

**REVISED**

**2016**

**The Cluster Parishes of**  
**Holy Trinity, Richmond, Iowa**  
**St. Mary's, Riverside, Iowa**  
**St. Joseph's, Wellman, Iowa**

**Parent-Student**  
**Handbook**

**2006-2016**

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, source of referral of applicants for admission and employment with schools in the Diocese of Davenport are hereby notified that the schools do not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 and title I of the Americans with Disabilities Act, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning schools' compliance with the regulations implementing Title VI, and Title IX, of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to contact: Nikki Gartner, Human Resource Coordinator, who has been designated to coordinate the schools' efforts to comply with the regulations related to these laws.

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Human Resource Coordinator  
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## TABLE OF CONTENTS

Catechesis .....	4
Mission Statement .....	5
Goals .....	5
Parental Responsibilities .....	5
Sacramental Preparation .....	6
Discipline Procedure .....	7
Classroom Management.....	8
Time Out Procedure .....	8
Absence .....	9
Class Cancellations .....	9
Complaint Procedures .....	9
Emergency Procedure .....	10
Protocol 2000 .....	10
Field Trips .....	10
Parties and Celebrations .....	10
Volunteers and Qualities .....	11
Safety .....	12
APPENDICES .....	13
A: Diocesan Religious Education Policy .....	13
B: Parish Specific Information.....	14
C: Forms: .....	15
**Parental Consent for Medication .....	15
**Parental Consent for Special Event .....	16
**Parental Consent for Medical Treatment .....	17
**Time Out Form .....	18
**Registration Form .....	19
Reading and Understanding the Parent/Student Handbook.....	20

## **CATECHESIS**

*The Catechism of the Catholic Church* quotes John Paul II from *Catechaesi Tradendae*. As he describes what is entailed in the ministry of catechesis.

"Catechesis is an *education in the faith* of children, young people and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life." (CCC5)

*The National Catechetical Directory* further clarifies what elements should be a part of a catechetical program.

Like other pastoral activities, catechetical ministry must be understood in relation to Jesus' threefold mission. It is a form of the ministry of the word, which proclaims and teaches. It leads to and flows from the ministry of worship, which sanctifies through prayer and sacrament. It supports the ministry of service, which is linked to efforts to achieve social justice. (NCD 32)

Guided by the principles found in the documents of the Church on the ministry of catechesis the catechetical program in this parish will include the following elements:

**Message:** The story of Scripture and the teachings of the Church will be communicated within the context of the faith story of each student and signs of the times in society and the world.

**Community:** Efforts will be made to form Christian community among the students through interaction and faith sharing.

**Prayer and Worship:** The participants will be exposed to many forms of prayer and worship to help them become pray-ers, persons who have a close relationship with God that is expressed in prayer and worship and especially the Eucharist.

**Service and Justice:** Participants will be exposed to the call to service and justice, which is inherent in the message of Jesus and the teachings of the Church.

## **MISSION STATEMENT**

The joint Faith Formation Commission (jFFC) of the parishes of Hills (St. Joseph's), Lone Tree (St. Mary's), Nichols (St. Mary's), Richmond (Holy Trinity), Riverside (St. Mary's), and Wellman (St. Joseph's) through the leadership of the pastors and parish life administrators (PLA), continues the mission of Jesus Christ to preach and teach, to celebrate and to serve so that God's kingdom may come in its fullness. Our jointly united mission is to encourage and aid each family and individual in all our parishes in developing an active faith by providing instruction, thereby enabling each member to fully live the doctrines of the Catholic tradition.

## **GOALS**

To promote and encourage:

- Proclamation of the Good News as revealed through Jesus, the Christ
- Worship of God through private and liturgical prayer
- Service to the Christian and entire world community
- Parents in their role as primary catechists of their children

## **PARENTAL RESPONSIBILITIES**

A parent who would like their child to attend the program...

1. Is encouraged to be a registered contributing member of the parish. Exceptions to this may be granted on a case-by-case basis with permission of the pastor/PLA.
2. Are responsible for providing the parish with information regarding the child's baptism and other sacraments as applicable.
3. Attends Mass regularly with his/her child.
4. Takes responsibility for his/her role as primary catechist.
5. Collaborates with the catechists in the program by sharing faith with the child at home and by making sure the child does any required follow up to the lessons taught in class.
6. Teaches their child the traditional prayers of the Church at home.
7. Maintains an open line of communication with their child's catechist.
8. Follows parish health and safety guidelines when dropping off and picking up their child(ren).
9. Attends parent meetings when requested.
10. Is supportive of the catechist especially in the area of discipline.
11. Reads this handbook, completes and turns in the forms necessary for registration.

