



Welcome to
Sacred Heart School

NEW FAMILY



HANDBOOK

Welcome to Sacred Heart School

Office Hours: - Monday – Friday 7:30am – 3:30pm
Summer Hours: - Monday – Friday 9:00am – 1:00pm
Phone: 610-373-3316

**for a digital version of our New Family Booklet please go to sacredheartreading.com/new

TABLE OF CONTENTS

PAGES 1 - 2	<u>SCHOOL CALENDAR</u>
PAGE 3	<u>SCHOOL MISSION</u>
	<u>DISCRIMINATION POLICY</u>
	<u>ATTENDANCE</u>
	<u>WEDNESDAY ENVELOPES</u>
	<u>LUNCH PROGRAM</u>
	<u>EMERGENCY CLOSINGS</u>
	<u>DRESS CODE</u>
	<u>UNIFORM SWAP</u>
	<u>SPORTS</u>
PAGE 4	<u>TRANSPORTATION</u>
	<u>AFTER SCHOOL CARE</u>
	<u>VOLUNTEERING</u>
	<u>SCHOOL CONTACT</u>
PAGE 5-6	<u>IMPORTANT EVENTS</u>
PAGE 6	<u>FAMILY ASSESSMENT FEE</u>
	<u>SHOPS/RaiseRight PROGRAM</u>
PAGE 7	<u>SHOPS/RaiseRight PROGRAM</u>
PAGE 8	<u>HOME & SCHOOL ASSOCIATION</u>
	<u>FAMILY MENTORS</u>
PAGE 9	<u>TUITION PROGRAM</u>
PAGE 8	<u>FINANCIAL AID APPLICATION</u>

Welcome to Sacred Heart School

Office Hours: - Monday – Friday 7:30am – 4:00pm
Summer Hours: - Monday – Friday 9:00am – 1:00pm

SACRED HEART SCHOOL'S MISSION

Committed to passing on the traditions and teachings of our Catholic faith, Sacred Heart School promotes academic excellence, educating lifelong learners who aspire to meet the challenges of life and render service to others in diverse communities, to the honor and glory of God.

NON-DISCRIMINATION POLICY

Sacred Heart School does not discriminate on the basis of race, color, gender, or national origin in its programs. The school does not discriminate against persons with disabilities if, with reasonable accommodations, the student can meet the program's requirements.

ATTENDANCE

If a child is to be absent, please call the school office at 610-373-3316 by 8:15. Upon returning to school, please use the school's excuse form and indicate why your child was absent from school. A student is considered late if not *in their classroom by 8:00 AM*. Students who are late need to report with their parent to the office for a late slip.

WEDNESDAY COMMUNICATION ENVELOPES

Each Wednesday, the youngest in each family receives an envelope from the school office. Please take out the contents, examine them and RETURN THE ENVELOPE TO SCHOOL THE NEXT DAY. SHOPS, tuition payments, forms, etc. may be put into the envelope when they are returned.

LUNCH PROGRAM

Sacred Heart offers a daily hot lunch program through Maschio's Food Service. The cost for the meal per day is \$4.00. Students have option of buying a school lunch or bringing their own lunch. Students do not have access to a refrigerator or a microwave, so please pack accordingly. Lunch menus are sent home monthly. Milk and Ala Carte items may also be purchased on a daily basis.

Lunch times are 11:35-12:00 for grades K-4 and 12:05-12:30 for grades 5-8.

EMERGENCY CLOSINGS

In the event of inclement weather, please tune to any of the following:

RADIO: WEEU – 830 AM - WRFY – Y-102

TELEVISION: WFMZ – CHANNEL 69

INTERNET: www.wfmz.com www.sacredheartreading.com

Sacred Heart follows the decisions of the Wyomissing School District during hazardous weather.

Families will be contacted via our all call School Messenger at the phone number provided to us and will be posted on the school website.

