



# St. Charles Borromeo Catholic School Return/Pick-up Schedule

April 30, 2020

[www.stcharlesschoolfw.org](http://www.stcharlesschoolfw.org)  
schooloffice@stcharlesschoolfw.org  
260-484-3392

**Our Mission: To Teach, Love, Live and Learn as Jesus Did**  
**Our Vision: Share Faith, Serve Others, Seek Knowledge**

## [Return & Pick-up Times: Textbooks, Chromebooks, Locker/ Desk Belongings, Etc.](#)

In order to follow safe social distancing guidelines, we have scheduled days and times that allow around 50 visitors in the building at a given time for returns and pick-ups. If you do not come during your time slot, you may have to wait to enter the building when a fellow student exits. **If anyone is ill or currently in quarantine, stay home; contact school for other arrangements.**

### **Parent/Student Required Safety Procedures for Entering/Visiting/Exiting the Building:**

1. Park in the large Church lot and enter through door #3.
2. **All visitors must wear masks. We cannot provide masks (BYOM). Those without masks will not be permitted to enter.**
3. Inside the entrance of door #3, visitors will be greeted, counted, and provided hand sanitizer
4. If needed, at this time, return any remaining registration paperwork and/or make outstanding payments (lunch, etc.)
5. **Those utilizing a Choice Scholarship (Voucher) must stop & see Mrs. Bojrab to sign Choice Scholarship documentation**
6. While moving inside the building, families are asked to follow social distancing from other families of at least 6 feet
7. Please do not congregate & visit within the building or in the parking lot. As difficult as this may be, we thank you for cooperating :)
8. Exit door #7 (to large parking lot)

### **Students should return the following items:**

- school library books and classroom library books
- novels [Frindle-gr. 5, Outsiders-gr. 7, To Kill A Mockingbird-gr. 8]
- hardcover textbooks [Algebra, Geometry, Journey's, Social Studies]
- Bible with student name inside (gr. 7)
- Theology of the Body student book with student name inside (gr. 7)
- Recorder with student name on case (gr. 4)
- Chromebook in case with charger in side pocket, with student name on case (gr. 4-5-6-7-8)
- Spring Musical Scripts for *Frozen, Jr.* returned to Mrs. J. Till (table in main hallway)
- Band and Orchestra Sheet Music returned to Miss Bassett (table in main hallway)
- sports uniforms in plastic grocery bag labeled w/student name, grade, sport (table near gym)
- any other items which belong to the school or teacher

### **Students should NOT return:**

- personal items
- any written paper work completed during remote learning
- workbooks, consumable books; i.e. journals, Alive In Christ religion books, Stations of the Cross coloring book, iReady math books, Ready reading books, vocabulary books, science books, Journeys Reader's Notebook, handwriting books

### **Students should Pick up:**

- personal items, i.e. pencil boxes/cases, gym shoes, clothing, headphones/ear buds, etc.
- costumes/props for Frozen, Jr.
- seeds/plants from Parks Department (K-4)
- yearbook if ordered/paid (*Extra Yearbooks may be available for purchase at \$20 each at the art room as supply last*)

### **Parent Business before leaving building, if needed please:**

- pick up medicine, epi-pens, inhalers from Nurse Thrower in the school office

### **Grades PK-8**

8:30-10:00  
10:00-11:30  
12:15-2:00  
2:00-3:30  
3:30-5:00

### **Wednesday, May 20**

Adamonis - Bogenschutz  
Bojrab - Chenowith  
Cheviron - Dickerson  
Diehm - Finn  
Firks - Hartman

### **Thursday, May 21**

Hartzog - Isenbarger  
James - Kooi  
Kovacs - Maldeney  
Maldonado - Morales  
Morris - Patino

### **Friday, May 22**

Pau - Ryan  
Saillant - Smith  
Snowball - Thiel  
Thomas - Tippmann  
Tone - Zartman

### **80% of our Families have successfully registered for 2020-21 using FACTS Tuition Mgmt! We need 100%!**

**Everyone** must register with FACTS Tuition Management for next year! <https://online.factsmgt.com/signin/3Y2X3> Thank you to the 340 families who have registered so far. The link for registration is right above us ☺. Or, more detailed directions for registration are repeated later in this letter. Remember, the first step is to complete the FACTS Tuition Management part and select a payment even if you use the Choice Scholarship (voucher). Please Note: **Families who do not Register by Friday, May 8th, will be moved to "Wait List" Status.**

