology.
- To provide for fair compensation for the Faculty & Staff.

We have discussed all facets of the budget for next year and have set the tuition rates. **Tuition will increase by approximately 2.8%. The increase will cover the typical inflation rates for benefits, utilities as well as a modest increase for faculty and staff. The 2015-2016 Tuition Rates are:**

2015-2016 TUITION RATES GRADES 1-8*	Parishioner	Non- Parishioner
1 Child	4525	5275
2 Children	8625	9375
3 Children	11100	11850
4 Children	14000	14750
*Kindergarten There is a \$200 PER CHILD differential for Kindergarten ONLY. Each Kindergarten classroom is staffed by a Full-Time Teacher and a Full-Time Teacher Assistant. Teacher/student ratio is typically 1:12.	4725	5475

NEW! We have reviewed the Calendar Raffle requirement of \$200 per family. Income from the Calendar Raffle goes directly to the operating budget. Rather than require that a lump sum payment be made in December, we are changing how the income is collected and when the Raffle takes place. Families will still be given the option to sell the tickets but we are collecting the \$200 as follows:

Option #1 payment: The \$200 is due at the same time as the tuition payment and must be made by July 1, 2015.

Option #2 payments: The \$200 is divided into ten \$20 monthly payments and paid via FACTS along with the tuition payment.

The new Raffle format will be a JUNE EXTRAVAGANZA TICKET that entitles the ticket holder to 30 (thirty) chances to win a prize worth a minimum of \$50. ALL 30 PRIZES WILL BE DRAWN AND ANNOUNCED ON JUNE 1, 2016.

NEW! The Convenience Fee of \$50 is designed to minimize the request for multiple individual fees throughout the year. This fee incorporates costs for: raffle baskets, admission to the Halloween Party (not food, however), Field Day Lunch, Field Day T-Shirts and end-of-the-year teacher gifts. This will mean that you will NOT be asked to pay for these things over the course of the school year. Fees will still be required for: the Ladies' Choice Dance and the Mother/Son Event, Middle School dances and admission to the school play. Non-uniform days will occasionally be assessed at \$1/student fee which typically goes toward outreach/service projects. This PER FAMILY FEE OF \$50 is being collected as follows:

Option #1 payment: The \$50 is due at the same time as the tuition payment and must be made by July 1, 2015.

Option #2 payments: The \$50 is divided into ten \$5 monthly payments and paid via FACTS along with the tuition payment.

Terms of the **2015-2016 COVENANT OF SUPPORT** are as follows:

1. The payment IN FULL of your **TUITION** (including the PER FAMILY REQUIRED FEES of \$250 for the Raffle and Convenience Fee) as Parishioner or Non-Parishioner based on requirements by May 31, 2016. (NOTE: Eligibility for Parishioner status requires a minimum of an annual \$400 contribution to the Parish via the Offertory Envelope system.)
2. The payment of \$200 for the **June Extravaganza Raffle** (as outlined above).
3. The **20 Volunteer Hour Commitment**. (A buy-out option of \$400 is available.) Parents will be required to complete and submit the Volunteer Hour Form with a log of hours worked, attesting to the particulars of their respective volunteer commitment.
4. **REGISTRATION DEPOSIT:** In addition to completing the re-registration forms, parents are required to pay a non-refundable \$200 PER CHILD deposit. This deposit will be applied to tuition and is due by March 31, 2015. Payment can be made by check or cash ONLY. (This deposit cannot be included in your FACTS payments.)

The FY' 16 budget supports our continuing efforts to provide a quality academic program; to support and enhance curriculum with appropriate use and application of technology; to attract and retain quality teachers; to provide an environment that is safe, attractive and conducive to learning; and to remain fiscally responsible.

We are poised for another successful year and pleased that you are part of the Sacred Hearts School community. Rest assured of our commitment to your children to provide a Catholic school environment that is rich in faith values and devoted to academic excellence and our mission effectiveness.

Sincerely,

Reverend John W. Delaney, Pastor

Mrs. Kathleen M. Blain, Principal

Sacred Hearts School Mission Statement

Sacred Hearts School is a community committed to teaching and living Catholic values. We strive for academic excellence while encouraging students to develop morally, academically, and socially. We challenge our students to become critical thinkers who are confident, disciplined, respectful, and firmly committed to living a faith-filled life.



**SACRED HEARTS SCHOOL
Bradford, MA 01835**

COVENANT OF SUPPORT 2015-2016

The Covenant of Support is an annual agreement between the parents of students and Sacred Hearts School.

All terms of the COVENANT OF SUPPORT must be met in order to guarantee annual re-enrollment.

Terms of the COVENANT AGREEMENT - July 1, 2015 to May 31, 2016

Complete, PRINT, SIGN and return ALL 3 PAGES OF THE AGREEMENT by MARCH 31, 2015.

