

2017/2018 Registration Form for PARISHIONER RELIGIOUS EDUCATION Church & office mailing address:

▶ Our Lady of Lourdes, One Eagle Rock Ave., West Orange, NJ 07052 ◀

Rectory-office: 973.325.0110

Registration for Religious Education is limited to parishioners. If you have not previously registered as a parishioner, you will be required to complete a Parishioner Census & Registration Form.

Registration Fee: \$125 for 1st child, \$175 for 2 children, \$200 for 3 + plus.

ALSO: \$50 Sacramental Fee per child for 1st Communion or Confirmation.

FEES MUST BE PAID IN FULL AT REGISTRATION

<p>Grade 1 - 5 Family Catechesis Monthly session: parent & child together</p> <p>@ Saturday 3:30 - 5:30 pm _____</p> <p>@ Monday 5:30 - 7:30 pm _____</p>	<p>Grade 6 - 12 Middle & High School Religious Education Weekly Session: Young person attends without parent @ Monday 7:00 - 8:30 pm _____</p>
<p>Anticipate Sacraments to be Received 2017/2018</p> <p>First Communion _____</p> <p>Confirmation _____</p>	
<p>NOTE: OFFICE APPROVAL REQUIRED Sacrament eligibility based on completion of 2 years in program</p>	

Father's Full Name: _____ Mother's Full Name: _____

Primary Contact/Parent: _____ Preferred Phone: _____

Family Email Address: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Mother's Cell Phone: _____ Alternate Phone: _____

Father's Cell Phone: _____ Alternate Phone: _____

Parent or Guardian Health Insurance Company: _____

Health Insurance Policy Number: _____

1st Child: First Name: _____ Last Name: _____

Preferred Nickname: _____ Gender: _____

Date of Birth: _____ Grade in September **2017:** _____

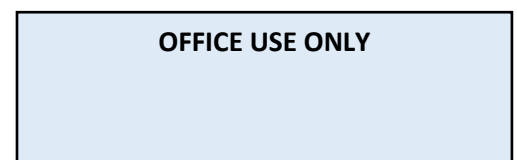
Where was child Baptized? Church: _____ City/State: _____

Have you provided a Baptismal Certificate? Circle: YES NO*

*NOTE: Children may not participate without submission of copy of Baptismal Certificate

1st Communion Complete? Circle: YES NO Church: _____ City/State _____

Special Needs: (medical? Allergy? Learning?) _____



2nd Child: First Name: _____ Last Name: _____

Preferred Nickname: _____ Gender: _____

Date of Birth: _____ Grade in September **2017:** _____

Where was child Baptized? Church: _____ City/State: _____

Have you provided a Baptismal Certificate? *Circle:* YES NO*

**NOTE: Children may not participate without submission of copy of Baptismal Certificate*

1st Communion Complete? *Circle:* YES NO Church: _____ City/State _____

Special Needs: (medical? Allergy? Learning?) _____

3rd Child: First Name: _____ Last Name: _____

Preferred Nickname: _____ Gender: _____

Date of Birth: _____ Grade in September **2017:** _____

Where was child Baptized? Church: _____ City/State: _____

Have you provided a Baptismal Certificate? *Circle:* YES NO*

**NOTE: Children may not participate without submission of copy of Baptismal Certificate*

1st Communion Complete? *Circle:* YES NO Church: _____ City/State _____

Special Needs: (medical? Allergy? Learning?) _____

Family Catechesis email: OLLFAMILYCLASS@AOL.COM

Religious Education Administration email: ANNEMARIEK823@AOL.COM

Parish Website: www.lourdeswestorange.org

Checklist & Final Signature

___ Fees Paid for Religious Education?

___ Parent Handbook Received?

___ Baptismal Certificate Provided?

Parent Signature: _____

Today's Date: _____

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OUR LADY OF LOURDES PARISH • RELIGIOUS FORMATION PARENT HANDBOOK

“Teach me Lord, what you want me to do, and I will obey you faithfully.” Psalm 86

