



School of the Incarnation Newsletter



August 29, 2019

Friday, August 30 th :	School closed
Monday, September 2 nd :	School closed – Labor Day
Tuesday, September 3 rd :	1 st Day of school for all students in Grades 1-8 12:15 Dismissal – No ESP
Wednesday, September 4 th :	2 nd Day of school for all students in Grades 1-8 12:15 Dismissal – No ESP
Thursday, September 5 th :	Full Day Session begins – all students in Grades Pre-K, 1 st – 8 th ESP in session
Friday, September 6 th :	First full day for kindergarten students
Tuesday, September 10 th :	Back-to-School Night Grades 4, 5, 7 and 8 - 6:30 to 8:30 PM
Wednesday, September 11 th :	Tag Day – see details below
Thursday, September 12 th :	Back-to-School Night Grades 1, 2 and 3 - 6:30 to 8:30 PM
Tuesday, September 17 th :	8 th Grade Parent Night 6:30 – 8:30 PM
Thursday, September 19 th :	School Liturgy 9:50 AM
Friday, September 20 th :	Spirit Wear Day – see details below
Wednesday, September 25 th :	4 th Grade Field Trip – Annapolis 8:00 AM – 2:00 PM
Friday, September 27 th :	6 th Grade Field Trip – Biz Town 8:30 AM – 2:45 PM



From the Principal's Desk

Dear Parents and Students,

Welcome back! We are ready and looking forward to having all of our students back next Tuesday to begin the 2019-2020 school year. This past week has been a great preview with the 6th grade parent/student orientation night and yesterday's sneak-a-peek. This morning, the entire school team joined with those of all of the other Archdiocese of Baltimore schools at a special Mass and convocation with Archbishop Lori, Chancellor Jim Sellinger, and Superintendent, Donna Hargens. It was a beautiful commissioning and blessing on the year ahead and on our wonderful faculty and staff who give of themselves so generously in serving our students and their families.

On Tuesday, we welcome parents to join us in Marian Hall as a school community as we come together for morning prayer for the first time, and request that parents allow the students to go to the classroom unaccompanied as they normally do beginning the first day.

I also thank you in advance for your patience the first few days as we all transition into our regular routines in the front office, in the classroom, and of course, in the parking lot during drop-off and dismissal - particularly with the changes: the addition of HOV, the change in direction for gold lot, and the change for everyone getting out of cars and meeting students at the curb to help us do a better job of making sure the correct person is picking up each and every student. Please see the attached diagrams to review the protocols for drop-off and pick-up.

With prayers for a beautiful Labor Day weekend.

In Christ,
Ms. Baker

Back to School Nights

Parents are invited to meet with classroom teachers, Ms. Baker and Mr. Lorenz on Tuesday, September 10th at 6:30 PM for Grades 4, 5, 7, 8 and Thursday, September 12th at 6:30 PM for Grades 1, 2, 3. This program is limited to parents only (no students please) due to available seating in the classrooms.

Student Absence, Tardy or Leaving Early

Please remember to email attendance@schooloftheincarnation.org and your child's homeroom teacher by 8:15 AM if your child will be absent, late or leaving early. Information in the email should include your child's full name and reason for absence, expected arrival time or expected early departure time.

Volunteers/Chaperones/Visitors – Requirement for VIRTUS

School of the Incarnation and the Archdiocese of Baltimore have a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy

relationships. With our longstanding commitment in mind, all parishes and Archdiocesan Catholic Schools use VIRTUS, a compliance management system implemented in November 2017 that allows all parishes and schools to facilitate compliance with Archdiocesan child protection requirements for all volunteers who work with minors.

To that end, all those who wish to come into school, volunteer, read to a class, attend a class event, participate in class parties, or otherwise be around the students, must be appropriately screened for their fitness to work with minors. This process includes mandatory completion of criminal background checks and safe environment training.

All parents, grandparents, and volunteers who will have contact with children at School of the Incarnation must be fully certified before their arrival to visit, volunteer, coach, or chaperone at the school. Please visit our Parent Volunteering page on our school website for more information <http://www.schooloftheincarnation.org/resources/parent-volunteering> or contact our Volunteer Coordinator, Jackie Haslinger @ jhaslinger@schooloftheincarnation.org

All visitors to the school must present a driver's license or other government-issued photo identification upon entry to the school. They will be scanned through our security system. Our receptionist will issue each visitor a badge.

Beyond Program Pre-registration now open!

