

**St. Mary Queen of Creation
2018 – 2019 Religious Education Registration**

REGISTRATION: Your registration form, medical treatment release form, and release for dispensing medication form are enclosed in this packet. It is vitally important that **ALL** forms are filled out completely. A medical treatment release form must be filled out for all students. If **NO** medication will be dispensed while your child is in our care, you may omit that form.

Please follow the steps below.

1. Check all data for correctness and completeness.
2. Make changes and corrections if necessary. ****E-MAIL address is important**** because we use it frequently for communication.
3. If you need to add a student – please do so below the last child on the form. If there is no room, a blank form can be downloaded from the website www.smqoc.com or pick one up in the Faith Formation office and attach to this form. (You will not need to fill out the top portion on the blank form when adding a child).
4. Please be sure to mark your 1st and 2nd Session choice for each child.
5. Complete **both sides** of the form.
6. **Sign and Date the Form,**
7. Return the form to the Faith Formation office with tuition payment by mail or in person August 6, 2018 thru August 30, 2018.

**Office Hours August 6, 2018 thru August 30, 2018 will be:
Monday 10:00 am – 6:00 pm and Tuesday – Thursday 10:00 am – 5:00 pm**

SESSIONS:

Please take the time to carefully consider your child’s full schedule of activities when scheduling their faith formation classes to avoid any conflicts. We need time to adequately organize and prepare for the new program year which begins the week of September 23, 2018 for Grades 1-8. For this reason we reserve the right to not accept any registrations or changes after September 1st if classes are full or if we do not have any available catechists. If we do accept any late registrations or changes, a fee may apply.

Class sizes are limited and registrations are taken on a first come first served basis. The class sessions for this coming year are listed below.

Sunday	9:15 am - 10:45 am	Grades 1 – 8, & Confirmation Prep-(9 th Grade Only)
Monday	5:30 pm – 7:00 pm	Confirmation Prep (9 th Grade Only)
Tuesday	4:30 pm - 6:00 pm	Grades 1 – 8
Tuesday	6:30 pm - 8:00 pm	Grades 1 – 8
Wednesday	4:30 pm - 6:00 pm	Grades 1 – 8
Wednesday	6:30 pm - 8:00 pm	Grades 1 – 8

Please note that Faith Formation classes will not be offered on Thursday’s for the 2018-2019 year.

TUITION RATES:

REGISTRATION TYPE	REGISTRATION PERIOD	TUITION RATE
<u>*Early-Bird*</u>	<u>*August 6th – 16th *</u>	In-Parish \$113/one child, \$221/family
		Out-of-Parish \$203/one child, \$311/family
Regular	August 20 th – 30 th	In-Parish \$138/one child, \$256/family
		Out-of-Parish \$238/one child, \$356/family

METHODS OF PAYMENT: Payment may be made by check, cash, credit card or on-line. Go to www.smqoc.com and click “Online Giving” which allows you to pay tuition to St. Mary’s in a safe and secure environment without writing checks or worrying about making cash payments. Payment plans and financial assistance are available.

PARENT and FAMILY GATHERINGS: We are looking forward to the parent and family gathering sessions again this year. We are grateful for the wonderful participation by so many of you this past year and look forward to seeing many more of you this year.

CLASS SCHEDULES: We have enclosed a copy of the class schedule for the upcoming Faith Formation program year for grades 1 thru 8. Schedules for Confirmation Prep were handed out at the parent and candidate meeting. Please note that these dates are subject to change.

CATECHISTS: We like to remind parents that our catechists are volunteers who spend a lot of time preparing for classes, and as such both they and our staff need plenty of time to prepare for the program year. Early registration makes organizing and preparing for the classes possible. Our catechists do a great job of sharing their own faith experiences, while teaching the faith of the Church. They deserve our respect for the time they give.

Perhaps you too may consider being a catechist. We will provide training, helpful tools, and support to guide you through a very rewarding experience. Please let us know if you are interested. Tuition is waived for parent/catechists.

VOLUNTEERS: Please fill out the enclosed parent volunteer form if you are able to help in any of the areas listed.

Attendance Policy

Children need to be actively present for Faith Formation classes on a consistent, regular basis. Students involved in extra curricular activities gain many worthwhile skills, however, developing a personal relationship with Christ, which includes an ever deepening prayer life and living our Christian values affect a person’s eternal life.

Should a child miss **6** or more faith formation sessions, whether excused or unexcused, the make-up work must be completed and turned in to the faith formation office before they will be permitted to attend the next grade level. If the above recommendation cannot be followed, the children may enroll in St. Mary Queen of Creation for the same grade level the following year. Reception of a sacrament will be delayed for at least one year.

Attendance is taken at the beginning of class. **If a student is absent and a parent/guardian has not called it in, it is an unexcused absence. Therefore, every absence and reason for the same must be phoned in to the religious education office.**