

RELIGIOUS EDUCATION REGISTRATION PACKET 2019/2020

HOLY FAMILY CATHOLIC CHURCH

Please review packet thoroughly for financial options and all items you may need to bring at the time of registration.

Questions: 815-730-8691

Email: RE@holyfamilyshorewood.org

Religious Education Office Hours:

(RE Office is located in the School.)

Monday, Wednesday, Thursday 2:00pm-7:00pm



Holy Family Parish *** 2019-2020

Religious Education Registration Packet

- We are updating our PARENT HANDBOOK this summer so please check it out. It will contain pertinent information for different grade levels.
- We are so grateful for the success of the 6th grade HAPPENING and 7th grade CEDO this year. Those events are planned for 2019-2020.
- We will have a special evening event for 4th grade and 5th grade.

PLEASE KEEP YOUR BACKPACK FROM THIS YEAR AND USE IT AGAIN NEXT YEAR.

Students going into 1st grade, 4th grade and 7th grade will receive **new** backpacks.

POINTS OF INTEREST...

- Per the Diocese of Joliet, parents and guardians are responsible to review the following documents: "Policy Regarding Sexual Abuse of Minors", "Parents Guide to Understanding Child Abuse", "Standards of Behavior for Those Working with Minors", and "Internet Safety for Teens". These documents can be found under the Religious Education tab at www.holyfamilyshorewood.org.
- The **Intermediate Sacrament Preparation** program is available to prepare children in grades 3 thru 8 who are in need of First Reconciliation and First Communion. This special class will meet only on Sunday's at 8:00am-9:10am. Students MUST attend this session for their regular grade level class. Students will be pulled from their regular class and prepared for First Reconciliation and First Communion.
- Just a point of information, **Confirmation preparation** is a two year program which begins at the end of 6th grade. There are expectations for 7th grade and 8th grade listed in the 7th Grade and 8th Grade Confirmation packets. Some requirements include mandatory attendance.
- Through the monthly generosity of our parishioners, the "**Samaritan Fund**" is available for any family in financial need. The process is very confidential. Please do not delay or decide not to participate in Religious Education due to financial concerns. You and your family are important to us.

REGISTRATION IS IN PERSON ONLY –
PLEASE DO NOT MAIL OR DROP OFF AT THE PARISH OFFICE.

Holy Family Catholic Church
Religious Education Office *2019-2020*

RELIGIOUS EDUCATION OFFICE HOURS

During the month of May, RE hours are 3:30pm – 7:00pm

During the month of September, RE hours are 3:30pm-7:00pm

Monday, Wednesday and Thursday *** 2:00pm – 7:00pm

**** RE Office will be closed Thursday, July 4th thru Sunday, July 21st. ****

Registration Information

Dear Parents,

Registrations begin May 15th. **Beginning May 15th thru the end of May, the RE Office will be open from 3:30pm – 7:00pm.** Classes are filled on a first come-first served basis. We do not have a WAIT list for any session.

Let me express my sincere THANK YOU to all who volunteer in the Religious Education program. Each year my staff and volunteers strive to improve our program and guide our children on a lifelong journey with Christ. As stated in so many church documents, **YOU** are the primary teachers of your children.

Our program happens through the generosity of our volunteers. We need teachers (catechists) and aides for all days and times. Please give serious consideration to being a part of this exciting ministry that serves the many families and children of our parish.

COMMUNICATION

- We communicate with you primarily through **emails**. Please keep your information current.
- You can always reach us through 815-730-8691 or RE@holyfamilyshorewood.org.

We look forward to a year filled with the fire of the Holy Spirit in 2019/2020.

Leslie Krauledis, Director of Religious Education

DAY OF REGISTRATION

The following forms are needed:

- Family Information form
- Returning Student Information form
- New Students form (if applicable)

Bring a copy of the NEW student's Baptismal Certificate

- Photo Release/Cell Phone Policy form
 - Volunteer form (if applicable)
 - FACTS agreement # (if applicable)
- Bring your chosen method of payment

Info you should know....

**RE REGISTRATIONS WILL BE CLOSED FROM
August 23rd thru SEPTEMBER 15th.**

During this time the RE Office is preparing the final class lists, attendance reports and getting the books, bags, and folders together, etc.

We thank you for your patience during this busy time.

Registration will begin again Monday, September 16th at 3:30pm.