We are excited to provide enrichment and club opportunities for all grades starting in Trimester 1. Please click on the link below to pre-register for the programs your child would like to join. The Program is still in need of moderators/coaches for certain clubs, so make a note on the form if you're available to volunteer. Any questions or ideas can be sent to Miss Amy Santini (Auxiliary Services Coordinator) at asantini@schooloftheincarnation.org

https://docs.google.com/forms/d/e/1FAIpQLScsw8bPRpUsxShgkFVDRdL4UNkendiWzxM3quLMuG_JpfYeNQ/viewform

Does your child love to SING, ACT or DANCE?

At SOTI, we have something for everyone! **Cherub Choir** (grades 1-2), **Concert Choir** (grades 3-8) and **Musical Theatre** (grades 6-8). Rehearsals are all held after school in the Music Room and all three groups are run by Mrs. Harper. Each group performs at least twice a year, Fall and Spring, and the Concert Choir also gets to sing for the Bowie Baysox. Enrollment in each group is limited, so please check out the details on the following links:

Cherub Choir –

<https://docs.google.com/forms/d/e/1FAIpQLSdgRSQAbvV5GVS2IFI4GpYJHM1JISptOoNT6L2DfMzKETR-JQ/viewform?vc=0&c=0&w=1>

Concert Choir – https://docs.google.com/forms/d/e/1FAIpQLSf1BdqwNg8VT1nYUN9YsmS2HYZ0EZH-o4fXKEIbD9xY1_WISQ/viewform?vc=0&c=0&w=1

Musical Theatre –

https://docs.google.com/forms/d/e/1FAIpQLSe9jaEiEq3JdRmd5XKyKwvuKoCnyb5we0Vb_fZhNgTx4448bw/viewform?vc=0&c=0&w=1

Girls on the Run Fall Season begins soon, and needs your help!

Girls on the Run (GOTR) is an after school program for girls in grades 3 through 5, and meets on Tuesday's and Thursday's from 3 to 4:15 PM. GOTR integrates fun, friendship, and important life skills all while training for a noncompetitive 5K run. The fall session will begin on Tuesday, September 17. Registration begins on September 2 - visit www.gotrchesapeake.com to register. We are also in need of some parent volunteers to help coach - if you are interested, please email Sarah Spaulding at sspaulding@schooloftheincarnation.org

Tag Day – Wednesday, September 11th

Wednesday, September 11th will be a Tag Day. Students may dress out of uniform. The theme is "Patriotic" and students are asked to wear red, white and blue. Students who have PE on Wednesdays must wear sneakers. The cost to dress out-of-uniform is \$1 – dollar bills only please – no coins. The money collected will be donated to the Wounded Warrior Project. Please remember the following may **not** be worn:

- Ripped jeans, short shorts or yoga pants
- Tank tops or camisoles

- Flip-flops or open toed- sandals
- Inappropriate logo/phrases on shirts
- Skirts shorter than 2" above the knee unless worn with leggings or tights

School Liturgy

School masses will usually be scheduled once a month beginning in September. Due to the number of students in grades Pre- K thru Grade 8, we unfortunately cannot accommodate parents at school masses. Parents are always welcome to join us for morning prayer in Marian Hall at 8:20 AM any day. Parents joining us for morning prayer should see our receptionist in the lobby to get a visitor badge. Thank you for your understanding.

Spirit Wear Day – Friday, September 20th

Our first Spirit Wear Day is Friday, September 20th. Spirit wear days are distinct from out of uniform days and Tag days. Spirit wear days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official School of the Incarnation spirit wear. These days usually fall on Friday or may be on a spirit night or any day designated by the principal. All spirit wear days will be listed on the calendar. Spirit wear days are optional, and if a student does not choose to dress in spirit wear on these days, he/she should come to school in the regular school uniform. The following are guidelines for spirit wear days:

- Students should wear an official School of the Incarnation spirit wear shirt* which is one of the following acceptable school colors: maroon, gold/yellow, grey, white, or black.
- Any other School of the Incarnation spirit wear can be worn on these days with the exception of hats which may not be worn inside the building.
- Spirit wear that is defaced, torn, altered or written on is not permissible.
- Dresses and skirts must be of reasonable length (no more than 3 inches above the knee) and not too tight. No thin straps or bare shoulders.
- Pants - Presentable jeans or pants are acceptable, but not pants that are tight. Leggings or spandex are not allowed.
- Shorts may be worn from August-November 4th and April-1st-June. Hair may not be dyed or combed in an unusual fashion.
- When the weather turns cold, spirit wear must be visible. For example: it would be unacceptable to be wearing a SOTI t-shirt which was completely covered by a Spalding sweatshirt.
- No hats are to be worn in school unless specified within the themes.
- Any shoes may be worn, except open-toed sandals, flip flops, clogs, thick-soled or high-heeled shoes.
- Earrings: Boys are not allowed to wear earrings at any time. Earrings for girls should be small posts or hoops.

