



## 2016-17 Registration Instructions for the Religious Education Programs:

**Each family must complete a new form each year. You need to be a parishioner to participate in the Religious Education program.**

- 1) Please fill out EVERY line clearly. Note any special needs, allergies, learning disabilities or other information that help us to provide the best learning environment for your child.
- 2) Email is our primary form of communication: **print** the most used email address (only one email) in this space.
- 3) Indicate which Faith Formation Program is best for your family. The enclosed registration form lists all program options. Class schedules will be posted on our website.
- 4) **PAYMENT IS DUE AT THE TIME OF REGISTRATION**. Your form will NOT be processed if your payment is not included with a completed registration form. No family will be turned away because of financial constraints. If you need to make payments or request reduced tuition, you must complete the Payment Plan/Reduced Tuition form and submit it WITH your registration form.
- 5) Forms and payments may be taken to the parish office or mailed to: St. John's Parish, 112 E. 2<sup>nd</sup> Street, Frederick, MD 21701 Attn: Religious Education Office.
- 6) **SACRAMENT PREPARATION for First Reconciliation/ First Eucharist and Confirmation is separate from faith formation instruction. There are also separate fees for the sacrament programs.** If you enroll your child in a sacrament preparation program, please provide a copy of the child's Baptism Certificate with the registration package.
- 7) Please consider being a volunteer catechist or aide. In addition to helping form disciples in the Catholic faith, you receive a tuition credit. Active catechists receive a 100% tuition credit for one child, while aides receive 50% discount. (Sacrament fees not included.) ALL VOLUNTEERS HAVE TO BE STAND TRAINED.

Please contact me with any questions or concerns,

Amy Spessard  
Director of Religious Education



## 2016-17 Instrucciones de Inscripción en los programas de la educación religiosa:

Para participar en el programa de Educación Religiosa debe ser feligrés de St. John, estar inscrito en la parroquia y completar un formulario nuevo cada año.

- 1) Por favor llene **claramente cada línea** del formulario. Indique cualquier necesidad especial, alergias, problemas de aprendizaje u otra información que nos ayuden a proporcionar un mejor ambiente de aprendizaje para su hijo/a.
- 2) La comunicación por correo electrónico es nuestra opción principal: por favor escriba claramente la dirección electrónica que más utilice, en el espacio indicado.
- 3) Indique cual programa de formación es el más conveniente para su familia. El formulario de inscripción adjunto muestra todas las opciones de los programas. Los horarios de clase serán publicados en nuestro sitio web.
- 4) **EL PAGO DEBE HACERSE EN EL MOMENTO DE LA INSCRIPCIÓN** sin embargo, ninguna familia será rechazada si tiene limitaciones financieras. Si usted necesita hacer pagos o solicitar matrícula reducida, debe completar el formulario de Plan de Pago/ Matrícula Reducida y enviarlo junto con el formulario de inscripción.
- 5) Los formularios y los pagos de registración pueden entregarse en la oficina parroquial o enviarlos por correo a: St. John the Evangelist Church - Atención: Oficina de Educación Religiosa: 112 East 2nd Street, Frederick, MD 21701.
- 6) **Cada sacramento (Primera Comunión y Confirmación) tienen una preparación y costo adicional a la formación religiosa.** Es necesario incluir una copia del certificado de bautizo con la inscripción.
- 7) Por favor considere ser voluntario en nuestro programa de educación religiosa, además de ayudar, recibirá ayuda financiera en la matrícula de su hijo(a). Todos los catequistas deben haber recibido el "STAND" Training.

Por favor de comuníquese conmigo si tiene alguna pregunta o inquietud.

Amy Spessard  
Director of Religious Education



# 2016-17 Religious Education K-12 REGISTRATION

Please clearly print all information and complete both sides.