**The Faith Formation Staff along with the Pastors/PLA's believe parents are the primary educators in the faith formation of young persons.**

As primary catechists of your children, you teach by the word and example of your everyday lives. It is important that you model the behavior and example you want your child/children to display. They need

to know and experience ongoing Scripture study, regular participation in the Mass and Sacraments, care for the needy, and service to the community as an important part of your life.

As stated in *The Catechism of the Catholic Church* No. 2226:

"Education in the faith by the parents should begin in the child's earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place of the catechesis of children and parents."

As parents, we ask you to:

- S** **Stress** the importance to your child of learning about his or her faith by talking about and taking an interest in what was done in the Religious Education Class. Model learning behavior by participating in adult education opportunities.
- H** **Help** your child actively practice his or her faith by attendance at Sunday Mass and daily prayer.
- A** **Accept** primary responsibility for the religious education of your child/children. Religious education classes are a support to what is happening in the home to nurture the faith of your child/children. When books are sent home, they must be returned each week along with any assigned work.
- R** **Reinforce** the religious education teacher's attempt to maintain a teachable atmosphere in the classroom. The religious education teacher has a right to the respect of your child and proper conduct in the classroom.
- E** **Encourage** good attendance at religious education classes.

## **SACRAMENTAL PREPARATION**

All students preparing for Sacraments should be enrolled and actively participating in classes for one year prior to the celebration of the Sacraments. A child must be a baptized Catholic to receive the sacraments of Reconciliation, Eucharist or Confirmation. In addition, a child seeking to celebrate the sacrament of Confirmation must have received First Communion before entering Confirmation regardless of the age of the student.

The parent/guardian of any child/children who desire to become a member of the Catholic faith and who have not been baptized or have been baptized in another faith should call and make an appointment with the DRE to inquire about preparation for initiation into the Catholic Church.

Children in the second grade will be preparing for and receiving the Sacraments of Reconciliation and Eucharist. Because of the extreme importance of the sacraments in the life of the child, parents need to be

actively involved in this preparation. **At least one parent, or a responsible adult, is expected to attend the Sacrament Preparation meeting.**

The Sacrament of Confirmation is received by students in high school. The Confirmation program is a two-year process. Parent involvement is important. **At least one parent, or responsible adult, is expected to attend the Sacramental preparation meetings.**

The meeting dates and times for Reconciliation, Eucharist and Confirmation will be established each year and notification will be given to the participants.

## **DISCIPLINE PROCEDURE**

The education goals, philosophy, and policies of the parishes teach responsibility and self-discipline. This is the key to good conduct, consideration for others, and learning. Therefore, the following rules are to provide a Christian setting and a learning environment that will benefit each person in the parish community:

### **General Rules:**

- To keep hands, feet and bodily fluids (e.g. spit) to oneself.
- To respect persons in authority in all areas of the parish.
- To respect each other.
- To behave in a courteous manner.
- To take good care of property and possessions. Articles belonging to others are not taken.
- To walk in the halls in a quiet and orderly manner.
- To settle matters without violence. Therefore, no fighting, kicking, or use of inappropriate language is allowed. (As members of a Christian community, we try to settle our differences in a respectful and peaceful manner.)

### **In the Classroom:**

- An orderly classroom is essential to learning. No student will interfere with another student's right to learn and a catechist's right to teach.
- Students will keep classroom rules they set in cooperation with their teacher.
- Students will, at all times, respect all property in the classroom they use.
- Students are expected to do the assignments given by teachers. Accountability for assignments will be handled by each classroom teacher.
- Keep hands, feet and objects to oneself.

### **Parish Property**

- Play in the assigned area on the parish or school ground.
- Show respect and courtesy to one another.
- Stay on the parish or school grounds at all times unless given permission to do otherwise.
- Follow safety rules set up by the Director/Coordinator of Religious Education, Catechists, Parish Life Administrators, and Pastors.

