



May 31, 2018

Dear Parents,

Enclosed is the **2018-2019 PREP Registration Packet**, 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 registration form, there is a financial incentive for returning the form before July 23rd, as well as the satisfaction of knowing that your family is ready to begin a new year of PREP in September. The next page contains instructions and guidelines for the packet. Please read thoroughly.

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.

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 for the first day of class – and this takes time. The earlier the forms are returned, the happier we are!

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.

I hope to see many of you at Vacation Bible School (July 30th – August 3rd). 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 Packet 2018–2019

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. New students should be written in under returning students. You can either drop off or mail the completed form to the PREP Office.
2. Unless previously discussed with the Director of Religious Education (DRE), payment is due at registration. Checks should be made payable to Saint Mary of the Lakes. Please note that for First Eucharist students, the customary sacramental offering is \$40.00, and for Confirmation students in eighth grade, the customary sacramental offering is \$75.00.
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. **Home study fees are the same as in-class fees.**
4. The **PREP Parent Contract** is enclosed in this packet; please read, sign, and return it with your completed registration form.
5. All families are encouraged to volunteer in our program. Tuition rebates are available to catechists and assistants. All volunteers must comply with the Safe Environment Policy that is mandated by the Diocese of Trenton. Please fill out the enclosed **Volunteer Form** and return with your completed registration form.
6. A copy of the child's Baptismal Certificate is required for students new to the program. 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.
7. 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 and must use attendance envelopes at weekly Mass.
8. Registrations submitted after September 1, 2018 are subject to a \$50.00 late fee.

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 for Grades 1-6 begin **September 11th** and Grades 7 and 8 begin **September 18th**. You will receive your child's class assignment in the beginning of September. The PREP Calendar is available online. Please read the Church bulletin and our website for any changes.

Attendance

PREP classes must take priority over other activities.

Only three absences are allowed for the year. Parents must call or e-mail the PREP 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 will have to meet with the DRE. An excused absence is only granted with a doctor's note.

Weekly Mass attendance is considered a PREP requirement.

St. Mary of the Lakes Catholic Church
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 2018-2019

Family: _____
Address: _____
Email: _____

Home Phone: _____
Cell Phone: _____
Cell Phone: _____

SCHEDULE OF CLASSES

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

REGISTRATION FEE

LATE REGISTRATION FEE AFTER 7/23/18

1 CHILD	\$130.00	\$155.00
2 CHILDREN	\$185.00	\$210.00
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 **DO** consent to my child(ren) being photographed or filmed for purposes of promoting PREP activities.

Parent/Legal Guardian Signature: _____

I **DO NOT** consent to my child(ren) being photographed or filmed for purposes of promoting PREP activities.

Parent/Legal Guardian Signature: _____

PLEASE COMPLETE BOTH SIDES OF REGISTRATION FORM

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: _____



PREP Parent Contract 2018-2019

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.

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 weekly.
3. My child will attend PREP 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.
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 catechists, classmates, and the property of others respectfully at all times.
7. My child and I will read the PREP handbook posted on the website.
8. My child will be dressed appropriately each week in accordance with the policy outlined in the PREP handbook.
9. I will check my email and the parish website regularly for changes and updates.

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)



2018-2019 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 23rd.

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 PREP 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 when a Catechist is absent. All necessary material will be provided.

Hall Monitors: Volunteers are asked to maintain safety and order in the halls. 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.