*Examples include: Always t-shirt, past school issued t-shirts of an approved color such as club shirts, SOTI PE t-shirt, or current SOTI athletic jerseys during the appropriate season.

Student Council Information

Students interested in becoming Student Council Officers should apply September 9th-16th. Completed application packet is due by September 16th. Speeches will be heard on September 18th and elections will be held on September 20th.

Homeroom Student Council Representatives should apply September 23 – 30th. Completed application packet must be received by September 30th.

Please see or email Mrs. Conti – aconti@schooloftheincarnation.org or Ms. Rich – lrich@schooloftheincarnation.org for more information.

School of the Incarnation HSA Facebook

It's official! The HSA has a Facebook group under the school page. As a parent of the school, you are welcome to join. Request to be added to the group, School of the Incarnation HSA. See everyone on Facebook!

School Directory 2019/2020

Please complete the form below **if you do NOT wish to have your name, address and/or phone number published in the school directory** and return the form to the school office or email your request to Jennifer RaVell at jravell@schooloftheincarnation.org **by the Friday, September 6th.**

I/We do NOT wish to have the following information published in the school directory. Please check the appropriate box(es) of information you **don't** want listed in the directory.

Name Address Phone Number

Family Name: _____

Student Name: _____ Grade _____ Teacher _____

Student Name: _____ Grade _____ Teacher _____

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Family Name: _____

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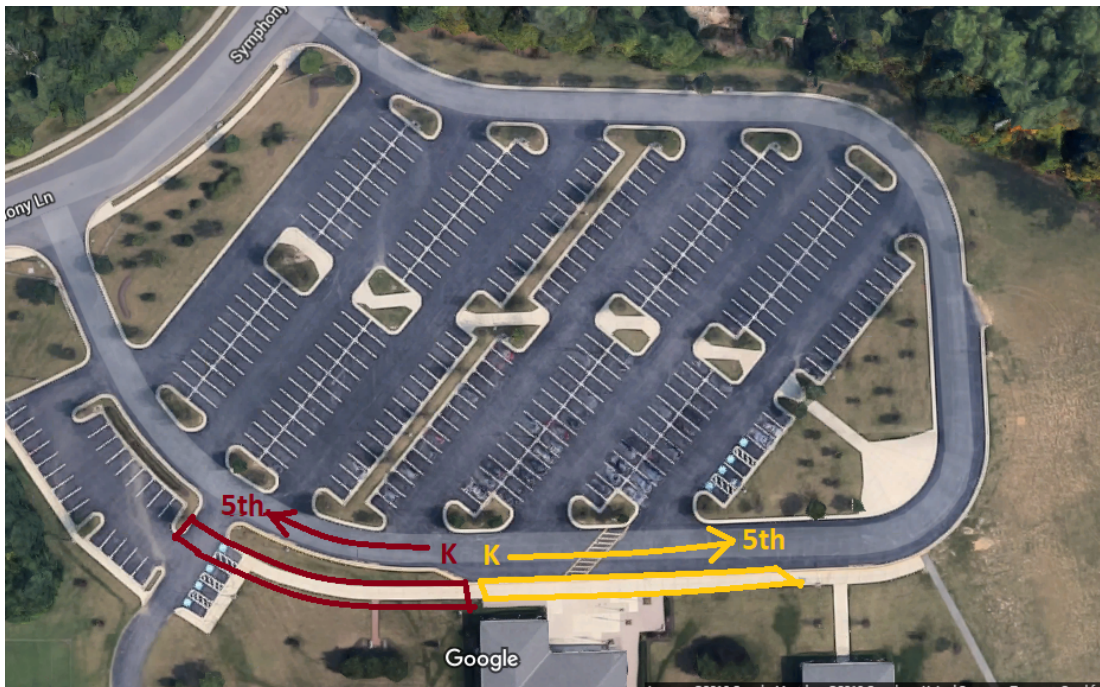
Student Name: _____ Grade _____ Teacher _____

DISMISSAL CHANGES
PM Pickup Route (Last names M-Z) [Change 1 of 2]



This is simply a change in direction of the Gold Lot traffic pattern.

