



St. Charles Borromeo Catholic School COVID-19 Updates

April 2, 2020

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

**SCHOOL CLOSING UPDATE • REMOTE/E-LEARNING NEXT STEPS • REGISTRATION INSTRUCTIONS
FINANCIAL AID INFO THIS YEAR & NEXT • VOUCHER APPLICATION INFO**

By order of Governor Eric Holcomb, all schools in the State of Indiana are now closed, for the rest of 2020.

Dear Parents - On behalf of Fr. Tom, Sr. Genevieve, Mr. Hoersten, and all of our Faculty and Staff . . . We miss you! Safety and

Illness in our Parish: Please know that your physical, mental, and spiritual health is the top priority of all us here at school. Sadly, as of this writing, we have at least three of our senior Parishioners hospitalized for COVID-19. Please pray for them and for their children and grandchildren who are anxiously hoping for recovery. Additionally, please include our Healthcare Workers and all Essential Workers in your daily prayers. I also ask you to be cautious, yet kind, caring, appreciative, and hope-filled towards all those whom you encounter. Prayer, acts of charity, words of encouragement, hope, love, & appreciation are what God desires as we navigate this pandemic & head into Holy Week. From darkness - light! Have a blessed Easter! -Rob S.

1. I'm afraid I can't make my first payment in May, or even register because I am out of work? What should I do?

WE WANT ALL OF OUR FAMILIES BACK FOR NEXT YEAR & WE WILL WORK WITH YOU FINANCIALLY TO ENSURE THAT YOUR CHILDREN ARE HERE FOR 2020-2021! For more financial information, including delaying your first payment until June, applying for financial aid, etc., read through point #6 on page 2. Please communicate with us if you need assistance!

2. SCBS Remote/eLearning Schedule Friday, April 3rd - Holy Saturday, April 11th

Great work Students, Teachers, & Parents! Keep it up! You can do it! Students can access assignments through the [Remote/eLearning tab](#) found on our school's website <http://www.stcharlesschoolfw.org/> There you will find each grade level's updated site.

New: Teachers have shared a 'suggested schedule' for each day's assignments. These are suggested times offered as guidance and reinforcement for parents who are trying to keep little Pebbles and Bam-Bam on a set schedule. Obviously, parent work schedules, family obligations, etc., may not jive with the 'suggested schedule'. Parents, freely adjust as needed.

Teachers have also been doing a fantastic job creating and sharing more videos of themselves teaching lessons or introducing topics. They've created their videos using a variety of applications (Google Meet, Canvas Conference, Loom, Class Dojo, Snagit, Flipgrid, etc.) Video links are embedded within each day's assignment document for grs. PreK-3rd grade, or in Canvas for grades 4-8.

Finally, many Learning Resource links have been posted at the bottom of the Remote/eLearning page on the website. I have pasted the links for a quick view. You can attend virtual Mass, pray a Rosary, find a library book, explore new math games, etc. Great opportunities for spiritual and mental growth are being presented. Take advantage of the resources! [Library Resources](#)

[Mass, Rosary, Stations, Faith Formation Resources](#) [Additional Parent & Student Resources](#) [Some online textbook Information](#)

- a. Remote/Elearning continues Friday, April 3rd w/lessons posted at 6:00 p.m. access 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 5- April 6 is due by Tuesday, April 7th, by 2:00 p.m.
- d. Day 6- April 8 is due by Thursday, April 9th by 2:00 p.m.
- e. Day 7-April 9 is due by Holy Saturday, April 11 by 2:00p.m. **Assignment focus of Day 7 will respect this Holy time.**
- f. Students are free to work ahead to complete assignments as best suits the family schedule
- g. Teachers are available online Mondays - Fridays 9am - 1:00pm (no availability after Noon Good Friday) 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.
- h. 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. Communication, Flexibility, & Caring are Key! I am asking for frequent communication among parents, teachers, and students.

Schoolwork assigned will cover essential standards, while being mindful of the potential stressors our families and teachers may be facing in their lives. I am not expecting miracles from the students, but I am asking for solid effort in completing the work assigned. Please communicate with your teacher(s) any struggles or special circumstances that may be impacting your children's lives. We will be flexible, meet one another in the middle, and communicate with care and compassion. We can do this!

4. **63% 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 270 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 voucher. As we/you won't have an exact amount of money owed (if any) after applying the voucher, just select the choice you would be most comfortable with if you had a large balance. We will adjust your payment selection in the weeks to come. **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. **Can I defer my May payment for the 2020-2021 school year and begin paying in June instead? **Yes!****

Can I receive Parish Tuition Assistance to help make this last April payment for the 2019-20 school year? **Yes!**

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 or you can contact Cece Dunderman in the Parish Office at 482-2186 or email her at 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, or ask for our Business Administrator, Robert Carroll or email at 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, 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.]
- b. Please understand that some of our families do not have to send in their tax returns. These children are already directly verified in the State system, signifying that they are already receiving Federal or State support from other registered aid programs. We will send a separate letter to these families who are directly verified. We have begun the process of applying for these Choice Scholarships (vouchers) and will send out letters of confirmation for signature next week.

That's all for now! Please pray for those who are ill and for those who care for them! Be safe and stay hopeful. Registration steps and other FAQ's are copied on the next page. We can do all this. We will endure. God is Good . . . All the time! Thanks - Rob S.

WELCOME TO ST. CHARLES BORROMEIO SCHOOL REGISTRATION 2020-2021

STEP 1: **ALL families must register online for next year, 2020-21, by Tuesday, April 7th.**

Follow the link below to create an online FACTS Tuition Management payment plan account. **Even if you are anticipating using a Choice Scholarship (Voucher) for next year, you still must fill out the FACTS form and choose a payment option.**

STEP 2: Fill out and return by April 7th, the three additional forms (1,2,3) as they apply to your needs. You can scan & send via email to schooloffice@stcharlesschoolfw.org, use regular mail, fax them to 260-482-2006, or drop them by the school office 7:00am - Noon through April 8th. [The free app, CamScanner, is excellent for scanning from your phone, and sending through email if that is something you may be interested in trying.]

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

1. We need ALL to login and setup your new FACTS payment agreement by April 7th

- A. Log into FACTS TUITION MANAGEMENT ONLINE
 - B. Set up your FACTS Tuition Management Account
 - C. Select your payment plan for the 2020-2021 SCHOOL YEAR
2. To set up your FACTS agreement, visit our school website and locate the FACTS link, or go to <https://online.factsmgt.com/signin/3Y2X3>
 3. FACTS CONFIRMATION NOTICE Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

Frequently Asked FACTS Questions

- **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).
- **When will my payments be due?** Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **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?** 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 23rd
2. Your 'Payment in Full' will be due on May 5th.
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 8th.
2. Your first of two Semi-Annual payments will be due on June 20th.
3. Your second Semi-Annual payment will be due on January 20th, 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 5th or 20th, 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 (5th or 20th).

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 7th

- 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 4th and May 22nd 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