**Parents will be called for students who violate these policies, and who demonstrate other inappropriate behavior or conduct unbecoming a Christian student.**

### **Drugs and Alcohol Statement:**

The joint Faith Formation Commission (jFFC) recognizes the adverse effects of chemical abuse. Therefore, the jFFC prohibits the use, passing, or selling of tobacco, alcohol, drugs, or other narcotics in any form by students. (Matches, cigarette lighters, knives or other sharp objects are also prohibited.) If there is any violation of this rule, the parent(s) or guardian(s) will be notified. The student may be suspended from the religious education program. The student may be suspended or expelled from the Faith Formation Program for these reasons and other inappropriate behavior or conduct unbecoming a Christian student.

### **WEAPONS POLICY – no tolerance = Diocesan policy**

#### **Classroom Management**

1. The classroom should never be left unattended by an adult except in case of an emergency. If you need to leave the room, instruct the class to remain in their seats and wait quietly, ask another catechist to watch your class, or send a runner to the office to contact an adult. The students should be reminded of this rule at the beginning of each year.
2. No child will be left unattended or allowed to wait in front of a locked facility.
3. A student should never be left unattended in the hall during class periods, other than for restroom visits.
4. If there are any classroom related problems, i.e., something spilled, or needed cleaning up, broken, etc., please notify the DRE/CRE or pastor/PLA before leaving for the evening.
5. Classrooms should be left as they were found. This includes desk arrangement.
6. The duties of Catechists and other staff members (volunteers or otherwise) do not begin and end in the classroom. If a student is in the hallway when he or she should be in class, for example, the person who is aware of this situation needs to report it. If students are "fooling around" and/or presenting other problems before programs start, while they are in progress or after class/programs have ended, the behavior needs to be addressed.
7. Discipline – Follow the Time-Out procedures as follows.

#### **Time-Out Procedure**

If a student's behavior is disruptive to your class, proceed as follows:

1. Issue verbal warnings to the student.
2. If the behavior stops, reinforce the positive behavior needs of your classroom by thanking the child for their cooperation.
3. In case of dangerous behavior, the above steps do not apply.

If the behavior continues or resumes during that same class time the child is removed from the classroom for a 5 minute supervised time out and then returned to the classroom. Time out may be repeated once.

If a child is placed in time out please fill out the Time Out report form as soon as possible:

1. Fill in the student's name and the time on a report form. Note the type of behavior that was disruptive to the class.
2. Send the student with their work and the form to the DRE/Coordinator with the explanation that they will be directed to the designated Time Out space.

At the next class time, the student must return the signed note to you. The DRE will have given the form to the parents for their signature (form may be given to parents in person or mailed).

See Appendix C for copy of this form.

Try to be as "matter of fact" and "low key" as possible when issuing warnings. The goal is to eliminate classroom stress for you and all of the students as much as possible. We are assuming that at the time of unacceptable behavior, the student is experiencing difficulty with self-control and needs to have "time out" alone to collect themselves.

Attempt to downplay a student leaving for Time Out. Let the process speak for itself as much as possible. Resist using the occasion of a student's leaving to remind other students that this will happen to them if they don't cooperate. That will be glaringly clear to the classmates and will have more power if it is simply implemented, rather than being discussed. The discussion has already occurred. It is now time for quiet action.

If a child needs to be removed from a classroom for a third time, the DRE/CRE in consultation with the pastor/PLA will make a decision about contacting parents/guardians to pick the child up early.

### **ABSENCE**

We strive for maximum attendance each week, as well as from year to year. Faith is an ongoing process and children need the consistency of attending classes on a regular basis throughout their school years. To ensure the safety of our children, attendance is taken with the first ten minutes of class time.

Please notify the DRE if your child/children will not be attending class. It is the responsibility of the parent to gather information on what assignments need to be completed.

When your child must miss a class due to illness or family emergency, please call the D/CRE and/or your child's catechist.

### **CANCELLATION OF FAITH FORMATION SESSIONS**

If the public schools have cancelled classes due to severe weather, faith formation sessions are automatically cancelled that evening. If classes are cancelled at other times, you will be notified by the D/CRE or your child's teacher. Please provide a phone number on the registration form where you can be reached in such an event.

### **COMPLAINT PROCEDURES**

In case of problems, questions or complaints regarding the classroom learning environment the following procedure must be followed:

1. Confer with the child's catechist.
2. If satisfaction is not reached, your concerns should be addressed with the D/CRE. The D/CRE will promptly address your concerns.
3. If satisfaction is not reached, submit a written complaint to Pastor/PLA.
4. Any other concerns regarding the learning environment, parish facilities, or any other factors within our jurisdiction regarding the well being of your child/children must also be addressed with the D/CRE. The D/CRE will promptly address your concerns. If satisfaction is not reached, follow the procedure in #3 above.