DRESS CODE

Students in K-8 are to wear the official school uniform. The school uniform, as well as the gym uniform, may be purchased at McGinn School Apparel 12 South 5th Ave., West Reading 610-939-1503. Certain articles of "Spirit Wear" are acceptable for gym. Gym uniforms are worn to school on your child's gym day. (grades K,1,2 & 4 – Monday; grades 3,5,6,7 & 8 – Tuesday)

Pre-K uniform is a red polo shirt & navy blue shorts, skort or pants.

UNIFORM SWAP

This service is offered to all Sacred Heart parents to subsidize their child's uniform supply. Uniform items that are outgrown can be dropped off at the school at any time. Parents may also go through the racks at any time for needed items. You do not have to drop off an item to select an item you need.

SPORTS

CYO sports are available for grades 3-8 including basketball, cross country, softball and baseball.

Berks Catholic Youth Sports Program offers football, cheerleading, ice hockey, field hockey and lacrosse starting in Kindergarten.

Berks Catholic Jr. High School Sports offers soccer, football, cheerleading, field hockey and lacrosse to our 7th and 8th grade students.

SACRED HEART SCHOOL

701 Franklin Street • West Reading, PA 19611



2022-2023 Sacred Heart School Calendar

First Trimester

August

Tuesday 23 Back to School Night 6-8pm
Monday 29 First Day K-8

September

Thurs. 1 PreK, Kindergarten & New Family Meeting
Friday 2 School Closed - Labor Day
Monday 5 School Closed - Labor Day
Tuesday 6 K-8 Reopens; 1st day PreK3 & 4
Thurs 8 Meet the Teacher Gr. 1-3
Wed. 14 Noon Dismissal - Faculty Meeting
Thurs 15 Meet the Teacher Gr. 4-8
Friday 23 BC Homecoming Game

October

Thurs 6 Picture Day
Monday 10 School Closed
Tues-Fri 11-14 Book Fair
Friday 14 Noon Dismissal - Faculty Meeting
Thurs 20 No School - Parent/Teacher Conferences
Monday 31 Halloween Parties - Trunk or Treat 12:45pm

November

Monday 7 1st Day of "regular uniforms"
Wed. 9 Faculty Meeting
Tuesday 22 No School - Teacher Day of Recollection
Wed - Fri 23-25 No School - Thanksgiving Holiday
Monday 28 No School - Thanksgiving Holiday

Second Trimester

November

Tuesday 29 2nd Trimester Begins

December

Monday 5 Report Cards issued
Thurs 8 Bazaar Preview Party 6-9pm Adults only
Friday 9 Children's Christmas Bazaar
Friday 16 Christmas Show 10:30 -Noon Dismissal
Wed-Fri 21-23 School Closed - Christmas Holiday
Mon-Fri 26-30 School Closed - Christmas Holiday

January

Monday 2 School Closed - New Year Holiday
Tuesday 3 School Reopens
Friday 13 Noon Dismissal
Monday 16 School Closed - MLK
Monday 23 Progress Reports Issued
Sunday 29 Opening of Catholic Schools Week
Mon-Tue 30-31 Catholic Schools Week

Second Trimester (cont'd)

February

Wed-Fri 1-3 Catholic Schools Week
Friday 10 Noon Dismissal-Faculty meeting
Monday 20 School Closed - Presidents Day

March

Friday 3 Noon Dismissal - Faculty Meeting
End of 2nd Trimester

Third Trimester

March

Monday 6 3rd Trimester begins
Monday 6 Walk for Annual Fund kickoff
Monday 13 Report Cards Issued
Mon-Fri 27-31 Book Fair
Wed-Fri 29-31 Cognitive Abilities Test (Gr. 3,5,7)

April

Monday 3 Warm Weather Uniform
Wed 5 Noon Dismissal
Thur/Fri 6-7 School Closed - Easter Holiday
Monday 10 School Closed - Easter Holiday
Mon-Fri 17-21 Iowa Assessments (Gr. 2-7)
Wed. 19 Noon dismissal
Monday 24 Progress Reports

May

Friday 5 Walk for Annual Fund
Saturday 6 1st Holy Communion
Friday 12 Rain date Walk for Annual Fund
Tuesday 16 Noon dismissal
Thurs 25 Last day of PreK
Monday 29 School Closed - Memorial Day
Tue/Wed 30-31 Final Exams

