

# IMPORTANT REGISTRATION INFORMATION

## PLEASE READ!

**CHILD SAFETY** – At Our Lady of Fatima parents are very involved in many aspects of the religious education program. In order to ensure the safety of every child enrolled here, we are asking ALL PARENTS to consider the following:

1. Sign the CORI permission for criminal background checks [Needs to be done annually].
2. Take a 2-hour course, "Protecting God's Children" [Virtus Certification—one time only].

We used to only require this of Catechists, but now **any** parent could potentially be alone with a child. For the safety of our children and for the protection of the parents, every parent [or grandparent] who might be alone with a child here at Our Lady of Fatima should be "CORIed" and "Virtus Certified."

**IF YOUR CHILD HAS SPECIAL NEEDS** – please let us know. We want to include **all children** and provide appropriate accommodations for everyone's success.

**IF YOU ARE MOVING** - Let the Religious Office know and save us several phone calls.

**IF YOU THINK YOU MAY BE MOVING** - Submit a registration without a check, indicating that you may be moving. Then, either let us know when you move, or send us a check if your plans are delayed and you want your children in classes.

**IF YOU ARE SHORT OF FUNDS** - Send the registration without a check. We will bill you for the tuition. Please note, also, the optional payment schedule.

**IF YOUR CHILD IS ENTERING CATHOLIC SCHOOL** - Please let us know. We want to keep all students on our list for special programs and sacraments.



**PARENTS OF CHILDREN ENTERING GRADES 1-6** – Classes are generally held on Sunday mornings 8:30 or 10:30; Mondays at 3:15 [for children enrolled in an early release school] or 4:30; and Tuesdays or Thursdays at 4:00 p.m. Openings at each time depend on the availability of catechists to teach the classes. Children are placed on a first-come, first-served basis.

**PARENTS OF CHILDREN ENTERING GRADES 7 & 8** - Classes are held on Monday evenings from 7:00 to 8:00 p.m. Indicate on the front page if one day is better than another.

**HIGH SCHOOL PARENTS** – Grades 9-11 are taught on Sunday, and classes meet at 6:00 p.m. to 7:15 p.m. All High School Grades are expected to attend the Teen Mass on the Sundays that it is offered.

**REGISTRATION FEE** - It is important for families to know that this fee only covers **a portion** of the cost to the parish for each child in this program. The remainder of the funding comes from the Sunday offerings and the Grand Annual collection. Please consider carefully whether you are truly carrying your share.

**DONATION** - If you are able to do so, and feel so inclined, you are invited to add a donation to the registration fee. This money helps to finance the families who are not able to pay as well as the purchase of enrichment opportunities such as videos, guest speakers, bus transportation, etc.

**IF YOU HAVE A CHILD ENTERING KINDERGARTEN** - We have an **optional** Kindergarten Religious Education program. Days and times depend on the choice of the volunteer catechists. If you are interested in having your child in such a program, indicate such on your registration. You may wait to pay FOR THAT CHILD until we know that we have a class available at a suitable time. If you would be willing to lead a Kindergarten group (Easy-To-Use Resources and training are available), let us know which day and time you would prefer.

## RELIGIOUS EDUCATION SUPPORT OPPORTUNITIES

If you are new in the community, if you have not taught before, or if you have been taking a few years off, please **consider signing up to teach or coordinate**.

**TEACH A CLASS** – Catechists who teach our children meet with the children for one hour a week from the middle of September through the beginning of May. We provide each catechist with a Catechist Manual that goes with the child's textbook and contains complete plans for every lesson. Classes do not meet during school vacation weeks or on holiday weekends. Some catechists recruit a partner, and they teach as a team.

We provide **training** for catechists. While we do not require catechists to be certified, we strongly encourage that they make time for at least some of the training in order that they teach with more confidence.

**CATECHISTS FOR GRADES 7 –8** – Religious Education classes for grades 7 and 8 are held for one hour Mondays at 7:00 p.m. Contact the office for more information on these courses.

**CATECHISTS FOR GRADES 9 –11** – Religious Education Classes for grades 9 – 11 take place on Sunday evenings from 6:00 to 7:15 p.m. The curriculum is planned; teaching manuals are provided and training is available. Classes are not held on 3-day weekends and during school vacation weeks.

**GRADE LEVEL COORDINATORS** – They recruit catechists, organize the placement of students into classes, and help organize any special events during the year for that grade level. They are the liaison between the office and the catechists, and also help with catechist meetings. Many coordinators move up with a particular grade each year, so there are limited openings. **If you are interested in coordinating, please contact the religious education office.**

**SUBSTITUTE CATECHIST** – Substitute catechists go into a classroom with a lesson plan already laid out for them that might include a video, some learning games and prayer. This person might hopefully be available on a last minute basis (because catechists often don't know ahead of time when their own child will be ill). Ideally we might have a team of people for each time slot so that a person can substitute when their own child is having class.

**LEAD CHILD SAFETY PROGRAM** – This is a short term commitment to go into an elementary classroom and present a pre-designed lesson on personal safety. All the teaching materials, lesson plans and training are available through the office.

**FACILITATE A CATECHIST TRAINING PROGRAM ON VIDEO** – This is perfect for former catechists who cannot make the yearlong commitment of teaching a class of children. The course is on video and the discussions are based on an accompanying booklet. Minimal preparation is required, and the course can be scheduled at your convenience.

**HOSPITALITY COMMITTEE-** This is a team of people, who would decorate, set up and serve at the sacramental receptions and/or the Catechist Appreciation Brunch. **Please only volunteer to serve at a sacramental reception if you will not have a child in the sacramental program that year.**

**RELIGIOUS EDUCATION COMMISSION** – This is a group that meets just once a month during the academic year (usually, on the First Thursday of each month). The purpose of this group is to advise the Pastor and Religious Education Director as they consider policies, programs, and future planning for the faith formation of both children and adults of this parish. In order for the commission to operate effectively, the commission needs to represent all the demographics in the parish: Young adults, parents of pre-school children, parents of school-aged children, parents of teens, empty nesters, and older adults.

**FIRST COMMUNION RETREAT HELPERS** –This event happens on a Friday night (6:00 – 8:00 p.m.), usually early April. We need people to help prepare food ahead of time, as well as to help serve the meal, oversee banner making (no artistic talent required!), and supervise bread making.

**COMMUNICATION/PUBLICITY** – In order to keep the town informed about the wonderful things our children are doing, we would like to have someone write about each event, submitting the story with photos to the Town Crier. We are also interested in people who could record events using our digital camera or their video equipment.