**Due June 30<sup>th</sup>; \$50 late fee if received later.**

Parents / Guardian Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Primary Email (Email will be our main form of communication): \_\_\_\_\_

We Are Registered Parishioners at: St. John (here) \_\_\_\_\_ Other (Name): \_\_\_\_\_

Household language: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Student #1** \_\_\_\_\_ Sex: \_\_\_\_\_  
Last First Middle  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_ Special Needs/Allergies: \_\_\_\_\_  
month day year  
 School Attending – Fall 2016: \_\_\_\_\_ Grade/ Fall 2016: \_\_\_\_\_  
 Last Year's Faith Formation at: \_\_\_\_\_

**Enroll Student #1 for:** (Students enrolling in sacraments **must** also be enrolled in religious education-white blocks)

____ Sunday 9:15 – 10:30 AM (grades K-5)	____ Monday 6:30 – 8:00 PM (grades 1-5)	____ Home Study (grades K-5)	____ 1 <sup>st</sup> Penance/ 1 <sup>st</sup> Eucharist (grades 2-12)
____ Sunday 6:30 – 8:00 PM (grades 9-12)	____ Monday 6:30 – 8:00 PM (grades 6-8)	____ Home Study (grades 6-8)	____ Confirmation (grades 10-12)

Date of sacraments already rec'd: Baptism \_\_\_\_\_ Eucharist \_\_\_\_\_ Needs Baptism? Y / N (circle one)

**Student #2** \_\_\_\_\_ Sex: \_\_\_\_\_  
Last First Middle  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_ Special Needs/Allergies: \_\_\_\_\_  
month day year  
 School Attending – Fall 2016: \_\_\_\_\_ Grade/ Fall 2016: \_\_\_\_\_  
 Last Year's Faith Formation at: \_\_\_\_\_

**Enroll Student #2 for:** (Students enrolling in sacraments **must** also be enrolled in religious education-white blocks)

____ Sunday 9:15 – 10:30 AM (grades K-5)	____ Monday 6:30 – 8:00 PM (grades 1-5)	____ Home Study (grades K-5)	____ 1 <sup>st</sup> Penance/ 1 <sup>st</sup> Eucharist (grades 2-12)
____ Sunday 6:30 – 8:00 PM (grades 9-12)	____ Monday 6:30 – 8:00 PM (grades 6-8)	____ Home Study (grades 6-8)	____ Confirmation (grades 10-12)

Date of sacraments already rec'd: Baptism \_\_\_\_\_ Eucharist \_\_\_\_\_ Needs Baptism? Y / N (circle one)

**If registering more than 3 students, please copy this page and submit all pages attached together.**

**OVER**



**Student #3** \_\_\_\_\_ Sex: \_\_\_\_\_  
 Last First Middle  
 Date of Birth: \_\_\_/\_\_\_/\_\_\_ Special Needs/Allergies: \_\_\_\_\_  
 month day year  
 School Attending – Fall 2016: \_\_\_\_\_ Grade/ Fall 2016: \_\_\_\_\_  
 Last Year's Faith Formation at: \_\_\_\_\_

**Enroll Student #3 for:** (Students enrolling in sacraments **must** also be enrolled in religious education-white blocks)

___ Sunday 9:15 – 10:30 AM (grades K-5)	___ Monday 6:30 – 8:00 PM (grades 1-5)	___ Home Study (grades K-5)	___ 1 <sup>st</sup> Penance/ 1 <sup>st</sup> Eucharist (grades 2-12)
___ Sunday 6:30 – 8:00 PM (grades 9-12)	___ Monday 6:30 – 8:00 PM (grades 6-8)	___ Home Study (grades 6-8)	___ Confirmation (grades 10-12)

Date of sacraments already rec'd: Baptism \_\_\_\_\_ Eucharist \_\_\_\_\_ Needs Baptism? Y / N (circle one)

**I AM INTERESTED IN VOLUNTEERING WITH:**

___ Sunday AM (grades K-5)	___ Monday PM (grades 1-5)	___ Security Monitor	___ 1st Penance/ 1st Eucharist
___ Sunday PM (grades 9-12)	___ Monday PM (grades 6-8)	___ Spanish Translation	___ Confirmation

**PUBLICATION RELEASE**  
 Parents/guardians of participants are advised that photographs or videotape of participants may be used in publications, websites or other materials produced from time to time by the Archdiocese of Baltimore or St. John the Evangelist Parish. (Participants would not be identified, however, without specific written consent.) Parents/guardians who do not wish their child(ren) to be photographed or filmed should notify the parish in writing. Please note that the parish has no control over the use of photographs or film taken by media that may be covering the event in which your child(ren) participate(s).