## **EMERGENCY PROCEDURES**

In case of weather emergencies or fire, catechists will follow predetermined procedures as posted in parish/school facilities and reviewed in teacher training.

### **In the event of fire:**

Children will be led to safety in accordance with posted directions.

Attendance is to be taken to determine that all students are accounted for.

### **In the event of severe weather:**

The children will be led to a predetermined safe place, and be prepared to place themselves in a safe, covered position.

## **PROTOCOL (2000)**

The Purpose of our School and Religious Education Safety Plan: Provide an environment in which our students are in a safe and caring facility so that they will have the opportunities to grow and learn, and integrate Gospel values in their lives.

A "2000 Protocol" happens when there is an event that occurs in the school/religious education program which results in the need for students to stay in classrooms with teachers. The event may range from an intruder in the building, to a drug seizure, to a medical emergency.

## **FIELD TRIPS**

Parents will be notified and asked to sign a form granting permission for field trips. Parents have the right to ask that their child not participate. Any child not participating in the field trip is asked to remain home during the event. Students whose prior behavior does not meet required standards will be accompanied by a parent or guardian.

## **PARTIES AND CELEBRATIONS**

Planned parties may be held at certain times during the year (i.e., an end of the year party). Celebrations, on the other hand, are held in conjunction with the liturgical year. These celebrations are used to teach the religious meaning of Advent, Christmas, Lent, Easter and special feasts.

**It is your responsibility to report in writing if your child has any food allergies, which we should be aware of, if the catechist should hold a party/celebration, which includes food and drink.**

## **VOLUNTEERS**

The Catholic Faith Community welcomes and encourages participation in the Religious Education programs. Each of us has gifts from God that can be shared with others. Volunteers are our most important assets. Parents are strongly encouraged to participate in our faith formation classrooms!!!

## **QUALITIES OF CATECHISTS**

The National Catechetical Directory has established the ideal qualities for a catechist:

A. **RESPONSE TO CALL**

Catechists are called by God through the Church to the ministry of catechesis, not only to give time and talent for re-echoing the faith but to be open to one's own deepening, understanding and living of the Catholic faith.

B. **WITNESS TO THE GOSPEL**

Catechists are called to believe and witness the gospel and its power to transform life. Catechists are persons with an ongoing commitment to God's Word, in their mind, in their hearts and in their lives.

C. **COMMITMENT TO THE CHURCH**

Catechists are called to be ministers of the Word and representatives of the Church. They are called to teach what the teaching authority of the Church proclaims, and when teaching any subject must always teach what the Church teaches, regardless of personal beliefs or opinions.

D. **SHARES IN COMMUNITY**

Our God is a community of persons, Father, Son and Holy Spirit. Made in the image and likeness of God, we are called to be God's people a community of faith. Catechists are therefore called to foster and build a faith community in their classrooms and in all aspects of the parish.

E. **SERVANT OF THE COMMUNITY**

Catechists are called to serve the Christian community in the spirit of Jesus and the prophets. This service means not only seeking to meet the needs of individuals within the parish but also in the larger local and global community. This challenges the Catechist to be aware of Church teaching and actions in terms of peace and justice.

Catechists need to be open to receiving the service and care of others in order to truly be of service to others.

F. **KNOWLEDGE AND SKILLS**

Catechists are called to prepare for this important ministry by acquiring the knowledge, skills and abilities needed to communicate gospel values and Church teachings effectively for different age groups.

## **SAFETY**

### **For the safety of our students, the following guidelines are to be observed by everyone:**

For liability reasons, all religious education classes are held at parish facilities only.

All students arriving and departing from religious education classes by automobile are to be dropped off no earlier than 10 minutes before class and picked up promptly. Upon arrival, the child should go directly to his/her classroom and wait quietly until the catechist arrives. Should a child arrive more than 10 minutes early, or not be picked up promptly, the D/CRE may contact the parent/guardian and remind them that this is not permitted.

Please notify the D/CRE of any unusual delay in picking up your child/children, and inform them of any arrangements you will make.

Please notify the D/CRE IN ADVANCE OF CLASSTIME if anyone other than a parent or guardian will be picking up your student.