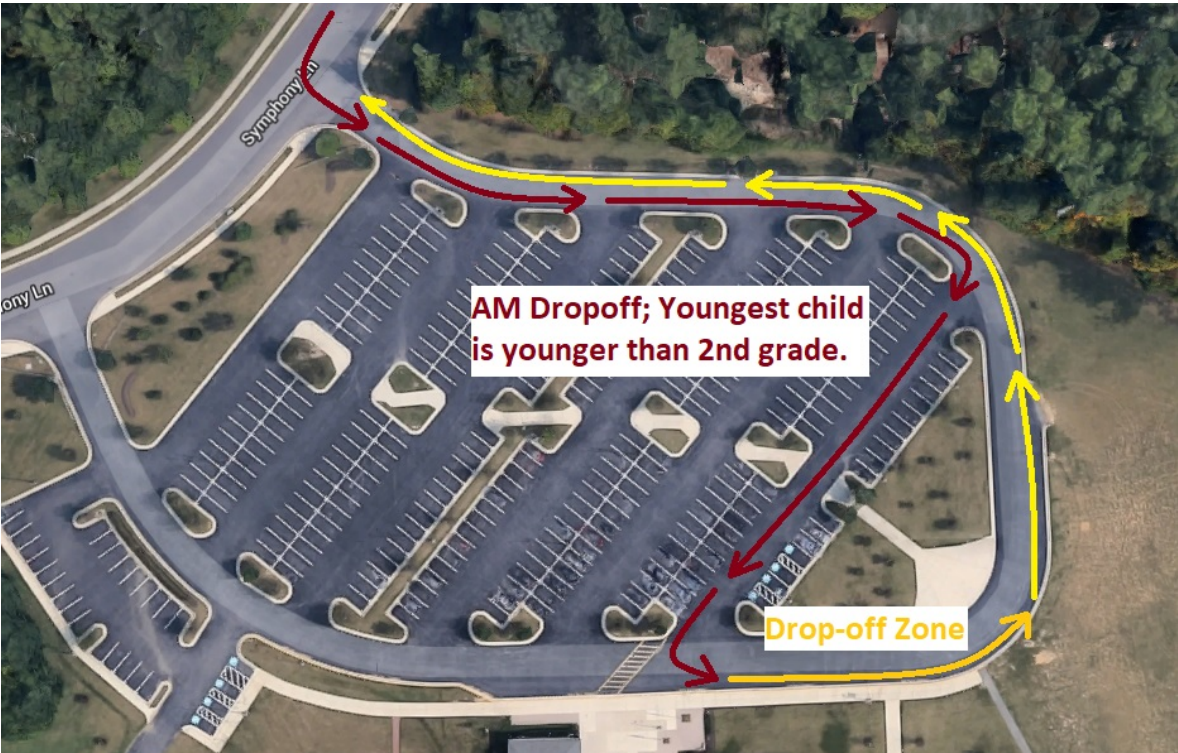
PM Pickup Procedure [Change 2 of 2]



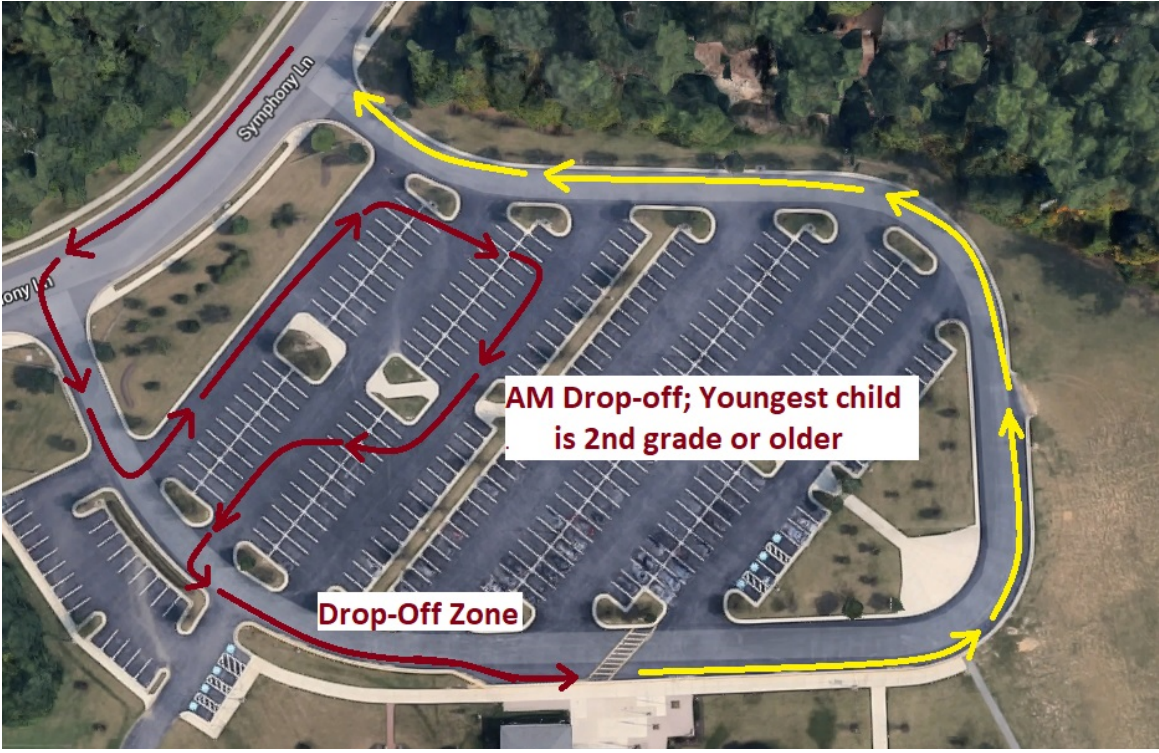
Students in grades K-5 will no longer walk into the parking lots. Instead, they will line up along their respective sidewalk areas at approximately 3:00 (see illustration above). Parents will proceed to the sidewalk area to pick up their child and head back to their vehicles.

