

ST. BENEDICT
CATHOLIC CHURCH AND SCHOOL



Religious Education
Registration
2017 – 2018

Grades 1-6

Confirmation Preparation Grades 7/8

Summer Academy is not included in this packet

ST. BENEDICT
CATHOLIC CHURCH AND SCHOOL



St. Benedict Catholic Church and School
165 Bethany Road
Holmdel, New Jersey 07733
Phone: 732.264.4712
Fax: 732.264.9080
www.stbenedicholmdel.org

April 5, 2017

RE: Fall Registration 2017-2018

Dear Religious Education Family,

Enclosed is your 2017-2018 registration form for the traditional Religious Education program and/or grades 7/8 Confirmation preparation program.

Registration Guidelines:

1. A registration form must be filled out for each child registered in the program. Update any information that you may have listed in previous years, especially the emergency contact. Please update your e-mail address, as this is how we communicate with all families. You can either mail the completed form to the Religious Education office or drop it off at the RE office.
2. The Religious Education Parent Contract and emergency contact list is enclosed in this packet, please read, sign and return it with your completed registration form.
3. **New students** to the program are to provide the Religious Education office with a copy of the child's Baptismal Certificate along with any other sacramental Certificates if they did not make these Sacraments at St. Benedict. 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 are required to be a registered member of the parish in order for your child/children to attend Religious Education at St. Benedict.
5. Home study is only an option for a student that is unable to attend classes due to a medical, academic and/or behavioral situation. Home study is not permitted for 2nd and 8th graders receiving a sacrament.

Religious Education Grades 1-6:

All classes will be held on Wednesday afternoons at 4:45-6:00 p.m. from September through May.

Confirmation Preparation Grades 7/8:

Grades 7 and 8 will be meeting on scheduled Sunday's from 6:00 – 8:00 p.m.

Schedule Grade 7/8:

9/10/17	12/3/17	3/11/18
9/24/17	12/17/17	3/18/18
10/8/17	1/7/18	4/15/18
10/22/17	1/28/18	4/29/18
11/5/17	2/11/18	
11/19/17	2/25/18	

Grade 8 – Confirmation date is determined by the diocese – the date will be announced as soon as we have it:

Attendance:

When you enroll your child in the Religious Education program, you must impress upon him/her the importance of his/her 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. Three absences are accepted for Grades 1-6 and two absences for the Grade 7/8 program. Parents/guardians are required to 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 exceeds the number of absences allowed the year may have to be repeated. An excused absence is only granted with a doctor's note.

Volunteer Form:

All families are encouraged to volunteer in our program. (Many hands make light work!) 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. Information on the policy is available in the Parish Office and on the website under parent resources. <https://15175.sites.ecatholic.com/catechistvolunteer>

Tuition (Non-Refundable):

NUMBER OF CHILDREN	Early Bird Tuition Rate April 5, 2017—May 3, 2017	2017-2018 Tuition Fee After May 3, 2017
1	\$125.00	\$145.00
2	\$220.00	\$240.00
3 or more	\$260.00	\$280.00

Check is made payable to St. Benedict Religious Education.

- Please note that Early Bird Rates are only offered to families between the dates of April 5^h -May 3rd . After that date, the 2017/2018 tuition rates are in effect.
- Registrations made after August 25, 2017 are subject to a \$50.00 late fee.

Sacraments

- If your child is making a sacrament there is a \$50.00 customary sacramental offering due at the same time as tuition.

Additional Requirements:

Please refer to the student handbook for additional requirements. This document can be found on the website at <https://15175.sites.ecatholic.com/documents/2016/8/RE%20Parent%20Handbook%202016-2017.pdf>

Classroom Assignments:

You will receive your child's class assignment by the end of August. Please read the Church bulletin and our website for any changes.