If you need to **change your class day and/or time**, you can do so thru RE email (RE@holyfamilyshorewood.org) by August 22nd at no charge.

Beginning September 16th there will be a \$30.00 fee per family to change your class day and/or time; the change will not be processed until the fee is paid. We will not make any class changes between August 23rd and September 16th.

Changes will take a week to process; we cannot do same day changes.



EARLY Registration... SPECIAL DRAWINGS

We appreciate all EARLY REGISTRATIONS. Let us show our “thanks” with this Raffle.

Every family who **registers by Thursday, May 30TH** will be placed in a drawing for free tuition (up to the one child rate). One winning family will be picked.



Every family who **registers by Thursday, June 27th** will be placed in a drawing for \$100.00 off their tuition. Two winning families will be picked.



Every family who **registers by Monday, July 31st** will be placed in a drawing for \$50.00 off their tuition. Three winning families will be picked.

Holy Family Religious Education

Date: _____

2019-2020****Catechist/Volunteer Commitment

Catechists/Volunteers: This is our Catechist/Volunteer Commitment form with your up-to-date information. **If you are NEW to this ministry, congratulations and welcome. If you are RETURNING, congratulations on your continued support.** We recognize that we could not do this ministry for our children without you. And, if you are new to us, you must complete the PGC workshop and background check. We will try to honor your requests but it is based on **first come, first served.** Please note: Catechists who have been teaching the same grade and wish to remain in the same grade will get priority to teach that grade.

Questions: RE@holyfamilyshorewood.org or Leslie Krauledis at 815-531-3761.

CATECHIST/VOLUNTEER NAME _____

NEW Catechist/Volunteer _____

RETURNING Catechist/Volunteer _____

Address

city

zip

Email

PRINT CLEARLY

cell #

home #

(CHECK ONE) **MINISTRY** (see separate information for descriptions)

Lead Catechist _____

Co-Catechist _____

Substitute Catechist _____

Special Classroom Assistant _____

Classroom Aide _____

High School Aide _____

Grade you are presently teaching _____

Day _____

Time _____

Grade for 2019-2020 _____

Day _____

Time _____

I want to teach with _____

Hall Monitor _____

Office Assistant _____

Parking (drop-off/pick-up) _____

Day _____

Time _____

TUITION CREDITS should be applied to:

FAMILY NAME _____

Student Name(s) _____

2019-2020 VOLUNTEER MINISTRY DESCRIPTIONS

Ministry Description – Lead Catechist - \$175.00

- prepare and teach the lesson for the week
- work with co-catechist
- be in class 10 minutes before your session begins
- make sure attendance and emergency folder is up-to-date – notify Office of any discrepancies
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet
- attend meetings as required by DRE
- attend 6 hrs. of formation/workshops per diocese (can be parish mission, etc.)

Ministry Description - Co-Catechist - \$150.00

- be prepared to alternate or teach part of the lesson each week or as it is worked out between Lead Catechist and Co-Catechist
- take over the class with scheduled lesson if lead catechist should not be available
- be in class 10 minutes before your session begins
- make sure attendance and red emergency folder is up-to-date – notify Office of any discrepancies
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet
- attend meetings as required by DRE
- attend 6 hrs. of formation/workshops per diocesan guidelines(can be parish mission, etc.)

Ministry Description – Special Classroom Assistant - \$125.00

- assist with students who need special help (almost one on one attention)

Ministry Description – Classroom Aide - \$100.00

- cover the class if catechist is not there, however, you are not required to teach the lesson - be in the classroom each week to assist catechist with attendance, projects, etc.
- make sure attendance and red emergency folder is up-to-date – notify Office of any discrepancies
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet
- keep an accurate account of tests, books, etc. and whatever the catechist may need

Ministry Description – Substitute Catechist - \$50.00

- permanent substitute catechist for any day and time
- teach lesson assigned for that day
- be in class 10 minutes before your session begins
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet

Ministry Description - Hall Monitor - \$90.00

- sit in the hallway by Room 1 or Room 4 and monitor the activities and safety of student
- periodically check the hallways and bathrooms
- any suspicious activity must be reported to the RE office immediately

Ministry Description - Office Assistant - \$100.00

- should be in RE office at least 5 minutes before class begins
- collect attendance folders
- monitor front school lobby/hallway
- make copies as needed
- supervise adult and children traffic flow into the classroom wing
- distribute materials to classrooms as needed
- assist with seasonal special projects
- assist with dismissal
- fill catechist request for classroom supplies as needed
- substitute in a classroom if needed. You will not be expected to teach a lesson but rather show a video and follow with discussion in the classroom.