Middle School students will be dismissed shortly thereafter and will proceed into the parking lots to meet up with their pickup vehicle.

Morning Dropoff (Youngest child is younger than Grade 2)



Morning Dropoff (Youngest child is Grade 2 or older)



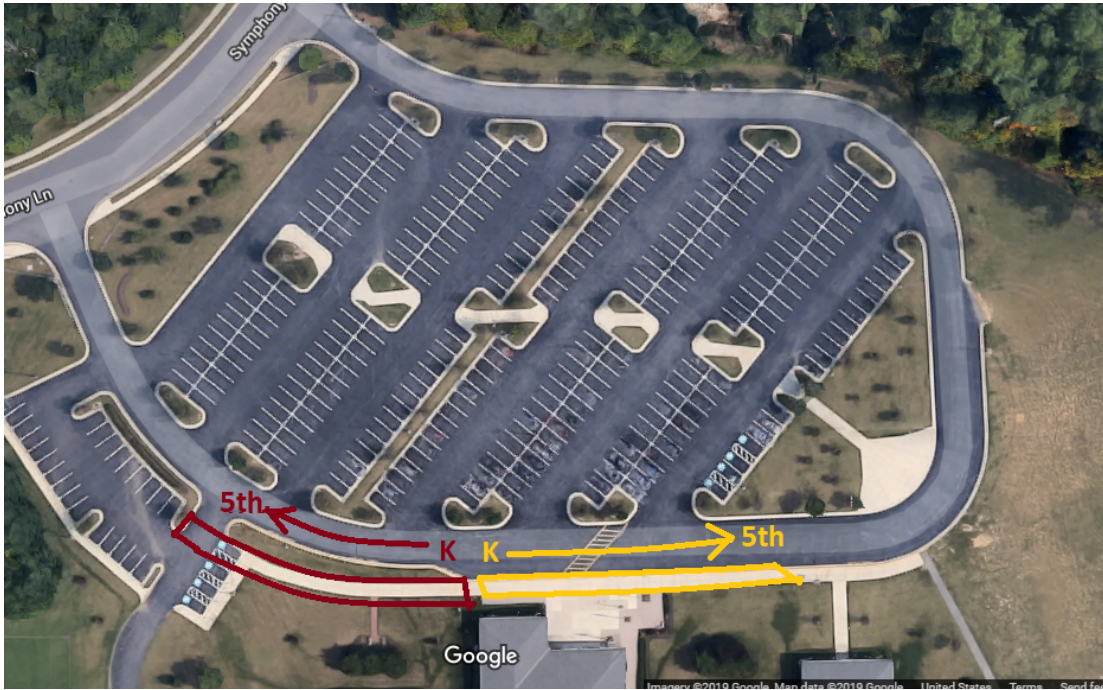
PM Pickup Route (Last names A-L)



PM Pickup Route (Last names M-Z)