June

Thur/Fri 1-2 Final Exams
Friday 2 Noon Dismissal - Curriculum
Monday 5 8th Grade Graduation
Wed 7 Kindergarten Closing Exercises
Thurs 8 8:30 Closing Mass & Awards Ceremony
10:30am Dismissal

ENLIGHTENING MINDS



ENRICHING SOULS



INSPIRING HEARTS

www.sacredheartreading.com • 610-373-3316

Accredited by Middle States Association of Colleges and Schools

TRANSPORTATION

ARRIVAL/DEPARTURE

Students may enter the building between 7:30 a.m. and 8:00 a.m. and report to their assigned area according to grade. **K-8 Students arriving after 8:00am must be accompanied by a parent/guardian into the school office to be signed in.**

At 8:00 a.m., community prayer & Pledge of Allegiance are conducted.

The dismissal bell rings at 2:45 p.m. (K dismisses at 2:35; Pre-K at 2:15) Car riders are walked to the back door leading to the parking lot. Walkers are dismissed from the 7th Avenue exit and bus riders are dismissed from the main exit.

Changes in dismissal must be sent in writing, or a phone call made to the office by 1:30.

CAR RIDER INFORMATION

Students arriving BETWEEN 7:30 & 8:00AM are to be dropped off in the parking lot behind the school. Enter the alley from Lakeview Dr. (Cherry St.) on the Church side of the alley), (Lakeview Dr.), pull into the lot and allow your child to exit your vehicle. If more time is needed with your child, please pull into a parking space to allow other parents to continue drop their child off. **DO NOT PARK OR DROP OFF IN THE SCHOOL BUS ZONE between 7:30am & 8:00am**

DIRECTLY IN FRONT OF THE MAIN DOORS.

K-8 Students arriving to school **AFTER 8:00AM** must be accompanied by a parent/guardian to the school office. Pre-K students arriving after 8:15am must use the front entrance and be accompanied by a parent/guardian to the school office.

At dismissal, parents are to enter the alley (Cherry St.) on Lakeview Dr. (Church side), enter the lot and **back your car into a parking space.** Teachers will accompany the children into the parking lot with stop signs. Parents will be instructed by the teachers when it is safe to leave your parking space after all children are in their cars.

Please exit the lot to the east, toward Seventh Street. Students should not be picked up in the front of the school. **This is strictly for school bus use only.**

BUS INFORMATION

Bus transportation is available for grades K-8 from your home school district. If you would like bus transportation, please fill out the appropriate bus district form and return to the school office. You will receive notification from your home school district regarding bus number and stops.

AFTER SCHOOL CARE

After School Care is available to Sacred Heart School students from dismissal until 5:30 PM.

There is no After School Care on early dismissal days.

You will receive a bill for the previous week in your weekly envelope. You may pay in person, mail in your payment or pay via the tuition website (Simple Tuition Solutions). Delinquent payments will be referred to the principal for further investigation and could result in future use of the ASC program being denied until payments are up-to-date.

Cost for After Care if child/ren are picked up

Prior to 4:00pm

1 Child - \$10/day

2 Children - \$12/day

3 Children - \$15/day

After 4:00pm

1 Child - \$15/day

2 Children - \$17/day

3 Children - \$20/day

VOLUNTEERING

All Volunteers require appropriate clearances kept in a file in our school office. Please contact Mrs. Duffy at gduffy@sacredheartreading.org for updated clearance information.

CONTACT US

The main office telephone number is 610-373-3316. All teacher and staff email addresses are listed on the school website www.sacredheartreading.com – Home – faculty & staff. Each grade also has a class page found on our website under "Student Resources". Announcements from your child's teacher and homework will be posted on these class pages daily.

