School of the Incarnation Newsletter

January 21, 2021

Friday, January 22nd:	Spirit Wear Day
Friday, January 29th:	Spirit Wear Day
Sunday, January 31st:	$150 Reenrollment fee is due – see below for more info
January 31 – February 6:	Catholic Schools Week
Monday, February 1st:	School Mass 9:50 AM
Friday, February 12th:	12:15 Dismissal – ESP in session
	No school for Pre-K and Kindergarten students
Monday, February 15th:	School Closed – Presidents Day
Sunday, February 28th:	Deadline to apply for FACTS Grant & Aid

IMPORTANT REMINDER

We all need to be mindful of the safety of the more than 500 individuals who come to school daily to work or to learn, as well as the safety of their families. Each of us needs to daily do our part, **BOTH IN AND OUT OF SCHOOL,** to adhere to the guidelines and recommendations provided by the CDC and other health organizations to help mitigate the spread of COVID 19. **Social gatherings and a lack of attentiveness and/or honesty in regards to symptoms** have had a significant negative impact to our school community, particularly over the course of the past week. Please be vigilant, transparent, and mindful that your daily actions impact others in ways they never have before. We are truly all connected.

Re-enrollment for current students for 2021-2022

The re-enrollment process to secure your child's seat at School of the Incarnation for the 2021-2022 is open now. It is important for us to know which students are returning before we begin to offer spots to new applicants. You should have received an email with instructions on how to login to the parent portal in School Admin to complete the "Intent to Re-Enroll" Form and pay the re-enrollment fee. The re-enrollment fee will go up according to the fee schedule below.

- $100 if paid by January 15th
- $150 if paid between January 16th and January 31st
- $200 if paid between February 1st and February 15th
- If not paid by February 15th, your child's spot will be released.

The intent to re-enroll and payment of the fee is the first step in the re-enrollment process. The second step includes the signing of your contract, initiating your FACTS agreement, and payment of the tuition deposit, this will be launched in early February with a deadline of March 6, 2021.

We require the intent to re-enroll from each student who is enrolled this year. If you know you are not re-enrolling for 2021-2022, please complete the form with your intent to not enroll.

Applications for 2021-2022 school year

Applications for new students (not current students) are available on our school website. Applications should be submitted by January 29, 2021 to be considered in the first round. If you know a family interested in attending SOTI, please complete the attached referral form.

2021-2022 School Year

First day of classes for students: August 30, 2021
Christmas Break: December 22, 2021 – January 2, 2022
Easter Break: April 15 - April 24, 2022
Last day of classes for students: June 9, 2022

Community Culture Projects
We are committed to growing our appreciation of the diversity within our community. We are asking willing families to create a video at home sharing their culture or heritage. This video would be shared with our students during their specials time.

A second project to celebrate our community's diversity is to create a virtual cookbook. Recipes can be submitted via email or sent to the school office to the attention of Mrs. Kerrie Smith. Recipes can also include a picture of your family and/or finished product, but pictures are not required.

If anyone is interested in creating a video or sharing a recipe, or even better both, please email Mrs. Kerrie Smith at ksmith@schooloftheincarnation.org

Share the Light
We have been through a lot together as a school community during this pandemic. **As 2021 begins, we want to share the light.** A kind word, a moment of gratitude, a simple smile - sharing the good is sometimes the best gift you can give to another. Help us to shine brightly during these dark winter days, and share memories or ways that SOTI has been a light during 2020/2021. https://forms.gle/QsC5PLnJ49YELAnj9

FACTS Grant and Aid Applications – Updated information – Please Read!!
FACTS Grant and Aid Applications are now open for the 2021-2022 school year. The deadline to apply for Grant and Aid will be February 28, 2021. IMPORTANT CHANGE: The Archdiocese of Baltimore is requiring 2020 W2's and 2020 tax returns. This is a change from prior years. This is due to many families having a decrease in income due to COVID and the 2019 tax returns would not reflect this, so they need the most current information. The application deadline is February 28th to submit your application but you will have until March 30 to upload those tax returns. There will not be any exceptions to this deadline. FACTS is the validation software used by the Archdiocese of Baltimore, the school and the parishes to verify the applications. FACTS does not provide any aid. Aid is awarded by the AOB, the school and parishes. The application can be found through this link: https://online.factsmgt.com/signin/3C65P. If you have any questions or concerns please feel free to reach out to Caroline Agresti, Business Manager at cagresti@schooloftheincarnation.org. An informational flyer is attached.

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 # Home and School Association (HSA) News

SOTI Knights Facemask
Please click on the link below to purchase additional SOTI Knights facemasks. Cost is $10.
https://forms.diamondmindinc.com/schooloftheincarnation/facemasks?token=369867739

Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.
To apply for financial aid, visit https://online.factsmgt.com/signin/3C65P

After completing the online application, you will need to upload all required supporting documentation.

The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.

- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.
  NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.

- Copies of all supporting tax documents if you have business income/loss from any of the following:
  Business - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  Farm - send Schedule F and Form 4562 Depreciation and Amortization
  Rental Property - send Schedule E (page 1)
  S-Corporation - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  Partnership - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  Estates and Trusts - send Schedule E (page 2), Form 1041 and Schedule K-1

IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.
- Copies of all supporting documentation for household Non-Taxable Income such as:Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TemporaryAssistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed.
You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

A non-refundable application fee may be required before your application will be submitted.

NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.

Online.FACTSmgt.com/Aid

New Family Referral Program

Our current Incarnation families are by far the best ambassadors for spreading the word about our school! Our New Family Referral Program rewards current families with a one-time $250 tuition credit for referring a new family who applies and enrolls. Here's how it works:

- If you know of a family that you believe may be interested in School of the Incarnation, complete the "New Family Referral Form" below and submit to the school office.
- Reach out to the family and share your experiences at School of the Incarnation. Share with them the reasons you have chosen Catholic education and why you think they should do the same. Let them know that you have or will refer their information to the school and that an admissions representative will call or email them to provide more information.
- For each new family that applies and enrolls at least one full-time student, a $250 tuition credit will be awarded to the current referring family <u>after the new student has been in attendance for 30 days.</u>
- Siblings of current students and previously enrolled students do not qualify as new families. Staff members are not eligible for the referral credit.
- Note that this form must be on file in the front office before the new family has contacted the school on their own for information or to visit so it is best to submit the form as soon as possible after speaking with the new family. In other words, the referral form is not retroactive and you are not eligible for the referral if the family contacts school before the referral.
- This referral program is open to all families with students currently enrolled in PreK4-Grade 8.
- Referral fees are limited to one per family per academic year.

<u>Current Family</u>

_____
Parent name(s)

_____
Student name(s) /Grade(s)

_____
Address

_____
City, State, MD

_____
Phone

_____
Email

<u>New Family</u>

_____
Parent name(s)

_____
Student name(s)/Grade(s)

_____
Address

_____
City, State, Zip

_____
Phone

_____
Email

How do you know this family? ☐Work ☐Friend ☐Relative ☐Neighbor
☐Church ☐ Community ☐ Other_____

Any information we should know?_____
_____

By signing below, I confirm that I personally know this family and have shared the good news about School of the Incarnation with them. I understand that an Admissions representative from the school will be contacting this new family to provide more information and invite the family for a tour. I have read and understand the guidelines of the New Family Referral Program. Contact Casey Boswell at 410.519.2285 with any questions.

Signature_____

-**Office use only**-   Form submission date_____ Contact date_____
Enrollment date_____ $250 tuition credit date _____