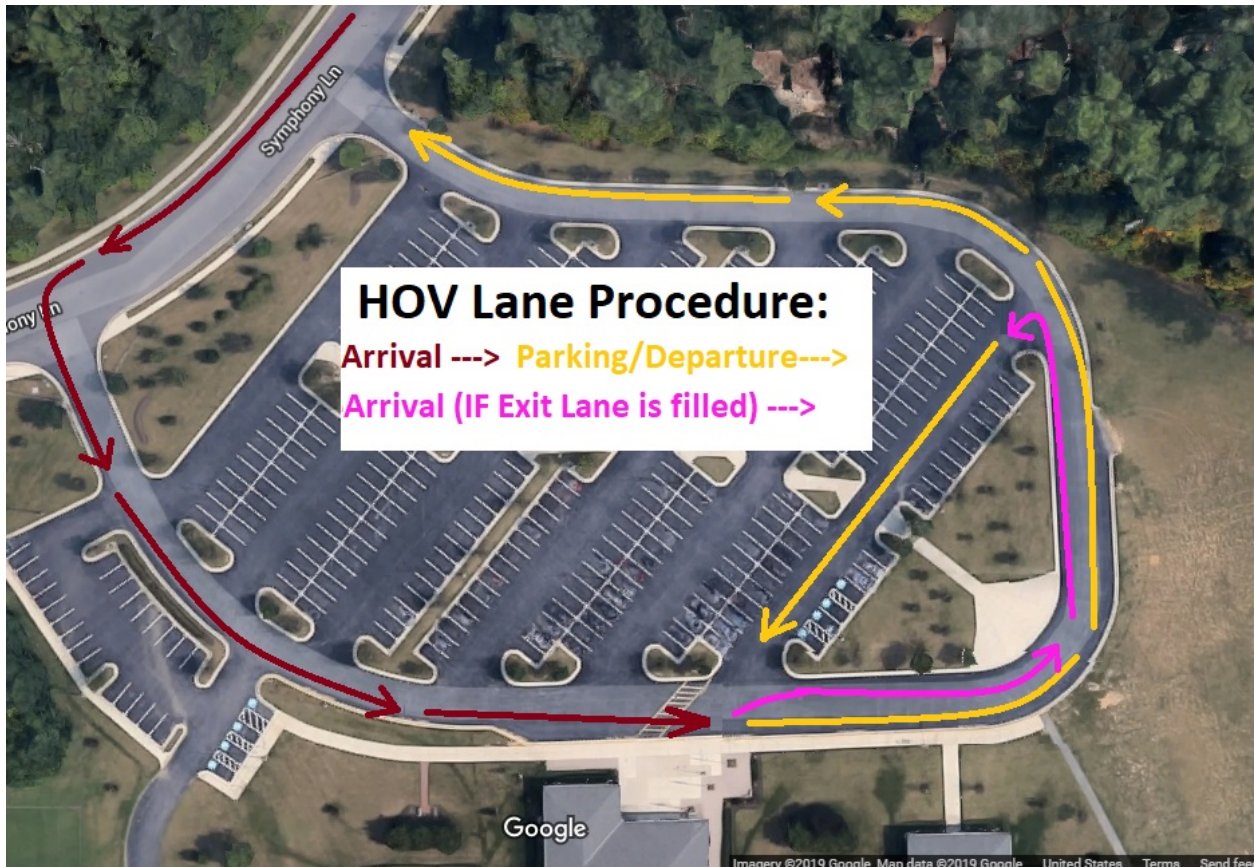
PM Pickup Procedure



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Middle School students will be dismissed shortly thereafter and will proceed into the parking lots to meet up with their pickup vehicle.

HOV Lane Procedure (Registered Carpools Only!)





TOMMY'S FOOD SERVICE

"GREAT FOOD FOR GREAT KIDS"

School of the Incarnation
2601 Symphony Lane, Gambrills, MD 21054
410.519.2285 Ext 2504; 410.519.2286 FAX
Email: lunch@schooloftheincarnation.org

August 21, 2019

Dear Parents, Students, Teachers, and Staff,

Tommy's Food Service will be serving our first lunch in the cafeteria on Thursday, September 5, 2019. Kindergarten's lunch will start on Monday, September 9, 2019. The lunch menu for September, Tommy's Welcome Letter 2019 and "Tommy's 101" (cafeteria guidelines) will be posted on the School of the Incarnation website www.schooloftheincarnation.org

We will again be instituting a Lunch Account Debit System in the cafeteria this year whereby each student and staff member will have their own account number for purchases. We will be issuing lunch account numbers to new students prior to the first lunch day on September 5th. Returning students and staff will use the same account number. The amount you put on the Debit System will be at your own discretion depending on your anticipated purchases. We accept checks payable to: **Tommy**, or cash in an envelope with your child's name or lunch account number for proper credit, or online payment via PayPal, just a friendly reminder that PayPal charges a fee not Tommy's. Go to www.paypal.com, our merchant name is lunch@schooloftheincarnation.org. **There will be NO CASH sales at the cash register. We would greatly appreciate that all accounts remain current, as this is a Debit Account System and not a Credit Account.** Lunch account history and account balance can be viewed at www.mymealmoney.com. All purchases remain on the system for 30 days.