- 1. Payment of Full Tuition:** The Family must pay Full Tuition commensurate with the established Tuition Rates. Payment options are available, but tuition must be **paid in full by May 31, 2016**. Eligibility for Parishioner rate is based upon the Offertory envelope system that tells the school that you are a registered and worshipping family within Sacred Hearts Parish AND that you have committed to a minimum contribution of \$400 to the Parish by using the Offertory system. Note: *Families who do not register with the Parish OR who are non-Catholic are considered Non-Parishioners and are required to pay the Non-Parishioner rate. Parents who do not have a Parish Offertory number by May 31, 2015 and/or who have not made a minimum contribution of \$400 to the Parish by May 31, 2015 for the current school year will be assessed the NON-Parishioner rate for the following year.*
- 2. Payment of Assessed Fees of \$250** (explained in the reregistration letter): The Family must pay the assessed fees in full. Families who pay under Option #1 must include the \$250 with their one tuition payment. Families who pay under Option #2 will pay the fees through FACTS along with their tuition payment.
- 3. Fulfillment of Family Volunteer Hours:** At least one parent/guardian PER FAMILY is responsible for serving **20 VOLUNTEER HOURS OF SERVICE**. (Opportunities described in the Events & Activities Guide & The Principal's Newsletter.) A family may choose to waive the 20 hours and pay \$400 in lieu of volunteering. If so, payment IN FULL is due by August 1, 2015. Note: *Families who choose to volunteer, but do not fulfill their 20 hours will be billed at a rate of \$20 per missing hour. Each family must submit a volunteer record by the last day of school each year.*
- 4. Registration DEPOSIT:** An annual registration deposit of **\$200 PER STUDENT** must accompany your SIGNED Covenant Agreement. This deposit is non-refundable. It will be applied to tuition for the upcoming school year. **The Registration Deposit is DUE MARCH 31, 2015. Payment can be made by check or cash ONLY.** (This deposit cannot be included in your FACTS payments.)

Acknowledgement: (NEEDS SIGNATURE)

_____ I have read and agree to the requirements of the 2015-2016 Covenant of Support.

SIGNATURE (OF THE PERSON RESPONSIBLE FOR PAYMENT):

DATE: _____



COVENANT AGREEMENT (CONT'D.)

FAMILY NAME: _____

Mother's First Name: _____

Father's First Name: _____

Check the appropriate line and complete:

_____ My/our children are **NOT returning** to Sacred Hearts School for the 2015-2016 school year.

_____ I/we are **(re-)registering** my/our child/ren for the 2015-2016 school year as follows:

Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Child's Name: _____ Entering Grade: _____

Signed: _____ **Date:** _____

Signed: _____ **Date:** _____

Parishioner/Non-Parishioner Status

_____ I am a registered and worshipping member of the Parish.

My Offertory Envelope # is _____. I am aware that I will be invoiced for my unfulfilled commitment to the Parish.

_____ I am NOT a registered and worshipping member of the Parish. I am a NON-Parishioner.

Family Volunteer Hours

_____ I am committed to Volunteering 20 hours under the terms of this Covenant. I will keep a record of my volunteer hours and will complete and submit the Volunteer Hours Record Form upon fulfillment of my 20 hours/by June 30, 2016.

_____ I prefer to pay the \$400 in lieu of volunteering. Payment is due in full by AUGUST 1, 2015.

REGISTRATION DEPOSIT DUE MARCH 31, 2015.

_____ I have enclosed a **DEPOSIT OF \$200 PER CHILD**. I understand that this **DEPOSIT is non-refundable and that it will be applied to tuition for the upcoming school year.**

TOTAL AMOUNT ENCLOSED: \$ _____ in Cash or via Check # _____ .



COVENANT AGREEMENT (CONT'D.)

Read the following and complete:

PAYMENT TUITION OPTION: (Select ONE)*

_____ **OPTION #1: ONE PAYMENT IN FULL.** With this option **FULL TUITION** is due **July 1, 2015.** Payment may be sent to the school via backpack or mailed to our **Tuition Manager, Theresa Carrier** at: **Sacred Hearts School, Attn: Theresa Carrier, 48 South Chestnut Street, Bradford, MA 01835.**

_____ **OPTION #2- FACTS Tuition Management.** FACTS is an automatic monthly payment plan. Payments are budgeted over 10 months beginning in August. Payments may not extend beyond the month of May. **All monthly tuition payments must be paid through FACTS Management; monthly payments cannot be made directly to the school.**

***If you have circumstances that require a payment option that is different from Option #1 or #2, you need to contact our Business Manager, Holly Roche via phone at 978 373-1281 or via e-mail at hroche@sacredheartsparish.com by March 31, 2015.**

INFORMATION RE: FACTS TUITION MANAGEMENT

Families currently using FACTS: Accounts are automatically rolled over into 2015-2016. You can update your profiles in any way by logging into your FACTS account as usual. Your status for 2015-2016 will be in PENDING status. Profiles will be updated with tuition rates by our tuition manager, Theresa Carrier. As soon as this is completed, FACTS will send a confirmation letter or email that the agreement has been finalized, with payments starting in August 2015.

Families new to FACTS: This is the link to FACTS <https://online.factsmgt.com/signin/3H64H>. New families to FACTS need to create a profile which includes demographics, student information, banking information, and what day of the month you would like your money withdrawn, the 5th or the 20th. Once the information is entered the account will be placed in a PENDING status. Profiles will be updated with tuition rates by the tuition manager, Theresa Carrier. As soon as this is completed, FACTS will send a confirmation letter or email that the agreement has been finalized, with payments starting in August 2015.

Some families may have a special circumstance in paying tuition such as: grandparents paying a portion, or a divorce/separation where two parents are splitting the payments. It is possible to have two FACTS accounts or to pay a portion via check by July 1 and the balance via FACTS. Situations such as these must be communicated to the Tuition Manager, Theresa Carrier at her e-mail address: tcarrier@sacredheartsbradford.org before July 1st.

I have read the Covenant of Support. By my signature, I agree to fulfill ALL OF THE TERMS OF THIS AGREEMENT. I understand that my failure to fulfill the Covenant of Support will jeopardize (re-) registration for the following school year.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____