



May 31, 2017

Dear Parents,

What a pleasure it is to meet you. *or*
What a pleasure it is to welcome you back.

One of these greetings has to apply to you, because, if you are reading this sentence, you are a valuable member of St. Mary of the Lakes PREP family. Whether this is your first child entering first grade or your sixth child returning for eighth grade, your presence, your input, your contribution of time and talent, and, above all, your faith, are vital to our mission, which is to pass on the *knowledge* of faith to the children of this Parish.

Enclosed with this letter is the **2017-2018 PREP Registration Form**, which we ask you to return completed as soon as you are able. This helps us plan for the upcoming year in terms of how many Catechists we need, how many text books and Bibles we should order, and so forth. Also, as you will note on the form, there is a financial incentive for returning the form before July 28th, as well as the emotional satisfaction of knowing that your family is ready to begin a new year of PREP in September.

To make it easier to complete the registration form, both the back and front have been filled in with the information that we have on file. Please correct any incorrect information so that we can update our records. In particular, check your **e-mail address** as this is our primary method of contact. If you are new to the program and your children were baptized anywhere but St. Mary of the Lakes, you must provide a copy of their Baptismal certificate for our files.

Parents of eighth graders, most of last year's seventh-grade teachers will be returning. Because of the design of the Confirmation Program as a two-year journey, we recommend that the student continue with the same Catechist when possible. Please indicate if you want your child to stay with his/her seventh-grade teacher. Also, we use the same text books in seventh and eighth grades; we collected them at the end of this year, but just in case your child still has them, please put them in a safe place for use in eighth grade.

Grades 1 through 6 will continue to meet on **Tuesday and Wednesday afternoons** from 4:15 p.m. until 5:30 p.m. **Grades 7 and 8** will meet on **Tuesday evenings** from 7:00 p.m. until 8:30 p.m. Classes are scheduled to begin on **Tuesday, September 19th**. The Diocese mandates that we provide a minimum of 33 hours of instruction, so we must have your child placed in a class, with a textbook and a Catechist, ready to go on September 19th/20th – and this takes time. The earlier the forms are returned, the happier we are!

Home Study is an option, but it is only permitted for two consecutive years for Grades 3, 4, 5, and/or 6. I will meet with all parents who choose this option for their children after PREP classes begin in the fall. **Home Study fees are the same as in-class fees.**

Also included with this letter is a **Volunteer Commitment Form**. Since the strength of our program is dependent upon active participation, we ask that you give serious consideration to participating in one of the listed positions. Once again, we have a crucial need for Catechists. Our goal is to have a Catechist and an Assistant in each class. If you know someone who would make a good Catechist, please give him or her a nudge in our direction. We offer training, guidance, guidebooks (with the answers in them!), supplies, hand-holding, and prayers. No experience is necessary – just a love of God and children! This offer applies to high school juniors and seniors as well.

Last, but not least, enclosed is a **Parent Contract** for you to sign and return. Everything can be mailed to the PREP Office, along with a check made payable to St. Mary of the Lakes, or you can bring the completed forms and payment to the PREP Office. We are here all summer (except Fridays) although our hours vary, so please call/email to make sure we are in the Office.

Finally, as I am sure you have heard, our wonderful Father Carlos is needed elsewhere. Effective July 1st, Father Carlos will be transferred to St. Barnabas in Bayville, where there is a need for a bilingual priest. A Mass of Thanksgiving will be offered by Father Carlos on Sunday, June 25th, at noon, with a reception following in the Emmaus Center. Please mark this date on your calendar to thank Father Carlos for his two years of faith-filled, joyful service with us and to wish him well as he continues his ordained ministry in Bayville. He will surely be missed!

I hope to see many of you at Vacation Bible School (July 31st – August 4th). Space is still available – but you better hurry!

Thank you for your on-going support for all that we do. Remember to include Mass in your weekly schedule and have a great summer!

God bless you,
MaryPat Scordato, DRE



PREP Registration 2017 – 2018

Please review the 2017 – 2018 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, 2017 are subject to a \$50.00 late fee.

Religious Education Class Times

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 19. 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

For First Communion students, a **\$40.00 customary sacramental offering** is due at registration. For Confirmation students in eighth grade, a **\$75.00 customary sacramental offering** is due at registration.

Additional Requirements

1. All students in the 6th, 7th and 8th 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 6th, 7th and 8th 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 1st and 2nd, 7th and 8th 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 19th. Please read the Church bulletin and our website for any changes.

St. Mary of the Lakes
Parish Religious Education Program
609-654-2546 ext. 310
fax: 609-953-8630

196 Route 70
Medford, NJ 08055
smlprep@smlparish.org

PREP REGISTRATION FORM 2017-2018

Family: _____ Home Phone: _____
Address: _____ Cell Phone: _____
Email: _____

Custodial Parent, if different from above: _____ Both Parents Catholic? Y N _____

PREP mailing to additional address? If so, state: _____

PLEASE COMPLETE BOTH SIDES OF REGISTRATION FORM

SCHEDULE OF CLASSES

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

REGISTRATION FEE

**LATE REGISTRATION FEE
AFTER 7/28/17**

1 CHILD	\$125.00	\$150.00
2 CHILDREN	\$175.00	\$200.00
3+ CHILDREN	\$200.00	\$225.00

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 _____

Student Name: _____

Day Request: _____

Birthdate: _____ Gender: _____ Grade: _____

School Attending: _____

Baptism:

Penance:

Eucharist:

Special Needs: medical, learning, physical:

Emergency Contact (other than parent) Name: _____ Phone Number: _____

Student Name: _____

Day Request: _____

Birthdate: _____ Gender: _____ Grade: _____

School Attending: _____

Baptism:

Penance:

Eucharist:

Special Needs: medical, learning, physical:

Emergency Contact (other than parent) Name: _____ Phone Number: _____

Student Name: _____

Day Request: _____

Birthdate: _____ Gender: _____ Grade: _____

School Attending: _____

Baptism:

Penance:

Eucharist:

Special Needs: medical, learning, physical:

Emergency Contact (other than parent) Name: _____ Phone Number: _____



Religious Education Parent Contract 2017/2018

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 6th, 7th or 8th 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)



2017/2018 PREP Volunteer Form

Parent/Guardian Name: _____

Child/Children Name: _____

Volunteer Position: _____

Please tear off and retain the bottom part for your records or email us the position you are interested in by July 28, 2017.

Volunteer Positions

Catechist: A Catechist must be a practicing Catholic who participates in the liturgical life of the community and is open and willing to sharing his/her faith. Catechists are required to follow the curriculum provided by the Religious Education office and prepare weekly lessons for their assigned class. Catechists are encouraged 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 in the classroom on a weekly basis. They are also required to comply with the Safe Environment Policy. High school students are welcome to assist in the afternoon classes (Grades 1 through 6).

Substitute Catechists: Volunteers are very much needed to substitute 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 the Director with rehearsals.

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

Office Help: Volunteers are needed to help with light office work. Assistance on Tuesday evenings 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.
2. All volunteers must be fingerprinted according to the guidelines established by the Diocese of Trenton. Forms are located in the PREP Office.
3. All volunteers must sign a Code of Conduct Form, which is kept on file in the PREP Office.