Due to rising minimum wage, food cost, the combo lunch cost is \$5.25 and it includes the entrée, choice of milk or juice or bottled water. The following items can be purchased separately: milk, fruit juices, bottled water, fruits, homemade soup, assorted subs (e.g. turkey or ham & cheese), assorted salads (e.g. tuna, chicken or egg), cookies, potato chips, yogurt and other snacks. Available daily except pizza day: hotdogs and grilled cheese sandwiches for \$2.75. Papa John's Pizza will be served on PIZZA Day the meal includes 1 slice of pizza and 1 milk for \$3.10 or just a slice for \$2.30. Tommy's food service uses complete oven baking system. We do not fry any food.

We look forward to serving you again this year with a wide variety of nutritious and delicious homemade foods and excellent customer service to all. Please call us at the school cafeteria 410-519-2285 ext.2504 or email at lunch@schooloftheincarnation.org anytime for account inquiry or cafeteria questions. Our preferred method of contact is email.

Sincerely,

Tommy Savvides,
Food Service Director

Gina Gill
Cafeteria Manager



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TOMMY'S LUNCH 101

Dear Parents/Guardians,

Tommy's Food Service is truly blessed and thankful to be a part of the School of the Incarnation (SOTI) community. We strive to provide a variety of your child's favorite foods and healthy snacks, as well as a pleasant experience for you. We do not fry any foods, and prepare most items from scratch each morning using the highest quality products available. Many of our recipes have been in the family for years.

School Lunch Accounts 101

It is very important to remember that lunch accounts utilize a debit system – there is no credit. It is the responsibility of the parent/guardian to fund the account, monitor purchases online, and discuss purchasing habits with their child. We ask that you maintain a positive balance of \$20.00 in the account. **Due to rising minimum wage, food cost, the combo lunch cost is \$5.25** it includes an entrée, milk or juice or bottled water. The average student spends about \$25/week when purchasing daily lunch and occasional snacks

Funding the Lunch Account

There are several ways to add money to your child's lunch account. We accept checks; cash in an envelope with your child's full name and online payments via PayPal. Just a friendly reminder that PayPal charges a fee of 2.9% + 30 cents will be deducted. Please make checks payable to **Tommy** in an envelope with your child's full name or lunch account number on the memo line for proper credit. ****There is a \$30 NSF (non-sufficient fund) fee assessed to the lunch account for each returned check. This covers our bank fees.**

To send a payment via PayPal, you may go directly to www.paypal.com our merchant name is lunch@schooloftheincarnation.org Always include your child's full name or lunch account number for proper credit. Just a friendly reminder that PayPal charges a fee of 2.9% + 30 cents will be deducted (by PayPal, not Tommy's) and the adjusted amount will be credited to your lunch account on the next business day.

Negative Account Policy

Students will be told verbally when they reach a \$0.00 balance, and email notice when the account reaches (-\$5.00). Email notices will be sent out weekly. Students with negative account will only be given the lunch of the day (no extras, e.g. cookies and no seconds). If the account continues to be in the negative, the student will only be served a cheese sandwich. Currently, we do not charge any fees if the account falls negative.



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Being told they have a zero or negative balance can be upsetting or embarrassing for some students, so please make sure they understand if there is no money in the account, they cannot purchase extras. We try to be flexible and gentle, always giving students a verbal warning when they are approaching the "No Snack Zone".

Monitoring Accounts Online

Go to the www.mymealmoney.com select your school, enter the last name, and ID # in the respective fields. Instead of pressing the enter key on your keyboard, you'll need to manually click on the green GO button. You will see an overview of your child's account in the yellow box immediately below. Parenthesis around the amount (\$0.00) indicates a negative balance. Once you see your child's name and homeroom information, then you can click on the History button to the left to view account details and 30 days of history. Current day history is available after 3:00pm. *The website is not supported on Internet Explorer 9 Beta.

Purchasing Habits

Please consider this a great opportunity to discuss healthy eating habits with your child and begin teaching them about basic money management. These life skills truly begin at home.

We understand that students don't always respect their parent's instructions. If your child does not have your permission to use a lunch account, you must notify Tommy's in writing and bring the account to a zero balance before it will be closed. Otherwise, accounts remain open and available for use.

Questions?





Please contact cafeteria staff with any questions, feedback, or suggestions you may have. Email is the best form of communication. We value your opinion and are always looking for ways to improve how we serve you and your child.