Thank you and God bless,



Denise Contino
Director of Faith Formation

St. Benedict Church
165 Bethany Road
 Holmdel, NJ 07733

Family Information

Mailing Name:
Address:
City, State Zip:

Home Phone:
Emerg. Phone:
Family Email :

Mother's Info.:

Name:	MaidenN:
Religion:	Living: Cell:

Father's Info.:

Name:
Religion: Living: Cell:

Custodial Issues, If yes, please explain:

Student Information: **Current School Attended:** _____

Name	Birthdate	Gender	Grade	Session	Room	Class
_____	_____	_____	_____	_____	_____	_____

Baptism Information:

Date:	Faith at Baptism:
Parish:	

Eucharist Information:

Date:
Parish:

Special Needs: medical, learning disabilities, physical disabilities:

Transportation arrangements, please explain:

Type or Payment: Cash Check # _____ Amount: _____ Date/Initial: _____

Release

I also consent to the use of any videotapes and/or photographs in which my child may appear by the Diocese of Trenton and/or the parish. I understand that these materials are being used for promotion of the parish Religious Education programs and/or activities; which may include recruitment and fundraising efforts.

The signature below allows the Religious Education Program to provide all information on this form to the Religious Education Staff for Religious Education purposes only.

Parent/Legal Guardian Signature: _____ Date: _____

Appendix I Emergency Contact Form



**Diocese of Trenton
EMERGENCY CONTACT FORM**

Please print or type all information below. Thank you.

Student's Name: _____
Last First Middle

Parent/Guardian's Name: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Work Phone: _____

Please indicate below the person/s to be contacted in the case of an emergency (when the parent/guardian/spouse cannot be reached):

A. Name: _____ Phone: _____
Address: _____ Town: _____
Relationship: _____

B. Name: _____ Phone: _____
Address: _____ Town: _____
Relationship: _____

C. Name: _____ Phone: _____
Address: _____ Town: _____
Relationship: _____

Are there any health conditions of which we should be aware? If so, please explain:

Parent/Legal Guardian Signature: _____ Date: _____

ST. BENEDICT
CATHOLIC CHURCH AND SCHOOL



St. Benedict Catholic Church and School
165 Bethany Road
Holmdel, New Jersey 07733
Phone: 732.264.4712
Fax: 732.264.9080
www.stbenedictnj.org

Religious Education Parent Contract 2017/2018:

This contract must be read, signed and returned to the Religious Education office at the time of Registration. Each student that 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. Benedict Catholic Church in our Catholic Faith.
2. My child will attend Mass on Sunday and Religious Education classes regularly. 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 7th or 8th grade child will complete and document 20 hours of community service prior to Confirmation.
7. My child will treat teachers, classmates and the property of others respectfully at all times.
8. My child and I will read The Religious Education handbook posted on the website.
<http://www.stbenedictholmdel.org/Parent-Resources>
9. My child will be dressed appropriately each week in accordance with the policy outlined in the Religious Education handbook.
10. 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. Benedict Religious Education Program.

(Parent / Guardian Signature and date)

2017/2018 St. Benedict Religious Education Volunteer Form

Parent/Guardian Name: _____

Child/Children name: _____

Volunteer Position: _____

Please either tear off and retain the bottom part for your records or email us the position you are interested in by May 3, 2017.

Volunteer Descriptions:

Catechist Grades 1-6: 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.

Grade 7/8 Facilitator: A Facilitator 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. Facilitators are required to follow the curriculum provided by the Director of Religious Education. Training will be provided for all facilitators over the summer and throughout the year. Facilitators are required to continue their faith formation through the catechist certification process.

Classroom Aide Grades 1-6: Volunteers are needed to help the catechist with the class on a weekly basis. They will also be asked to be the substitute catechist in the event the catechist is not available.

Grade 7/8 Assistant Facilitator: Volunteers are needed to help the facilitator with the group discussion. They will be asked to fill in when the facilitator is not available.

Substitute Catechists/facilitators: 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.

Pre-School liturgy Catechists: Pre-School catechists are to be a practicing Catholic who is open and willing to share their faith with 4/5/6 year olds. This class meets on Sunday morning at 9:30 and 11:00 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 copying and light office work.

All volunteers must follow the following procedure.

1. All volunteers that 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. Please obtain a form in the Parish Office.
3. All Volunteers must sign a Code of Conduct Form and a Volunteer Application, which is kept on file in the Parish Office.