**Dear Parents - On behalf of Fr. Tom, Sr. Genevieve, Mr. Hoersten, & all Faculty and Staff . . . We REALLY miss you!** We hope all of you are well in mind, body, and spirit! Parents, students, & teachers - you have been doing a fantastic job working together to continue instruction and learning, provide encouragement, and demonstrate perseverance through an unprecedented and challenging time. Some good news! We are near the end for this school year! We must prepare our minds for winding down this school year, and preparing our families for the next steps in emerging from this pandemic. Unfortunately for all of us, especially our 8th grade graduates, being together one last time to celebrate and say good-bye will not be possible, if at all, for a few months at best. I am going to share some larger details/dates at this time, and will provide more specifics (Graduation, awards, sports, etc.) for the rest of the events later next week. I ask that you be patient with us until then, as the situation is a bit fluid behind the scenes and we are constantly updating. Thank you. -Rob S.

**1. Our Last Official Day of School will be Wednesday, May 20th**

A separate note has been sent home regarding Return/Pick-up of textbooks, Chromebooks, locker/desk materials, etc. I have also included the schedule at the end of this letter. Please look for it.

**2. SCBS Remote/eLearning Schedule Monday, May 4th - Wednesday May 20th**

- a. Remote/Elearning continues Monday, May 4. Lessons posted 8:00pm Sunday. Go to school website "Remote/eLearning" tab.
- b. Assignments/content will be presented as April 6, April 8, and April 9 to be worked through in sequential order.
- c. Day 17- May 4 is due by Wednesday, May 6, by 2:00 p.m.
- d. Day 18 - May 6 is due by Friday, May 8 by 2:00 p.m.
- e. Day 19 - May 7 is due by Saturday, May 9 by 2:00p.m.
- f. Day 20 - May 11 is due by Wednesday, May 13 by 2:00 p.m.
- g. Day 21 - May 13 is due by Friday, May 13 by 2:00 p.m.
- h. Day 22 - May 14 is due by Saturday, May 14 by 2:00 p.m.
- i. LAST WEEK OF SCHOOL - Note earlier turn-in dates!**
- j. Day 23 - Assigned Friday May 15 - All work is due Monday, May 18 by 10:00 p.m.
- k. Day 24 - Assigned Monday May 18 - Light Review - All work is due Tuesday, May 19 by 2:00 p.m.
- l. Day 25 - Assigned Tuesday, May 19 - Final Messages - No work will be turned in. Thank you for your hard work this year!
- m. Students are free to work ahead to complete assignments as best suits the family schedule
- n. Teachers are available online Mondays - Fridays 9am - 1:00pm via Canvas (students grs. 4-8) and for all students through teachers' emails found on the Remote/eLearning pages, and/or found through the "Faculty And Staff" tab of our school website. Please understand that teachers work from home. If you email between 9:00-1:00, and a response is not immediate (within 5-15 minutes), please know that you will receive a response within the day. Also, you can email after the posted hours, and teachers may still be checking periodically and respond.
- o. The school office is closed to visitors, but we have a cart for dropping off forms outside door #1 Monday-Friday, 8:00am-Noon. Also, we will be checking voice messages and returning calls daily, if you would like to leave a message.

**3. 8th Graduation, Awards, Summer Schedule, Used Uniform, 1st Communion, etc.**

We will send out our tentative plans for these events later next week. We thank you for your patience and understanding.

**4. 80% of our Families have successfully registered for 2020-21 using FACTS Tuition Mgmt! We need 100%! Everyone must register with FACTS Tuition Management for next year! <https://online.factsmgt.com/signin/3Y2X3> Thank you**

to the 340 families who have registered so far. The link for registration is right above us ☺. Or, more detailed directions for registration are repeated later in this letter. Remember, the first step is to complete the FACTS Tuition Management part and select a payment even if you use the Choice Scholarship (voucher). **Once we input tuition rates assessed to your family and apply any subsidy and discounts (voucher, other awards, scrip, etc.) then FACTS will send you an email with your balance owed that is broken out over your choice of payment (one time lump, semi-annual, or monthly)**. At that point we can easily adjust your account if needed. Then you will know if you want/need to apply for financial aid.

**5. Fill out and return the three additional forms (1,2,3) as they apply to your needs.** You can scan & send via email to [schooloffice@stcharlesschoolfw.org](mailto:schooloffice@stcharlesschoolfw.org), use regular mail, fax them to 260-482-2006, or drop them by the school office 8:00am - Noon through May 15th. [Try free app, CamScanner, for scanning from your phone, and sending through email]

- 1) School/Parent Agreement (everyone)
- 2) ChildCare Registration (as needed)
- 3) Parking Space Request Form (as needed).