Para ayuda en español, por favor llame a Angie Gonzalez. angiecerda@gmail.com

IMPORTANT EVENTS

- **BACK TO SCHOOL NIGHT** – This event is held at SHS on a weekday evening prior to the first day of school. All parents and students of Sacred Heart are invited to attend this social event. Games and refreshments are provided and representatives from many of the school's events, organizations and volunteers are present. A letter and email will be distributed verifying the date & time. Parents are strongly encouraged to take advantage of this opportunity to take on an active role in their child's Sacred Heart experience.
- **MEET THE TEACHER NIGHT** – This event is held in September after the children have been back to school for a couple of weeks. At least one parent is highly encouraged to attend this evening as important information is distributed from the teachers in the classroom setting. The evening begins in the gym with a presentation by the Principal to review school wide procedures in greater detail. Children are not permitted to attend this event.
- **CHRISTMAS BAZAAR** - The Sacred Heart Christmas Bazaar has been a tradition at our school for generations. It is held on the 1st or 2nd Friday in December when the school gym is transformed into a Christmas Village. Students, parents and parishioners are treated to a day of fun and shopping. There are items available for sale such as handmade crafts, Santa's Attic, books and ornaments to name a few. Games, face painting, baked goods, gift wrap and pictures with Santa are also available for the enjoyment of all. The raffle table is a huge draw with over 100 raffle items! Raffle items are new and range from \$20.00 on up to hundreds and are collected from donations from parents or grandparents and corporate solicitations. Raffle tickets are available for pre-purchase as well on the day of the Bazaar. Each homeroom is assigned a block of time to take part in the festivities with the youngest grades going first and the eighth graders helping out and attending throughout the day. Parents will receive the schedule ahead of time so they can plan on attending with their child. This is highly recommended especially for the younger grades. An upperclassman may be available to assist the youngest students if a parent is unable to attend. Parents are asked to send their child into school with a shopping bag marked with the child's name and some spending money for raffles, gift buying and/or baked goods. This is also a red & green dress down day for our students.
- **BAZAAR PREVIEW PARTY** - The Sacred Heart Bazaar Preview Party is an **adult only event** held the evening before the Christmas Bazaar from 6-9pm in the gym. A lovely evening of hor d'oeuvres, wine and beer, entertainment and fellowship with Sacred Heart parents and parishioners. A small donation is collected at the door. The Children's Bazaar raffle table is open for preview and **additional raffles are added for this event only** such as spa treatments, sport tickets, gym memberships, purses and jewelry to name a few. **One of the best activities of the night** and something you never want to miss as a Sacred Heart parent is the **live auction featuring the art work of our very own school children**. Each grade begins their art work in September with the help of our Art teacher. Their class projects are put up for bid and used to raise money at this event.
- **CATHOLIC SCHOOLS' WEEKS EVENTS** – Catholic Schools Week is a weeklong series of events that are fun, informational and inspirational. It begins on the last Sunday of January at the Sunday, 9:30am mass and is followed by an Open House / Winter Carnival in the school gym. Information will go home in your Wednesday envelope shortly after we return from Christmas vacation which will include the week long schedule of events.

IMPORTANT EVENTS

- **WALK FOR ANNUAL FUND** – This is a very important event of the school year. The Annual Fund is our annual appeal for contributions from alumni, parents of alumni, grandparents, parents, staff and friends of Sacred Heart School to help defray the costs of a Catholic education that tuition revenue alone does not cover. It is a testament to our faith and our commitment to give our children a quality, Christ-centered education and an opportunity for families to fulfill their family assessment fee. The “kickoff” for Walk for Annual Fund is typically held the first Monday in March. A packet of information will go home this kick off Monday in March with your child and will include instructions, letters of donation requests, envelopes, remittance envelopes, volunteer form, permission form and a t-shirt order form. All student t-shirts are free to the student and may be used as the gym uniform following the walk. No other homework will be assigned this night so all families are able to complete their donation letters. Families returning completed packets the following day will receive a dress down pass. A contest is held for the 8th grade to design the walk t-shirt.