Ministry Description – Parking (Drop-off/Pick-up) - \$100.00

- should be at Holy Family 15 minutes before class begins to assist with parents dropping off at school entrance and to monitor flow of traffic
- should be at Holy Family 15 minutes before dismissal begins to sign in and assist with pick up
- any student not picked-up should be brought back to the RE office

***Tuition credit can only be applied to those 21 yrs. of age and older.
Credit only applies to tuition, not material fees or sacrament fees.***

***Tuition credit will be credited against tuition and will be determined on basis
of participation and attendance.***

***If you do two jobs: ie:
parking and office or
hall monitor and parking etc.***

***You will receive a credit for the position offering the most money and for
the second job, you will be receive an additional \$50.00 credit.***

Holy Family Catholic Church

Religious Education Office

FAITH AND FINANCIAL AGREEMENT * 2019-2020

As a parent/guardian of a student in the Religious Education Program at Holy Family Catholic Church, I affirm my faith values and agree to my financial obligations.

FAITH

- I understand that I am the primary educator of my child(ren) in Religious Education.
- I understand that it is important for me to attend Sunday mass each week with my child(ren).
- I promise to create a Christian home and instill solid moral teachings and respect for one another.
- I acknowledge and appreciate that the parish financial and spiritual investment in my family is important. I will actively give back to my parish through time, talent and treasure.

TUITION & FEES

- I agree to pay the tuition and fees according to the plan below.
- No family will pay more than \$600.00 total tuition and fees.
- Through the generosity of our parishioners, the "**Samaritan Fund**" is available to help those families who may be experiencing financial hardship. Since all transactions are confidential, please contact the Director, Leslie Krauledis, directly at 815-531-3761.
- **ALL NEW FAMILIES** will receive the Early Registration tuition rate regardless of registration date.

Tuition & Fees

	Early Registration <u>May-July 31st</u>	Regular Registration <u>after July 31st</u>
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Grades 1 thru 8

One child	\$245.00	\$285.00
Two or more children	355.00	400.00

Kindergarten

Per child (no materials fee)	55.00	55.00
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Home School (gr.3,4,5,6) (includes Material Fee)

One child	155.00	185.00
Two or more children	260.00	290.00

Materials Fee for grades 1 thru 8 - \$45.00 per child

Bible Fee for grade 4 AND NEW students in 5TH - 8TH grade - \$26.00 ***

First Reconciliation/First Communion Sacrament fee - \$50.00

Confirmation Sacrament Fee - \$60.00

Non-Parishioner Fee - \$75.00

Change Fee (class day and/or time) beginning Sept. 15th - \$30.00 per family (must be paid when you make the change of date/time). No changes allowed between August 23rd thru September 15th. No charge for changes before August 23rd.

Textbook replacement fee - \$20.00

*** The bible used for 4th grade is "Catholic Youth Bible" from Saint Mary's Press. Grades 5-8 will use the "Breakthrough Bible" from St. Mary's Press. IF YOU ALREADY HAVE THIS BIBLE, YOU DO NOT NEED TO PURCHASE IT. Your child will be expected to bring this bible to class each week. You must inform the RE Office that you do NOT need this bible. (Bibles will be used each year in grades 4 thru 8.)

PAYMENT INFORMATION

- Any PAST DUE balances must be paid in full at time of registration before the 2019-2020 registration can be processed.
- The current year tuition and fees can be paid in the following two options: Payment in Full or Monthly Payment Plan Installments.

PAYMENT OPTIONS

1. Payment in Full with cash, check or credit card. For all credit card payments, a service fee of 4% will be added to your total to help offset costs. American Express cannot be accepted.
2. Payment thru the Monthly Payment Plan from FACTS MANAGEMENT COMPANY*. All families wanting to use this option will need to sign up for the FACTS program before you come in to register.

