

St. Mary of the Lakes  
Parish Religious Education Program  
609-654-2546 ext. 310  
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196 Route 70  
Medford, NJ 08055  
smiprep@smiparish.org

**STUDENT REGISTRATION FORM 2016/2017**

Family: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Emerg. Phone: \_\_\_\_\_

Custodial Parent, if different from above: \_\_\_\_\_ Both Parents Catholic? Y N \_\_\_\_\_  
Rel Ed mailing to additional address? If so, state: \_\_\_\_\_

**SCHEDULE OF CLASSES**

<u>GRADES</u>	<u>DAY</u>	<u>TIME</u>
1 - 6	TUE - WED	4:15 - 5:30 PM
7 - 8	TUE	7:00 - 8:30 PM

**REGISTRATION FEE**

**LATE REGISTRATION FEE  
AFTER 7/29/2016**

1 CHILD	\$115.00	\$135.00
2 CHILDREN	\$165.00	\$185.00
3 + CHILDREN	\$190.00	\$210.00

**SACRAMENTAL OFFERING**

**FOR EACH 2ND GRADE STUDENT - ADD \$40.00**

**FOR EACH 8TH GRADE STUDENT - ADD \$75.00**

Release:

I consent to my child(ren) being photographed or filmed for purposes of promoting PREP activities.

Parent/Legal Guardian Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Registered \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Name \_\_\_\_\_  
Birthdate \_\_\_\_\_ Gender \_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_  
School Attending \_\_\_\_\_

Day Request: \_\_\_\_\_  
Session \_\_\_\_\_

Baptism  \_\_\_\_\_  
Penance  \_\_\_\_\_  
Eucharist  \_\_\_\_\_  
Confirmation  \_\_\_\_\_

Special Needs: medical, learning disabilities, physical disabilities:

\_\_\_\_\_

Emergency Contact (other than parent): Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name \_\_\_\_\_  
Birthdate \_\_\_\_\_ Gender \_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_  
School Attending \_\_\_\_\_

Day Request: \_\_\_\_\_  
Session \_\_\_\_\_

Baptism  \_\_\_\_\_  
Penance  \_\_\_\_\_  
Eucharist  \_\_\_\_\_  
Confirmation  \_\_\_\_\_

Special Needs: medical, learning disabilities, physical disabilities:

\_\_\_\_\_

Emergency Contact (other than parent): Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name \_\_\_\_\_  
Birthdate \_\_\_\_\_ Gender \_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_  
School Attending \_\_\_\_\_

Day Request: \_\_\_\_\_  
Session \_\_\_\_\_

Baptism  \_\_\_\_\_  
Penance  \_\_\_\_\_  
Eucharist  \_\_\_\_\_  
Confirmation  \_\_\_\_\_

Special Needs: medical, learning disabilities, physical disabilities:

\_\_\_\_\_

Emergency Contact (other than parent): Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_



## **Fall Registration 2016 – 2017**

Please review the 2016 – 2017 PREP registration form, make any corrections necessary, and return to the Religious Education office.

### **Registration Guidelines**

1. A registration form must be filled out each year. Update any information that you may have listed in previous years, especially the emergency contact and your e-mail address, as this is how we communicate with all families. You can either drop off or mail the completed form to the PREP Office.
2. The Religious Education Parent Contract is enclosed in this packet; please read, sign, and return it with your completed registration form.
3. A copy of the child's Baptismal Certificate is required for students new to the program along with any other sacramental certificates, if the child did not make these Sacraments at St. Mary of the Lakes. If the child is coming from another Religious Education program or school, a letter of transfer from the former Religious Education program or Catholic school is required.
4. All families must be registered members of the Parish in order for the child/children to attend Religious Education at St. Mary of the Lakes.
5. Registrations submitted after September 1, 2016 are subject to a \$50.00 late fee.

### **Religious Education Class Times**

All classes will be held on Tuesdays and Wednesdays. Grades 1 – 6 will meet from 4:15 – 5:30 p.m. on Tuesdays and Wednesdays. Grades 7 and 8 will meet from 7:00 – 8:30 p.m. on Tuesday evenings. Classes begin September 13. You will receive a PREP calendar by the beginning of September.

### **Attendance**

When you enroll your child in the Religious Education program, you must impress upon him/her the importance of one's faith journey. Therefore, a child should be taught that all Religious Education classes are "priority over other activities." **Attendance at Mass is required of all students.**

Children are encouraged to attend all class sessions. No more than three absences for the year will be allowed. Parents must call the Religious Education office when their child is absent. If there is a prolonged illness, a doctor's note is required. As for any absence, the child and parent are required to review the work covered in class. If a child has more than three unexcused absences, he/she might have to repeat the year. An excused absence is only granted with a doctor's note.

### Volunteer Form

All families are encouraged to volunteer in our program. Please read through the volunteer job descriptions and decide on a position that you can fulfill. Tuition rebates are available to those who volunteer; please contact the Religious Education office if you are interested. All volunteers are required to comply with the Safe Environment Policy that is mandated by the Diocese of Trenton.