The Walk for Annual Fund is generally held on the first Friday of May with the following Monday reserved for the rain date. The day begins with a school wide group picture on the front steps of the school at 10:15am. The children return inside to line up and exit the side door of the school (7th Ave) by grade to begin their walk. Grades K-4 complete a 1½ mile walk which ends at Happy Hollow Playground in Wyomissing while grades 5-8 complete a 3 mile walk. A picnic of grilled hot dogs, snacks and baked goods is waiting for the hungry walkers and special guests.

FAMILY ASSESSMENT FEE

Each family is required to fundraise \$550.00 each school year. Fundraising may be done through the SHOPS/Scrip program and or the Annual Fund. It is the responsibility of the Home & School Association to raise funds each year to cover a portion of the total school budget. Therefore, we must have total parent participation in all fundraising endeavors. Any donation sent to SHS in your child's name will be deducted from your assessment fee due.



REBATES earned through our **RAISE RIGHT gift card program** are credited to your assessment balance also. This program is offered as a service to our parents as well as a fundraising program for the school. Various grocery stores, restaurant, retail stores, hotels and airlines offer REBATES on their gift cards when ordering through our program. You purchase gift cards at FACE VALUE and the retailer sends SHS the REBATE. (rebates vary from retailer to retailer) That rebate is deducted from your assessment fee. See attached for detailed instructions or on our website at sacredheartreading.com/shops

There are over **750 PARTICIPATING RETAILERS in the RAISE RIGHT** program! We keep some stores in stock (see below) but MANY OTHERS are IMMEDIATE USE and can be used from your smartphone!

- **IN STOCK CARDS** – gift cards in stock and available for purchase in school on Monday & Wednesday mornings 8:00-9:00
 - Giant Food Stores - \$200, \$100, \$50 & \$25
 - Redner's - \$100, \$50 & \$25
 - Weis - \$100 & \$25
 - GNA - \$25
 - The Works/Building 24 - \$25
 - Russo's - \$25
 - Dunkin Donuts - \$10 & 25
 - Panera Bread - \$10
 - Wyomissing Family Restaurant - \$10
 - Unique Desserts - \$10
 - Target - \$25 & \$100
 - Walmart - \$25 & \$100
 - McGinn School Apparel - \$25

You may also send a SHOPS envelope (sent home monthly in your Wednesday envelope) with your order into school with your child. SHOPS orders received before Monday morning at 9am will receive their order Monday afternoon. If you send a SHOPS order in Tues/Wed you can expect your order to be sent home to you Wed. afternoon. Orders sent in Thurs/Fri will be sent home the following Monday.

Each Sacred Heart Family has a \$550 assessment fee which must be paid by June 1st.

Spend your regular shopping dollars with SHOPS & raise right gift cards to EARN ASSESSMENT CREDIT!

The easy way to raise money



Create opportunities for what matters most to you—right from your phone. Buy gift cards from 750+ brands to earn on your daily purchases. It's simply the right way to fundraise.



Start earning with the RaiseRight™ mobile app today

1. Join the program

- First, download the RaiseRight mobile app from the app store using your smartphone or tablet.
- Then, enter the enrollment code to join:

2. Buy gift cards and earn \$ toward your family assessment

- Browse bonuses, search for a specific brand, shop categories, and more.
- When you're ready to check out, sign up for secure online payments. You can link a bank account, add a credit card, or both.
- The brand gives back to your organization the moment you buy a gift card—at no extra cost to you.

3. Get and use your gift cards

- eGift cards are delivered to the app within minutes—view them in your Wallet.
- Physical gift cards are mailed to your coordinator. Many are reloadable so you can keep earning with the ones you have.
- Use both types in-store and online.

FOR MORE INSTRUCTIONS PLEASE VISIT WWW.SACREDHEARTREADING.COM/SHOPS

Have questions about getting started?

Contact Beth Gasperack at bgasperack@sacredheartreading.org or our SHOPS Coordinator at shops@sacredheartreading.org

The merchants represented are not sponsors or otherwise affiliated with ShopWithScrip®. The logos and other identifying marks used are trademarks of and owned by each represented company and/or its affiliates. Please visit the company's website for additional terms and conditions.