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EMERGENCY CONTACT FOR FAMILY:** In case of emergency, we will always attempt to reach the parent first. Please provide an alternate emergency contact in case we cannot reach you.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to Student(s): \_\_\_\_\_

**TUITION & FEES:**

Based on the number of students in Religious Education across all grades:			
\$75 for one student	\$150 for two students	\$225 for three+ students	\$50 late fee after 6/30/16 per family
Sacrament Fees (these are <u>in addition</u> to Religious Education tuition):		\$75 / child for 1 <sup>st</sup> Penance & Eucharist	\$150 / child for Confirmation

**PAYMENT IS DUE AT THE TIME OF REGISTRATION.** Your form will NOT be processed if your payment is not included with a fully completed registration form. No family will be turned away because of financial constraints. If you need to make payments or request reduced tuition, you must complete the Payment Plan/Reduced Tuition form and submit it WITH your registration form.

For program or tuition questions, contact the Religious Education Administrative Assistant at 301-662-8288 ext. 1105. Please make your check payable to *St. John the Evangelist*. You may submit one check for all. Return to: **St. John the Evangelist – Religious Education, 112 E. Second Street, Frederick, MD 21701.**

**OFFICE USE:** Date Rec'd \_\_\_\_\_ Amt Due \_\_\_\_\_ Amt Paid \_\_\_\_\_ Pymnt Method \_\_\_\_\_  
 Pymnt Date \_\_\_\_\_ PS Updated \_\_\_\_\_



## Option 2: Reduced Tuition Request

In order to be considered for this option, you must complete **all** information below.

Do you have an outstanding balance from previous years? Y / N (circle one)

1. Your current family tuition balance:	\$ _____
2. MINUS total amount you can contribute to paying (you can establish a payment plan for this amount**):	- \$ _____
3. Total Amount Requested for Reduced Tuition ( <i>subtract line 2 from line 1 above</i> ):	= \$ _____

\*\*Contribution payment towards my reduced tuition:

\_\_\_\_\_ Please find my contribution payment enclosed.

\_\_\_\_\_ I wish to pay my contribution in \_\_\_\_\_ # of installments by February 28<sup>th</sup>.

Please explain the circumstances leading you to apply for reduced tuition. Please know that the contents of this form are held in the strictest of confidence! Thank you for your honesty in helping us to be good stewards of our financial resources and maintain records. PLEASE NOTE: this is only an application. We may contact you to discuss this application further.

By requesting reduced tuition, I agree to the following terms (*please initial each statement*):

\_\_\_\_\_ I promise to be a good steward of the Parish's assistance by bringing my child to all religious education classes.

\_\_\_\_\_ In thanksgiving for reduced tuition, I would like to contribute my time and talent as a STAND-certified volunteer. I would like to volunteer as: \_\_\_\_\_

\_\_\_\_\_ I understand that all accounts must be paid in full by February 28<sup>th</sup>.

\_\_\_\_\_ I understand that I will only be sent an invoice if I have a balance due.

\_\_\_\_\_ I understand that receipts for payments made will only be sent if requested.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print your name: \_\_\_\_\_

### OFFICE ONLY

Date Received \_\_\_\_\_ Date Family Notified \_\_\_\_\_ Contribute to Parish Y N \_\_\_\_\_ LY Tuition Paid Y N \_\_\_\_\_

Reviewed By \_\_\_\_\_ Approved By \_\_\_\_\_