

School of the Incarnation Newsletter

December 17, 2020

Friday, December 18 th :	Spirit Wear Day
Tuesday, December 22 nd :	Last Day to drop off donations for Giving Back Red/Green out of uniform day
December 23 rd – January 3 rd :	School Closed - Christmas Break
Monday, January 4 th :	Classes resume Reenrollment for current students begins
Friday, January 8 th :	Spirit Wear Day
Friday, January 15 th :	Spirit Wear Day
Monday, January 18 th :	School Closed – Martin Luther King Jr. Day



Last chance to purchase!! Spirit Wear Sale

Last chance to purchase official Spirit Wear! The online sale is closing on Sunday, December 20th! Orders will be delivered by January 10th.

***Please remember students are to wear official SOTI Spirit Wear shirts/sweatshirts on Spirit Wear Fridays. These days are not out-of-uniform days. Spirit wear days are optional, and if a student chooses not to dress in spirit wear on these days, he/she should come to school in the regular school uniform. Examples of official SOTI Spirit Wear include: Always t-shirt, past school issued t-shirts of an approved color (maroon, gold/yellow, grey, white, or black) such as club shirts, SOTI PE sweatshirt (winter) or SOTI PE t-shirt (summer).*

Share the Light

Secondly, we have been through a lot together as a school community during this pandemic. **As 2020 draws to a close, 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. <https://forms.gle/QsC5PLnJ49YELAnj9>

School Year 2021-2022 Important Dates!!

- Monday, January 4th – reenrollment begins for **current** students
- Thursday, January 28th: deadline to apply for FACTS Grant & Aid – application is available here: <https://www.schooloftheincarnation.org/admissions/grant-aid>
- Friday, January 29th – application deadline for **new** students – this includes siblings of current students – application is available here: <https://www.schooloftheincarnation.org/admissions/how-to-apply>

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.

Giving Back

With Christmas only a few weeks away, there is still time to make your donations for our yearly backpack drive. Being that the need is even greater this year, Giving Back ordered supplies for 3,000 backpacks. A \$25 donation buys a complete backpack filled with warm clothes that could be lifesaving to a homeless person. As you can imagine, the need is even greater this year.

All donations will need to be made online [Donate here](#) (Please choose **School of the Incarnation** as your group in the 4th box) and backpacks will be available to pack at the Crowne Plaza Hotel (Grand Ballroom) in Annapolis on Jennifer Rd.

You can use the following link to sign up as a family to go pack your backpack! You can even decide to spend some quality family time helping to organize donations for the 20+ shelters that will be supported through this drive!! [Sign up to pack your backpack and volunteer](#)

You can find information about this year's drive and how to get involved on <https://www.homelessdrive.org/>

If you have any questions, please contact Sandi Dlugonski sdlugonski@schooloftheincarnation.org

Warmth Tree

As a part of our Giving Back tradition, the children love to decorate our warmth tree that is usually located in the lobby of our school. This year there will be a warmth tree in each wing. Along with all the homemade ornaments, the children can cover it with **gloves, scarves and hats** that we donate to the homeless. Giving Back helps people of all ages, so to have an assortment of sizes and items to provide to them is most appreciated. They are also welcome to bring small stuffed animals, as they are the perfect gift to give to the children we meet on the streets on Christmas Eve.

There will also be a box under the warmth tree for toiletries. Any items you use to keep yourself clean and healthy are in great need. The hope is to have a toiletry bag in each backpack given out on the streets of Baltimore on Christmas Eve.

The last item to put under the tree are the beloved, faith filled Christmas cards!!! Every backpack that will be packed, at Crowne Plaza, needs a card. Giving Back has pledged to hand out 3,000 backpacks, so we need LOTS of cards!!!

Giving Back Gently Used Clothing Collection Days

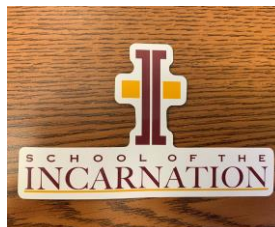
A U-Haul truck will be in our parking lot next Thursday and Friday, December 17th and 18th. You can place your donations of gently used clothing in the back of the truck. *Children and infant clothing is greatly needed.*

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.

Car Decals

Car decals are for sale in the school office - \$5 each.



Yearbook

The price of the yearbook is now \$35. You can order your yearbook here:

https://www.jostens.com/apps/store/productBrowse/1521567/School-of-the-Incarnation/2021-Yearbook/2020082004235888399/CATALOG_SHOP/.

Our Lady of the Fields Holy Name Society Scholarship Program

Our Lady of the Fields Holy Name Society is offering two \$1,000 scholarships for the 2021-2022 school year. Applications are open to all Our Lady of the Fields parishioners with children attending or planning to attend grades 1 to 8 at the School of the Incarnation.

Applications are available at Our Lady of the Fields parish office or online at www.ourladyofthefields.org. Completed applications must be received in a sealed envelope at the OLF Parish office by January 31, 2021. Every attempt will be made to notify the selected recipient in order to meet the SOTI registration requirement.

All applications will be held in strictest confidence and destroyed upon completion of the selection process.



Home and School Association (HSA) News

Have you heard? Santa is almost here!

Ho, Ho, Ho - it's that time of year and Santa is super busy and has agreed to take some time and spend with the children of Incarnation. He will take the time to send some letters to children, with the help of his elves of course. He also has Good or Naughty certificates, along with a few hours to zoom with some children. Santa doesn't have much time - so Zooming is very limited and will take place Saturday December 19th from Noon to 2:00pm. Please use the link to sign up; you will receive more details in your receipt. Santa will be donating his time and the proceeds will be going to the School of the Incarnation HSA. **Santa looks forward to seeing and writing to interested children!**

<http://forms.diamondmindinc.com/schooloftheincarnation/operationsanta>

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 Temporary Assistance 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.



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 after the new student has been in attendance for 30 days.
- 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.

Current Family

Parent name(s)

Student name(s) /Grade(s)

Address

City, State, MD

Phone

Email

New Family

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 _____