Get the app
www.RaiseRight.com



HOME & SCHOOL ASSOCIATION

The Home & School Association acts as a liaison between families and faculty of Sacred Heart School. All families enrolled in the school automatically become members of the association. The association plans and assist in school events such as Back to School Night, Christmas Bazaar, Catholic Schools' Week, Walk for Annual Fund, and fundraising efforts. They also coordinates volunteers needed for the lunch program, homeroom parents, SHOPS/scrip program, and various other volunteer opportunities throughout the school year.

The Home & School Assn. meetings are scheduled monthly at the beginning of each school year. All parents, teachers and the Principal are invited to attend Home & School meetings. A representative from each homeroom is encouraged to attend meetings and is asked to report pertinent information back to the Homeroom parent who is then asked to follow through with any necessary action.

You will receive a "calendar of events" in the beginning of the school year with events our Home & School Association sponsors. Events such as Goodies for Grandparents, Bazaar Preview Party, Catholic Schools Week Events, Family Dance, Movie Night, Sunday Skate Day, and many more fun and free activities.

S.H.H.S. officers for the 2022-2023 school year

President	Amanda Spencer
Co-Vice Presidents	Tina Cirandine & Sabrina Cirandine
Secretary/Teacher Liason	Mrs. Kate Fanning, Gr. 3
Treasurer/Advancement Director	Beth Gasperack
School Support Coordinator	Angie Gonzalez
SHOPS/Raise Right coordinator	Natisha Hickson
Uniform Swap coordinator	Reynelle Davidson
Lunch room duty coordinator	
Christmas Bazaar coordinator	Beth Gasperack
Bazaar Preview Party Co-chairs	Beth Gasperack

FAMILY MENTORS

Our Family Mentors are here to assist you with questions you may have as a new parent and AS ALWAYS you can contact Mrs. Beth Gasperack, Advancement Director or Mrs. Joan McNeil, Principal with ANY questions or concerns at:

bgasperack@sacredheartreading.org

jmcneil@sacredheartreading.org

or call 610-373-3316

Amanda Spencer	aspencer1408@gmail.com
Tina Cirandine	tinagrande25@comcast.net
Sabrina Cirandine	sabrina@russofoodmarket.com
Meghan Pickup (O'Boyle)	mepickup@outlook.com
MaryKate Recktenwald	mkl42@aol.com

***We're happy to have you join our Sacred Heart family.
If you have further questions, please contact the school office at 610-373-3316***



Dear Parent or Guardian,

Sacred Heart School has partnered with Simple Tuition Solutions (STS) to manage the tuition and billing beginning the 2022-2023 school year.

To complete the setup of your STS tuition payment plan, please follow these 4 simple steps:

- a. Click on the unique link specific to Sacred Heart: <https://app.simpletuitionsolutions.org/register?sc=20425> If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: **20425**
- 2.) If you do not already have an account with STS, you want to click “Create a new account”.
*** If you already have an account with STS, click “Sign in”, and enter your previously created login and password. ***
- 3.) Upon creation of your account, you will be sent to a page that will allow you to “Start a new Payment Plan”. Be sure you are selecting the proper school year you are creating the payment plan for.
- 4.) The payment plan creation process is 5 easy steps counting the review/authorize page, each step will save as you advance to the next step. You are able to use the 5-step tool bar across the top of the page to toggle back to a previous step and make any necessary edits. However, please note, once you submit the payment plan and it enters “Pending” status any changes would need to be made by reaching out to your school’s administrator.

To view your balance, update your information or to make payments, you can access your STS account anytime at: <https://app.simpletuitionsolutions.org> and login using your previously created account information.

STS simply manages tuition and billing payments for your school and follows policies established by your school. Tuition amounts, Financial Aid amounts, Scholarships and all other tuition and billing related decisions are made by your school.

If you have any questions regarding this setup process or software functionality, please contact STS support using the following contact information: (Please be sure to have your Payment Plan ID readily accessible)

STS Customer Support

support@simpletuitionsolutions.org

717-599-7611 Option1



Dear Parent or Guardian,

Sacred Heart School has partnered with Simple Tuition Solutions (STS) to Determine Eligibility for Tuition Assistance.