**6. Can I defer my May payment for the 2020-21 school year & begin paying in June instead? Yes! But time is running out! How do I apply for Parish Tuition Assistance and/or an SGO for next year? Read letter 'C' below!**

- a. **Deferring the May Payment until June Due to Financial Hardship:** When registering in FACTS, families can choose three payment options 1) Pay in full 2) Pay in two lump sums 3) Pay over 12 months. Most families choose to pay over 12 months from May through April. **Once you have registered in FACTS and have your account set up, if you feel you will have difficulty making the May payment due to the financial squeeze at this time, simply contact us and ask us to adjust your payment from 12 to 11 payments beginning in June instead of May.** Contact Pam Bojrab in the School Office at 484-3392 or email her at [pambojrab@stcharlesschoolfw.org](mailto:pambojrab@stcharlesschoolfw.org) or you can contact Cece Dunderman in the Parish Office at 482-2186 or email her at [ceced4025@scbfw.org](mailto:ceced4025@scbfw.org). Please realize your payments will be a little larger over 11 months vs. 12 months, but usually this is manageable. For example, a \$250 payment over 12 months would bump up to a \$272 payment over 11 months. We can help you figure out the difference. We will work with you! Contact us!
- b. **Receiving Parish Tuition Assistance for my Final April Payment of 2019-20 Due to Financial Hardship:** These are financially stressful times, with many being laid off, or facing uncertain income for the next few months. We currently have one more month, April, left in the tuition payment cycle for this 2019-2020 school year. Fr. Tom wanted me to share that **if you are in a financial bind and may need Parish Tuition Assistance for the last April payment, please contact the Parish Office, at 260-482-2186,** and ask to speak with Cece Dunderman or email [ceced4025@scbfw.org](mailto:ceced4025@scbfw.org), or ask for our Business Administrator, Robert Carroll or email at [rpcarroll@scbfw.org](mailto:rpcarroll@scbfw.org) to discuss some relief. We want all of our families back for 2020-21! We will work with you! Contact us!
- c. **Applying for Parish Tuition Assistance and/or an SGO for 2020-2021:** Please, if you have any need, please apply for assistance. We want to help! Using FACTS to apply for Parish Tuition Assistance is fairly straightforward. Once you have opened your new FACTS Tuition Management Account and chosen your tuition payment, you simply return to the 'homepage' of your newly created FACTS account, **click the green 'Continue FACTS Application' button,** and follow the steps listed. Please note, to apply for Parish Tuition Assistance and/or assistance from the Scholarship Granting Organization (SGO), there is a \$35 fee to apply for these options. The \$35 fee covers both options.

**7. Should I send in my tax returns to apply for the Choice Scholarship (Voucher) for 2020-2021? YES!**

- a. If you normally send in your tax documents for income verification for the Voucher, then, yes, go ahead and send them in at this time so that we may apply for your children's Choice Scholarships (vouchers). You can scan & send via email to [schooloffice@stcharlesschoolfw.org](mailto:schooloffice@stcharlesschoolfw.org), use regular mail, fax them to 260-482-2006, or drop them off at school. The school office is closed to visitors at this time, but we have a cart for dropping off forms outside door #1 Monday-Friday, 8:00am-Noon. Also, we will be checking voice messages and returning calls daily, if you would like to leave a message. [The free app 'CamScanner' is great for scanning from your phone, if that is something you may be interested in trying.]

**Frequently Asked FACTS Questions** - [Here is the link again to sign up: <https://online.factsmgt.com/signin/3Y2X3>]

- **Do I have to sign up for FACTS even if I am utilizing a Choice Scholarship (Voucher)?** YES! Every family must sign up!
- **Is my information secure?** Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://www.factsmgt.com/Security-Compliance).
- **What happens if my payment falls on a weekend or a holiday?** Your payment will be processed on the next business day.
- **What happens if a payment is returned?** Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?** Changes to your address, phone number, email address, or banking information can be made at [Online.FACTSmgt.com](https://www.factsmgt.com) or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.
- **What is the cost to set up a payment plan?** Nothing. The cost of setting up the payment plan has been rolled into your tuition & fees.
- **FACTS** We are committed to the highest quality customer service in the industry. To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://www.factsmgt.com). Customer Care Representatives are also available to assist you 24/7. Please refer to the Frequently Asked Questions before calling. Our FACTS Customer Service number is 866-412-4637.