Further, the parish catechetical program respects the rights of non-custodial parents. In the absence of a court order to the contrary, we will feel free to provide the non-custodial parent with unofficial copies of records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the DRE with an official copy of the court order. **In addition, if a child is NOT to be released to a non-custodial parent, it is the custodial parent's responsibility to notify the D/CRE in writing and provide the D/CRE with a "certified" copy of the custody section of the divorce decree.**

- ❖ Please exercise "great" care when "dropping your child/children off for class, and" in picking them up after class, and enter the parking lot and exit it with great caution.

Walkers and Bike riders: If you are going to be having your child walk or bike to and from faith formation activities, we ask that you review basic safety rules with them, please. Also, it is a good idea for you to let your child's catechist know in advance that your child will be walking/biking to and from our parish facilities.

Bike riders: Please park your bikes in an area that will not obstruct traffic into/out of the parking lot and where pedestrians will not trip over them. If we find that bikes are being improperly dumped outside the buildings and pose a hazard to others in and around our parish facilities, we reserve the right to ask you not to ride your bikes to class. Parents will be informed if their child's bike becomes a problem and will be expected to arrange alternate transportation. Thank you all for your cooperation with this---let's keep everyone safe.

## **APPENDIX A**

### Diocesan Faith Formation Programs

We affirm and recognize the role of parents/guardians as “primary educators” of their children. At the same time, the role of the Bishop as Chief Catechist includes responsibility to ensure that all materials used in Catholic education are in full conformity with the teachings of the Church.

Parents/guardians and children are expected to participate in the Parish/regional system-sponsored catechetical programs, which have been approved by the Office of Pastoral Services.

Parishes should make an effort to standardize fees for all parishes’ Catechetical programs. Financial hardship should not be a deterrent nor considered a reason for not enrolling a child in the parish program.

#### **Regulations:**

1. The Office of Pastoral Services must approve programs and materials. If the parish program uses family supplement materials, the parents/guardians are expected to include them in the instruction of their child.
2. Approved catechetical programs must include a parish component involving participants gathering periodically for information, faith sharing, community building, and service opportunities.
3. Parents/guardians are to participate in the parish sacramental preparation programs and sacramental celebrations according to the guidelines of each parish.

## **APPENDIX B: PARISH SPECIFIC INFORMATION**

Contact Information: D/CRE, Pastor/PLA, secretary, phone numbers, etc.

Faith formation fees

Faith Formation schedules

Faith Formation curriculum

Registration Form(s)

Fire/tornado/disaster plan

Severe weather policy/contact information

**APPENDIX C: FORMS**

**Please do not tear out these forms; they are for your information in this handbook.  
You will be provided with copies to use as needed!**

**PARENT REQUEST FOR GIVING MEDICATION**

I request that the nurse, or the person whom the principal designates, sees that my child,  
\_\_\_\_\_, receives the following medication:

Medication \_\_\_\_\_ Amount \_\_\_\_\_

Time(s) of day to be given \_\_\_\_\_

Duration (number of days) \_\_\_\_\_

Illness/condition requiring medication \_\_\_\_\_

Prescribing physician \_\_\_\_\_

The medicine is to be furnished by me and labeled with the child's name.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_

**PARENTAL RELEASE FORM FOR SPECIAL EVENTS**

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
Destination: \_\_\_\_\_ Phone: \_\_\_\_\_  
Overnight Lodging (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_  
Date/Time/Location of Departure: \_\_\_\_\_  
Date/Time/Location of Return: \_\_\_\_\_  
Method of Transportation: \_\_\_\_\_  
Parish Supervisor for Event: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_

I/We the parent(s) of \_\_\_\_\_ request that our child be allowed to participate in the \_\_\_\_\_ as described above. I/we understand as a parent or legal guardian of this child, I am responsible for any liability which may result from actions taken by my child while attending this event.

I/We fully understand the following: that there is a risk of injury involved in any activity; that my parish and the Diocese of Davenport are not-for-profit entities and are not making profits as a result of these activities; that the supervising adults are volunteers and may have no special training for this role, but are participating solely to benefit the youth involved with this activity; that due to the nature of the activity, there will be times when the activity precludes the staff and volunteers from being in direct supervision of my child at all times; that the Diocese, parish, and volunteers do not have any special insurance coverage for accidents or injuries which may occur during this activity, and thus I/we are solely responsible for any such accidents/injuries and their associated costs.

