

**2018 – 2019 Registration RELIGIOUS EDUCATION Church & office mailing address:**

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

Rectory-office: 973.325.0110

**FAMILY CLASS GRADE 1-5 SESSIONS ARE SATURDAY AFTERNOON (3:30-5:30 PM) OR**

**MONDAY EVENING (5:30-7:30 PM) AND MEET ONCE A MONTH**

**MIDDLE/HIGH SCHOOL SESSIONS GRADE 6-12 ARE**

**MONDAY EVENING (7:00 - 8:30 PM) AND MEET WEEKLY**

**SACRAMENT "2 YEAR" POLICY: Each child must attend 2 years for 1<sup>st</sup> Communion, regardless of their grade + 2 additional years for Confirmation. First Communion is celebrated during the Easter season of the 2<sup>nd</sup> year. Confirmation preparation begins in 7<sup>th</sup> grade and is celebrated upon completion of the second year in the fall of 9<sup>th</sup> grade. "Estimated" date for each sacrament may change due to actual attendance.**

**RELIGIOUS EDUCATION REGISTRATION**

**FATHER:**

**MOTHER:**

FIRST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY /STATE/ZIP \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_

CELL # \_\_\_\_\_

CELL # \_\_\_\_\_

EMAIL \_\_\_\_\_

EMAIL \_\_\_\_\_

List all children who will be attending the program in 2018/2019. **BAPTISM AND FIRST COMMUNION CERTIFICATES FOR EACH CHILD ARE REQUIRED IF COMPLETED AT ANOTHER PARISH.**

**SELECT SESSION AND FILL IN BELOW: FAMILY MONDAY, FAMILY SATURDAY, MIDDLE/HS**

**1<sup>st</sup> Child:** Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade in Sept. 2018: \_\_\_\_\_ Session \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Special Needs: (medical? Allergy? Learning?) \_\_\_\_\_

**2<sup>nd</sup> Child:** Grade in Sept. 2018: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Session \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Special Needs: (medical? Allergy? Learning?) \_\_\_\_\_

**3<sup>rd</sup> Child:** Grade in Sept. 2018: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Session \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Special Needs: (medical? Allergy? Learning?) \_\_\_\_\_

	Child's Baptismal Name	Date of Baptism	Church of Baptism, City & State
1.			
2.			
3.			

**2018 – 2019 Registration RELIGIOUS EDUCATION Church & office mailing address:**

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

Rectory-office: 973.325.0110

**FAMILY CLASS GRADE 1-5 SESSIONS ARE SATURDAY AFTERNOON (3:30-5:30 PM) OR**

**MONDAY EVENING (5:30-7:30 PM) AND MEET ONCE A MONTH**

**MIDDLE/HIGH SCHOOL SESSIONS GRADE 6-12 ARE**

**MONDAY EVENING (7:00 - 8:30 PM) AND MEET WEEKLY**

	Child's Name	Date of Communion	Church of Communion, City & State
1.			
2.			
3.			

**OFFICE USE ONLY**

Estimated First Communion for: \_\_\_\_\_ Month/Year \_\_\_\_\_

Estimated Confirmation for: \_\_\_\_\_ Month/Year \_\_\_\_\_

**TUITION FOR YEAR 2018/2019**

		FEE	AMOUNT DUE
	1 CHILD	175	
	2 CHILDREN	225	
	3 OR MORE CHILDREN	250	
# OF CHILDREN	SACRAMENT FEE PER CHILD		
	FIRST COMMUNION	\$50	
	CONFIRMATION	\$50	
	TOTAL		\$

**TUITION IF PAID PRIOR TO MAY 15<sup>TH</sup>, 2018**

		FEE	AMOUNT DUE
	1 CHILD	125	
	2 CHILDREN	175	
	3 OR MORE CHILDREN	200	
# OF CHILDREN	SACRAMENT FEE PER CHILD		
	FIRST COMMUNION	\$50	
	CONFIRMATION	\$50	
	TOTAL		\$

PAYMENT RECEIVED

DATE \_\_\_\_\_

CASH OR CHECK # \_\_\_\_\_

BALANCE DUE \_\_\_\_\_

**OFFICIAL  
USE  
ONLY**

**2018 – 2019 Registration RELIGIOUS EDUCATION Church & office mailing address:**

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

Rectory-office: 973.325.0110

**FAMILY CLASS GRADE 1-5 SESSIONS ARE SATURDAY AFTERNOON (3:30-5:30 PM) OR**

**MONDAY EVENING (5:30-7:30 PM) AND MEET ONCE A MONTH**

**MIDDLE/HIGH SCHOOL SESSIONS GRADE 6-12 ARE**

**MONDAY EVENING (7:00 - 8:30 PM) AND MEET WEEKLY**

## **OUR LADY OF LOURDES • RELIGIOUS FORMATION • PARENT HANDBOOK**

### **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 to the next session or immediately complete the REGISTRATION and PAYMENT requirements. *If you 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](mailto: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. 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.

**2018 – 2019 Registration RELIGIOUS EDUCATION Church & office mailing address:**

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

Rectory-office: 973.325.0110

**FAMILY CLASS GRADE 1-5 SESSIONS ARE SATURDAY AFTERNOON (3:30-5:30 PM) OR**

**MONDAY EVENING (5:30-7:30 PM) AND MEET ONCE A MONTH**

**MIDDLE/HIGH SCHOOL SESSIONS GRADE 6-12 ARE**

**MONDAY EVENING (7:00 - 8:30 PM) AND MEET WEEKLY**

### **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](mailto:OLLFAMILYCLASS@AOL.COM) (Grade 1-5 Leader)

► Leo Aliaga, [OLL@evangelizationfirst.com](mailto: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).