EXPECTATIONS OF FAMILIES

- 1. You, as parents, are the primary teachers of faith to your children. We ask that you model the faith by praying at home, attending Mass to share in the Eucharist with our parish community and look for ways to serve as disciples of Jesus Christ.**
- 2. Before** sending your child to Family Catechesis (Grade 1-5) or Middle/H.S. Religious Education (Grade 6-12) sessions for the first time, REGISTRATION and PAYMENT must be completed for every child. If either REGISTRATION and/or PAYMENT are not made, your child will not be admitted into the session. If this occurs, your child will contact you immediately to come to Our Lady of Lourdes for pickup. At that time, you can return next time or immediately complete the REGISTRATION and PAYMENT requirements. *If you need need to pay in monthly installments during the year, please let us know. We can make special arrangements for families in need. Please contact the Rectory office above.*
- 3. Ensure your children regularly attend their religious education sessions. For Family Catechesis Sessions, at least one parent or designated adult must attend the session with the child. Please actively participate in your child’s learning and formation.**
- 3. Let us know in advance whether a student or family is unable to attend a scheduled session. For Family Catechesis please email OLLFAMILYCLASS@AOL.COM or call 973.325.0110 ext. 103. For Middle School/H.S. Religious Education, please call 973.325.0110 ext. 102.**
- 4. Communicate to the catechist or coordinator any special need or circumstances that may affect your child in the classroom.**
- 5. Our preferred mode of communication is email. Please provide us with a valid email address and regularly review your emails for our communications.**

RESPONSIBILITIES OF THE PARISH

- 1. Ensure adequate staffing that is trained, background checked and prepared.**
- 2. Provide formation that is grounded in Scripture and the teachings of the Catholic Church.**
- 3. Create a safe and Christian environment.**

SACRAMENT POLICY

All matters of the eligibility of a child to receive a sacrament are determined by the Pastor and religious education personnel by review of compliance with the process described below. Please confirm your child’s eligibility to receive a sacrament with the office. There is a minimum 2-year preparation period for the Sacraments of First Penance, First Communion and Confirmation.

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This minimum 2-year preparation means that Students spend their first year of preparation in the appropriate grade level religious education sessions. During the second year, students continue to participate in the appropriate religious education session level **and, in addition**, participate in special sacrament preparation sessions with a parent.

EMERGENCY CLASS CANCELLATION

If local public schools are closed, we are closed. We will notify you by email if our sessions are cancelled. We will also post a voicemail message at the Religious Education Office at 973.325.0029 or 973.325.0110, ext. 103. We may also attempt to contact you by text or phone to notify you of cancellations.

PICK UP AND DROP OFF For students in Grade 6 – 12.

Students will enter through the Chapel door on the parking lot side of the school building. Dismissal will be in the upper side parking lot where teachers will walk the students down to you. This way, no student will be left unattended while waiting for someone to pick them up. If you need to pick up your child early for any reason, please come in the side door by the upper parking lot and someone will escort you up to your child's classroom.

RULES OF CONDUCT

- Obedience to legitimate authority.
- Courtesy and respect for all people and property.
- Adherence to safety and classroom rules.
- Sense of fair play and trustworthiness.
- For **Family Catechesis**: any child who is disruptive may be removed from the breakout session and returned to his/her parent.
- For **Grade 6-12**: Any youth who is disruptive and/or hurts another person or destroys property will be sent to the office immediately. His or her parent will be called to pick up the youth. A meeting with the student, parent and Pastor will take place before the student is allowed back in the class.

ATTENDANCE & ABSENCE POLICY: Grade 6 – 12

In Grade 6-12, it is important that students attend sessions with their peers weekly, according to the published calendar. While this program is not intended for individual or self-directed study at home, an absent student will receive – via e-mail – required make-up work. The parent or guardian must write a note to explain and the report each absence, before the student attends class again. If a student were to be absent more than three (3) times during the year, he or she would be required to do additional work in order to keep up. Or, the student may be required to complete an additional year in the program in order to receive the Sacrament of Confirmation.

Report absences or address questions via email as follows or call 973.325.0110 x. 102:

- ▶ Barbara Camp, OLLFAMILYCLASS@AOL.COM (Grade 1-5 Leader)
- ▶ Leo Aliaga, OLL@evangelizationfirst.com, (Grade 6-12 Leader,)

If you wish to discuss this policy with Father Jim Ferry, Pastor, please contact Annemarie Grasso (973.325.0110 ext. 102) to get in touch with Father Jim Ferry.