*Monthly Payment Plan Additional Information

Monthly Payment Plan for tuition and fees is processed through the FACTS MANAGEMENT COMPANY. The easiest way to access the FACTS program is through our website. Go to holyfamilyshorewood.org, click on the Religious Education tab, then click on the FACTS link on the left side of the page. **You must enroll prior to turning in your RE registration. Bring your FACTS 2019-2020 Agreement # with your registration.**

When you enroll in the FACTS MANAGEMENT PROGRAM, this is a contract between your family and the FACTS Company. There is a yearly FACTS management fee of \$43.00 that is withdrawn from your account when your registration is complete. The \$43.00 FACTS fee is NOT included in your Holy Family balance due and is paid directly to FACTS, not Holy Family. It is very important when registering that you SELECT **2019-2020 Religious Education** as the term. For your convenience, you can access your FACTS account at any time, seven days a week.

With FACTS, you will set up your own personal account with payment information that works best for your family. This information is confidential between you and FACTS, and is NOT available to Holy Family. The RE Office will calculate your tuition and fees and post them to your FACTS account when your registration paperwork is processed. Holy Family reserves the right to adjust your amounts if your circumstances change. FACTS will notify you of any changes to your account.

FACTS will withdraw your tuition/fees on the 1st of each month and will begin depending on your registration date (see schedule below). **You must enroll prior to turning in your RE registration. Bring your FACTS 2019-2020 Agreement # with your registration.**

We need 21 days to fully process your FACTS and registration information, therefore we need to adhere to the following schedule:

Registration by Aug 1 st	Sept 1 st draw	Payments spread over 6 payments
Registration by Aug. 29 th	Oct 1 st draw	Payments spread over 5 payments
Registration by Oct 3 rd	Nov 1 st draw	Payments spread over 4 payments
Registration by Nov 7 th	Dec 1 st draw	Payments spread over 3 payments

There will be additional draws on both Jan 1st and Feb 1st to complete the payments.

If you cancel your contract with FACTS or stop payment, all remaining balances are due immediately to Holy Family Catholic Church. If account information changes, you must notify FACTS immediately.

Remember, there is a link to FACTS on the parish website under the Religious Education tab. If you do not have access to the internet, we can make arrangements with you for computer access.

If at any time you need to alter a FACTS monthly payment or need assistance in any way, please call the Holy Family Business Office for assistance at 815-531-3709.

"FOR OFFICE USE ONLY"

Acct. _____ SF _____ Registration Date _____ Class day/time _____

NEW _____ ISP _____ CL _____ PDS _____ Parishioner # _____

2019 - **HOLY FAMILY** Religious Education **REGISTRATION** - 2020
FAMILY INFORMATION

Family Last Name: _____

Child lives with: **Both Parents** _____, **Mother** _____, **Father** _____, **Stepmother** _____, **Stepfather** _____
Grandparents _____, **Other** _____

Child's Home Address _____
city state zip

Home Phone _____

For **EMERGENCY CLOSINGS** the cell phone number to be called is _____

PRINT VERY CLEARLY

Parent's Primary email address: _____

Please include this additional email address: _____

FATHER _____
(first name) (last name) (cell phone)

Occupation _____

MOTHER _____
(first name) (last name) (MAIDEN NAME)

Occupation _____
(cell phone)

EMERGENCY CONTACT - If Parent cannot be reached in an emergency, please call the person listed below.
Emergency Contact should be within a 5 mile range.

Print emergency contact name cell phone number relationship to children

Religious Education families should be **registered parishioners** at Holy Family Parish. If you choose NOT to register at Holy Family, an additional fee will be added to your tuition.

Religious Education Sessions: list as 1st, 2nd, and 3rd choice:

_____ **Sun. 8:00am-9:10am** _____ **Mon. 4:45pm-6:00pm** _____ **Wed. 6:00pm-7:15pm**

_____ **Sun. 9:40am-10:50am** _____ **Mon. 6:30pm-7:45pm** _____ **Thurs. 6:00pm-7:15pm**

Parent Signature _____

By signing this registration form, I am affirming the Faith & Financial Agreement and assuming primary financial responsibility. Per the Diocese of Joliet, I understand that parents or guardians are responsible to review the following documents on the parish website: "Policy Regarding Sexual Abuse of Minors", "Standards of Behavior for Those Working with Minors", "Internet Safety for Teens" and "Parent Guide to Understanding and Preventing Child Abuse".

RETURNING STUDENT INFORMATION

Student Name _____
(first) (middle) (last)

Public School Grade this fall _____ RE Grade this fall _____

Name of Public School Attending in September _____

Has your child made: **FIRST RECONCILIATION:** ___yes ___no **FIRST COMMUNION:** ___yes ___no

SPECIAL NEEDS INFORMATION: Challenges: learning, IEP, behavioral, medicines, illnesses (please explain): Yes, ___ I request a meeting with staff/volunteers.