To complete the STS Financial Aid Application, please follow these 6 simple steps:

- 1.) Click on the unique link specific to Sacred Heart School: <https://app.simpletuitionsolutions.org/register?sc=20425>
 - a. If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: **20425**
- 2.) If you do not already have an account with STS, you want to click on the Orange Button "Create a new account".
*** If you already have an account with STS, click "Sign in", and enter your previously created login and password. ***
- 3.) Create your account
- 4.) Upon creation of your account you will be sent to a page that will allow you to "Start a new Application". Be sure you are selecting the proper School year you are seeking assistance for.
*** Note: You may include ALL of your students on one application, even if they attend other private schools ***
- 5.) The Application Process is 8 Steps counting the payment step, each step will save as you advance to the next step. You are able to use the 8-step tool bar across the top of the page to toggle back to a previous step and make any necessary edits. However, please note, once you complete the process of uploading your required financial documents it will lock the application from all editing. At this point, if any changes would need to be made to the submitting application, you can gladly email STS at support@simpletuitionsolutions.org or call at 717.599.7611 option 1.
- 6.) After completion of the payment process you will be advised as to which financial documents you need to provide STS. You will also be sent an email that outlines what you need to provide as well as introduce you to the application processor that will be handling the review of your application. **Please Note:** You can simply scan or take a photo of your financial documents and upload them into STS's system using STS's convenient upload feature. This is the fastest way to provide STS with your required financial documentation. However, you can also mail the signed copies of your financial documents to STS to the following P.O. Box address: **Simple Tuition Solutions, LLC, P.O. Box 779 Camp Hill, PA 17001**. Once your financial documents are loaded the system will lock the application from all editing. At this point, if any changes would need to be made to the submitting application, you can gladly email STS at support@simpletuitionsolutions.org or call at 717.599.7611 option 1.

Finally, once STS has received all of the required financial documentation from you, STS's application processors will verify the data and review your entire application per Pennsylvania State Law to determine your eligibility for any state programs. You will be notified directly via email upon the completion of this verification/review process. In addition, the results will also be available to your School or any Scholarship Organization associated with the scholarship. **It is important to note that STS is only contracted to handle the verification and eligibility determination, therefore, DOES NOT have any input, control, or insight into scholarship amounts or when they may be awarded.**



ACCESS FAMILY PORTAL

(formerly OptionC)

Dear SHS Parents:

SHS is now using **FACTS family portal** which is a private and secure parents' portal that allows you to view academic information specific to your child/ren, while protecting their information from others. *ALL Sacred Heart School families are required to create an account on our Family Portal.*

You will be able to view your child's grades, attendance, homework, conduct, important announcements, school event calendar as well as other useful school information.

Here's how to access YOUR FAMILY PORTAL:

- In any browser, go to FACTSmgt.com and click **FAMILY LOG IN**, then **FACTS FAMILY PORTAL**
- ENTER SHS SCHOOL DISTRICT CODE: **SHE-PA**
- Scroll down and click **CREATE NEW FAMILY PORTAL ACCOUNT**
- Enter your email address and **CLICK CREATE ACCOUNT** – An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours.
- Select the **CLICK CREATE YOUR FAMILY PORTAL LOGIN** link on your email.
- A web browser displays your NAME and FACTS Person ID
- Type a **USER NAME**, **PASSWORD**, and **CONFIRM** your password.

Change/Create Password					
Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>	<input type="button" value="Save User Name and/or Password"/>

- **CLICK SAVE USER NAME AND/OR PASSWORD**
 - A message displays at the top of the browser, "User Name/Password successfully updated."
- Family Portal allows you to access:
 - Student Attendance and daily grades
 - Progress Reports, report cards, and transcripts
 - Homework, school events and lunch calendar

SACRED HEART SCHOOL

701 Franklin Street • West Reading, PA 19611 • 610-373-3316 • www.sacredheartreading.com