Regards,

Tommy Savvides
Food Service Director
Gina Gill
Cafeteria Manager

Contact us at: lunch@schooloftheincarnation.org 410-519-2285 Ext: 2504

September 2019 Lunch Menu
TOMMY'S FOOD SERVICE @ School of the Incarnation
"Great Food for Great Kids"

Monday	Tuesday	Wednesday	Thursday	Friday
2 SCHOOL CLOSED Labor Day	3 Early Dismissal Cafeteria Closed	4 Early Dismissal Cafeteria Closed	5 Corndog , Homemade Mac N Cheese and steamed green beans	6 Pizza Day  Better Ingredients. Better Pizza.
9 Spaghetti w/ marinara sauce, meatballs and tossed salad	10 Chicken tenders , mashed potato, gravy & steamed veggies	11 Soft beef tacos w/ cheese, Spanish rice, and steamed corn	12 Breakfast for lunch Pancake, or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	13 Pizza Day  Better Ingredients. Better Pizza.
16 Corndog , Homemade Mac N Cheese and steamed green beans	17 Chicken patty sandwich , French Fries and sliced cucumber	18 Baked Potato Bar w/ toppings: bacon bits, butter, melted cheese, sour cream and steamed broccoli	19 Cheeseburger , French Fries and sliced cucumber	20 Pizza Day  Better Ingredients. Better Pizza.
23 Cheese Ravioli w/ marinara sauce, meatballs and tossed salad	24 Cheeseburger , French Fries and sliced cucumber	25 Chicken tenders , homemade Mac N Cheese and steamed broccoli	26 Breakfast for lunch Pancake, or French toast sticks, sausage, tater tots and baked apples w/ cinnamon sugar	27 Pizza Day  Better Ingredients. Better Pizza.
30 Spaghetti w/ marinara sauce, meatballs and tossed salad	Oct 1	2	3	4

Combo lunch is \$5.25 it includes the **entrée**, choice of milk or juice or bottled water. **Hotdog or grilled cheese**, plus a side & drink (milk, juice or bottled water) is also combo lunch. **Available daily except pizza day:** variety of subs, hotdog, and grilled cheese sandwich, homemade soup, pretzel and **freshly baked cookies daily**. Nachos on Wednesdays, ice cream on Tuesdays & pizza day. We do not deep fry any food. **Prices and menu may change without notice.**

Ala Carte Price List Only Not available daily
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Available Daily: Hotdog \$2.75 Grilled Cheese \$2.75 Turkey & Cheese Sub \$3.40 Ham & Cheese Sub \$3.40 Homemade Soup: \$2.75 chicken noodle tomato cheesy potato bean soup Assorted Salad: \$4.25 Greek, Chicken, Tuna, or Egg Beverage: Milk or juice \$0.80 Bottled water \$1.00 Gatorade \$1.50	Available Daily: Cookies \$1.00 Potato Chips (1oz) \$1.00 Sun Chips \$1.25 Pretzel \$1.00 Fruit (whole apple or orange) \$1.40 Fresh Fruit in Cup (sliced) \$1.75 Yogurt (Yoplait) \$1.35 Veggie (tossed salad, carrots or sliced cucumber) \$2.00 Tuesdays & Pizza day only Ice cream \$1.00 Twister 1.35 Wednesday only: Nacho Chips w/ cheese \$2.25 Not Available Daily: French Fries or Tater tots \$2.75 Rice or Mashed potato \$2.75	Buttered noodles \$2.75 Chicken Patty Sandwich \$3.75 Chicken tenders (3pcs) \$3.25 Chicken wings (4pcs) \$4.50 Cheeseburger \$3.75 Corndog \$2.75 Meatballs (4pcs) \$2.50 Meatball sub \$2.75 Pancake 3/ French toast stick \$3.25 Philly cheesesteak \$3.75 Pizza (1 sliced) \$2.30 Popcorn Shrimp \$3.75 Soft beef taco (1) \$1.15 Mac N Cheese \$3.75 Ravioli (7 pcs) \$3.75 Ziti \$3.75
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Please call us at the school cafeteria 410-519-2285 Ext. 2504 or E-mail us at lunch@schooloftheincarnation.org for any inquiries.
Thank you, Tommy and Gina



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 _____

<p>-Office use only- Form submission date _____ Contact date _____ Enrollment date _____ \$250 tuition credit date _____</p>
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You're Invited!

Walking with Purpose invites all women to join us for our first Connect Coffee of the year!

Thursday, Sept 19th

9:30-11:15am

Our Lady of the Fields Hall
1070 Cecil Ave, Millersville

or

Monday, Sept 23rd

7:00-8:30pm

Our Lady of the Fields
Room 204

Come learn how this WWP bible study can take you on an exciting journey closer to the heart of God. Food, fellowship, and an inspiring talk await.

Kindly RSVP to: EventsatOLF@gmail.com

Please indicate if you would need childcare and we will make every effort to accommodate. This event is free and open to all women.

For details on the 2019-2020 courses offered visit:

www.ourladyofthefields.org/adult-faith-formation

or click [Here](#) for the online registration form.