With knowledge of the nature and intent of this activity, but in order to allow me/my child to participate in this activity, I release the Diocese of Davenport, \_\_\_\_\_ (host parish if applicable), \_\_\_\_\_ (my parish) and all staff, volunteers, and persons associated with the Diocese and church from liability with respect to any injury which may occur to me/my child during this activity.

Child's name: \_\_\_\_\_  
Parent/guardian name: \_\_\_\_\_  
Parent/guardian signature: \_\_\_\_\_  
Date: \_\_\_\_\_

CONSENT TO MEDICAL TREATMENT FORM

Authorization to Treat Minor Child

I/we the undersigned parent(s), legal guardian(s) of \_\_\_\_\_, a minor, do hereby consent and authorize the administration of first aid care to my/our above named child, by the people in charge of the \_\_\_\_\_ (Activity) \_\_\_\_\_ as their judgment deems necessary, and to make necessary referrals to a licensed medical professional for treatment of illness or accidents of a more serious nature. I understand that every effort will be made to contact me/us in the event of serious accident or illness and prior to any major surgery, except emergency. In the event I cannot be reached, I hereby give permission to the medical professional selected by the adult staff to hospitalize, secure proper treatments for, and to order injection, anesthesia, or surgery if deemed necessary for my child named above.

In the event of any emergencies/need during the event, the undersigned hereby grants authority to be exercised at the discretion of my child’s responsible chaperone to dispense over-the-counter medication.

Date: \_\_\_\_\_ Signature parent/guardian: \_\_\_\_\_

Parent(s)/guardian(s) contact information:

Name: \_\_\_\_\_ relationship: \_\_\_\_\_

phone numbers:

home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Name: \_\_\_\_\_ relationship: \_\_\_\_\_

phone numbers:

home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Emergency contact:

Name: \_\_\_\_\_ relationship: \_\_\_\_\_

phone numbers:

home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Child’s birthdate: \_\_\_\_\_ Date last tetanus

shot: \_\_\_\_\_

Family physician: \_\_\_\_\_ phone number: \_\_\_\_\_

Medications, drug/food allergies, blood type or pertinent medical information:

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Notice: If you have no insurance you may be required to pay cash in full for any medical care your child receives.

## TIME OUT REPORT FORM

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Catechist's Name: \_\_\_\_\_

Disruptive Behavior: (check those that apply)

- \_\_\_\_\_ Talking out of turn
- \_\_\_\_\_ Fighting
- \_\_\_\_\_ Swearing
- \_\_\_\_\_ Refused to participate appropriately
- \_\_\_\_\_ Refused to stay seated as requested
- \_\_\_\_\_ Other:

This is to inform you that your student was placed in Time Out tonight after receiving appropriate verbal warnings to redirect his/her behavior. Please talk with your son or daughter about what happened in their own class that required them to leave. Encourage them to behave appropriately in the future.

Please sign and return this note with your student to the next class. Feel free to call if you have any questions.

Thank you,

(Name)  
Director/Coordinator of Religious Education

Parent Signature: \_\_\_\_\_

**FAITH FORMATION REGISTRATION  
(ONE PER FAMILY)**

**PARENT (S):**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**E-MAIL ADDRESS:**

\_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE**

**NUMBER(S):** \_\_\_\_\_

Please list your cell phone #'s.

We will text you with any faith formation announcements and cancellations.

**CHILDREN INFORMATION**

<b>NAME</b>	<b>GRADE</b>	<b>Has your child been Baptized? Y/N</b>	<b>Has your child received First Communion? (Y/N)</b>

**FEES:**

**THE CLUSTER PARISH COUNCILS DECIDED ON THE FOLLOWING FEES:  
\$20.00 PER CHILD; \$30.00 PER FAMILY**

**NOTES:**

**PLEASE LIST ANY MEDICAL OR OTHER CONCERNS WE SHOULD BE  
AWARE OF:**

**DO YOU FEEL YOUR CHILD MAY NEED ADDITIONAL ASSISTANCE  
DURING NORMAL CLASSTIME? (PLEASE SEE JANE AND SANDY DURING  
REGISTRATION.)**

**PARENTS SIGNATURE:** \_\_\_\_\_

**READING AND UNDERSTANDING OF PARENT/STUDENT HANDBOOK**

**We have received and reviewed with our child/children the Parent/Student handbook for the Religious Education Program. We understand the policies, rules and regulations stated therein and intend to abide by them.**

\_\_\_\_\_  
**Signature of Child**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**