### Sacraments

If your child is in second grade, a \$40.00 customary sacramental offering is due at the same time as tuition.

For Confirmation students in eighth grade, a customary sacramental offering of \$75.00 is due at registration.

### Additional Requirements

1. All students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades are required to complete community service. There will be no exceptions. All community service activities are to be submitted to the Religious Education office by the date provided by the DRE. If a community service project is performed over the summer months it will be applied to the next term.
2. All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders must pass the "Truths of Our Faith" test. If necessary, they will have the opportunity to retake the test at a time set aside from the scheduled class time.
3. Home study is only an option for a student who is unable to attend classes due to a medical, academic, and/or behavioral situation. Home study is not permitted for 1<sup>st</sup> and 2<sup>nd</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders receiving a sacrament.
4. Replacing a lost text book will cost \$20.00. Replacing a Bible will cost \$6.00.
5. If someone other than the child's parent will be picking him/her up from class, we must receive a note from the parent providing us with that person's name and relation to the child. PICK UP AND DROP OFF IS FROM THE CLASSROOM ONLY!

### Classroom Assignments

You will receive your child's class assignment by the beginning of September. Classes begin September 13<sup>th</sup>. Please read the Church bulletin and our website for any changes.



## **2016/2017 St. Mary of the Lakes Religious Education Volunteer Form**

Parent/Guardian Name: \_\_\_\_\_

Child/Children Name: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

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*Please either tear off and retain the bottom part for your records or email us the position you are interested in by July 11, 2016.*

### **Volunteer Descriptions**

**Catechist:** A Catechist must be a practicing Catholic who participates in the liturgical life of the community and is open and willing to sharing the faith with others. Catechists are required to follow the curriculum provided by the Religious Education office and prepare weekly lessons for their assigned class. Catechists are required to continue their faith formation through the Catechist certification process. All Catechists are required to comply with the Safe Environment Policy.

**Assistant:** Volunteers are needed to help the Catechist with the class on a weekly basis. They may also be asked to be the substitute Catechist in the event the Catechist is not available.

**Substitute Catechists:** Volunteers are needed to be substitutes for the classes when the Catechist is absent. All necessary material will be provided.

**Hall Monitors:** Volunteers will be responsible for monitoring the traffic in the hallways and maintaining safety and order in the halls at all times. Hall monitors are needed from September through May.

**Children's Masses:** Volunteers are needed on Sunday during the 10:30 a.m. Mass when a Children's Mass is celebrated. They will also be asked to help with the practices.

**Children's Church:** A pre-school Catechist is to be a practicing Catholic who is open and willing to share his/her faith with 4/5 year olds. This class meets on Sunday morning at 10:30 a.m. during the Liturgy of the Word. Children are brought back to their parents during the Eucharistic prayer.

**General Office Help:** Volunteers are needed to help with light office work. Tuesday evening help is especially welcome.

### **All volunteers must follow the following procedures.**

1. All volunteers who work directly with children on a consistent basis **MUST** complete a Virtus training session. For information on training sessions, visit [www.virtusonline.com](http://www.virtusonline.com).
2. All volunteers must be fingerprinted according to the guidelines established by the Diocese of Trenton. Please obtain a form in the PREP Office.
3. All volunteers must sign a Code of Conduct Form, which is kept on file in the PREP Office.





## **Religious Education Parent Contract 2016/2017**

This contract must be read, signed and returned to the PREP Office at the time of Registration. Each family who is registered in the program is required to have a signed contract. Registration will not be completed without this signed contract.

Student(s) Name(s): \_\_\_\_\_

I \_\_\_\_\_ agree to the terms listed below:  
(Parent/Guardian – please print name)

1. I will educate my child, along with St. Mary of the Lakes Catholic Church, in our Catholic Faith.
2. My child will attend Mass on Sunday and Religious Education classes regularly (no more than 3 absences). The only excused absences will be those that are accompanied by a doctor's note. I understand that if my child has more than three absences without a doctor's note that there is a risk of repeating the school year.
3. I understand that Religious Education is an intellectual education as well as a spiritual experience.
4. Each week my child will be prepared for class with a notebook, text book, pencil or pen and a folder. If my child is in Grade 6, 7, or 8, he or she will also be prepared with a Bible.
5. My 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade child will complete and document the designated hours of community service.
6. My child will treat teachers, classmates, and the property of others respectfully at all times.
7. My child and I will read the Religious Education handbook posted on the website.
8. My child will be dressed appropriately each week in accordance with the policy outlined in the Religious Education handbook.
9. I will check my email and the parish website regularly for changes and updates in the Religious Education program.

I agree to the above contract and will do my best to carry out the policies of St. Mary of the Lakes PREP.

\_\_\_\_\_  
(Parent/Guardian Signature and date)