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Student Name _____
(first) (middle) (last)

Public School Grade this fall _____ RE Grade this fall _____

Name of Public School Attending in September _____

Has your child made: **FIRST RECONCILIATION:** ___yes ___no **FIRST COMMUNION:** ___yes ___no

SPECIAL NEEDS INFORMATION: Challenges: learning, IEP, behavioral, medicines, illnesses (please explain): Yes, ___ I request a meeting with staff/volunteers.

+++++

Student Name _____
(first) (middle) (last)

Public School Grade this fall _____ RE Grade this fall _____

Name of Public School Attending in September _____

Has your child made: **FIRST RECONCILIATION:** ___yes ___no **FIRST COMMUNION:** ___yes ___no

SPECIAL NEEDS INFORMATION: Challenges: learning, IEP, behavioral, medicines, illnesses (please explain): Yes, ___ I request a meeting with staff/volunteers.

+++++

Student Name _____
(first) (middle) (last)

Public School Grade this fall _____ RE Grade this fall _____

Name of Public School Attending in September _____

Has your child made: **FIRST RECONCILIATION:** ___yes ___no **FIRST COMMUNION:** ___yes ___no

SPECIAL NEEDS INFORMATION: Challenges: learning, IEP, behavioral, medicines, illnesses (please explain): Yes, ___ I request a meeting with staff/volunteers.

NEW STUDENT INFORMATION

Student Name _____
(first) (middle) (last)

Birthdate _____ Birthplace _____ Sex: Female ____ Male ____

Public School Grade this fall _____ RE Grade this fall _____

Name of Public School Attending in September _____

Has your child made: **FIRST RECONCILIATION:** ____yes ____no

FIRST COMMUNION: ____ yes ____ no Date _____

Church _____ City/State _____

SPECIAL NEEDS INFORMATION: Challenges: learning, IEP, behavioral, medicines, illnesses (please explain): Yes, ____ I request a meeting with staff/volunteers.

BAPTISMAL CERTIFICATE MUST BE PROVIDED TO RE OFFICE FOR ALL STUDENTS including Holy Family baptisms.

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Student Name _____
(first) (middle) (last)

Birthdate _____ Birthplace _____ Sex: Female ____ Male ____

Public School Grade this fall _____ RE Grade this fall _____

Name of Public School Attending in September _____

Has your child made: **FIRST RECONCILIATION:** ____yes ____no

FIRST COMMUNION: ____ yes ____ no Date _____

Church _____ City/State _____

SPECIAL NEEDS INFORMATION: Challenges: learning, IEP, behavioral, medicines, illnesses (please explain): Yes, ____ I request a meeting with staff/volunteers.

BAPTISMAL CERTIFICATE MUST BE PROVIDED TO RE OFFICE FOR ALL STUDENTS including Holy Family baptisms.

Holy Family Catholic Church
2019-2020



**PHOTOGRAPHY
RELEASE FORM**

We would like to have the opportunity to use pictures from the classrooms, prayer services, retreats, etc. and post them on the Holy Family website, brochures, bulletin and other media.

We need your permission to use these pictures. Please fill in the bottom of this form and return it with your registration papers.

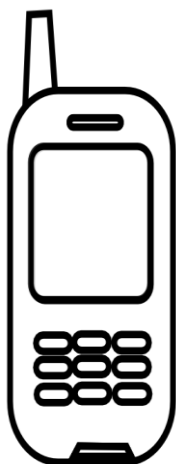
___ I give permission to use the photographs of my children.

___ I DO NOT give permission to use the photographs my children.

Students are not allowed to take any photos or recordings during RE class time on the parish campus.

Name of Children: _____

Family Name printed _____



CELL PHONE POLICY

Cell phones, Ipods, Ipads, MP3 players, smart phones, etc. are not to be used during class time. The Catechists may collect all devices before class begins and return the items at the end of class. During dismissal, cell phones are not to be used so students can pay attention to dismissal procedures. If used during class or dismissal, they will be removed and not released to the child until the parents or guardians meet with the DRE. Holy Family parish assumes no responsibility for lost or damaged items.

Parent Signature for Photo/Cell Policy

Date

Parent Signature for Photo Release/Cell Phone Policy

date