## SCBS TUITION 2020-2021

### Pre-K 4-Yr.-Old Tuition [This is a Separate Cost. Sibling Discount Does not Apply]

2020-2021	Rate (1 Payment)	Monthly (12 Pays)
Pre-K Half Day	\$1,860	\$155
Pre-K Full Day	\$3,720	\$310

### Grades K-8 Tuition

2020-2021	Subsidized Rate (1 Payment)	Monthly (12 Pays)	Non-Subsidized Rate (1 Payment)	Monthly (12 Pays)
1 child K-8	\$3,720	\$310	\$6,480	\$540
2 children K-8	\$6,504	\$542	\$12,960	\$1080
3 children K-8	\$8,364	\$697	\$19,440	\$1620
4 children K-8	\$8,916	\$743	\$25,920	\$2160
5 children K-8	\$9,468	\$789	\$32,400	\$2700
6 children K-8	\$10,002	\$835	\$38,880	\$3240

### TUITION/FEES PAYMENT FOR 2020-2021

Just a reminder, we have partnered with FACTS Management Company to help us manage our tuition payment program for 2020-2021.

#### **Pay in Full:**

1. Through your online FACTS account, select the 'Pay in Full' option by Thursday, April 23<sup>rd</sup>
2. Your 'Payment in Full' will be due on May 5<sup>th</sup>.
3. Questions, please see Cece Dunderman at the Parish Office, Monday through Friday, 8:30 a.m. – 4:30 p.m.

#### **Semi-Annual Payment:**

1. Through your online FACTS account, select the 'Semi-Annual Payment' option by Monday, June 8<sup>th</sup>.
2. Your first of two Semi-Annual payments will be due on June 20<sup>th</sup>.
3. Your second Semi-Annual payment will be due on January 20<sup>th</sup>, 2021
4. Questions, please see Cece Dunderman at the Parish Office, Monday through Friday, 8:30 a.m. – 4:30 p.m.

#### **Monthly Payments:**

1. Through your online FACTS account, select the 'Monthly Payments' option – May 2020 through April 2021
2. The balance of your payments will then be divided over 12 months, with the first withdrawal beginning on either May 5<sup>th</sup> or 20<sup>th</sup>, 2020 - whichever monthly payment date you have selected.
3. Questions, please see Cece Dunderman at the Parish Office, Monday through Friday, 8:30 a.m. – 4:30 p.m.

**Non-Sufficient Funds:** If there are not sufficient funds in the designated account to cover the FACTS electronic withdrawal, FACTS will charge you \$30 for non-sufficient funds (NSF). A charge may also be applied to your account by your savings institution. Upon receipt of this notification, FACTS will use email to inform you that funds were not available. After notification from FACTS, another withdrawal will be initiated on the next withdrawal date (5<sup>th</sup> or 20<sup>th</sup>).

**SCRIP Credit Vouchers:** May be submitted for tuition/fees/child care payments. The SCRIP voucher must be submitted to Cece at the Parish Office at least two weeks before your next designated electronic withdrawal date for credit to be applied. If not received in time, the deduction will be taken from the following month's automatic withdrawal.

### TUITION ASSISTANCE PROGRAM ADMINISTRATION –Please, FACTS Grant & Aid applications due April 7<sup>th</sup>

- Please note, to apply for Parish Tuition Assistance and/or assistance from the Scholarship Granting Organization (SGO), there is a \$35 fee to apply for these options. The \$35 fee will cover both options.
- Online access steps: Applicants must return to the 'homepage' of their newly created FACTS Tuition Management Account and click the **green** 'Continue FACTS Application' button. Follow the steps listed.
- Once you have completed the online application, your request will be reviewed and assistance determined.
- Regarding Parish Tuition Assistance, the Pastor selects two trusted parishioners to review, in confidence, all applications.
- The Pastor will have final determination of the amounts awarded and will notify the tuition administrator of the remaining amount of tuition that will be paid by those families receiving assistance funds.
- Families who receive tuition assistance will be notified between May 4<sup>th</sup> and May 22<sup>nd</sup> of the amount granted, and an adjustment will be made to the monthly payments.

Thank you for the sacrifices you make to provide this Catholic education for your child/ren. This gift of Faith, which you share with your children, is the greatest gift you can give after the gift of life. Know that you and your family are remembered in our prayers daily.

Sincerely in Christ,

Father Tom Shoemaker - Pastor

Mr. Robert Sordelet - Principal