

Registration Procedure

Children Should Go To Nelson Hall to meet for classes.

1. **All Parents** enter Resurrection Hall through the doorway labeled "**ENTER**".
2. **All Parents: Pick-up Registration Form**
There will be tables for distributing registration forms. Please go to the table labeled with the first letter of your family's last name. Give the person your last name (you may have to spell it for them). There is **one registration form per family**. **All Parents: Read your form over carefully, check to make sure all the information is correct - change any that is not correct (especially if you are changing your child's day or time of class for Kn-5th or your middle school youth's Group A or B).**
3. **Kn-5th Grade (Weekday classes):**
After picking up your registration form and making any changes, you can go directly to the tables with the sign-up sheets for Kn-5th grade for the indicated day and time you would like your child/ren to attend class. You should **print**, legibly, your child's name on the appropriate sheet labeled for the grade your child will be in for 2018/2019 classes. *If the sheet is full you will have to go to the Station that would be your second choice to sign up your child/ren.*

(IMPORTANT: If you are changing the time your child attends classes in 2018/2019 to be different than this year, be sure to make that change on your registration form-otherwise the sign-up sheet and what's put in the computer will not match.)

4. **Middle School Youth/Parent Sign up:**
At this Station there will be sign-up sheets for Middle School Groups A and B. You should fill out the child's name, grade, school district, parent/s name, phone number, and email at the designated parent responsibility that you choose, on the sign-up sheets. After you have signed up your middle school youth, write on your registration form which Group (A or B) you signed your child up for, then be sure your child/ren's name is highlighted on the Middle School list. (Children whose name is written on sign-up sheets, **but** their family registration form have not been turned in, should not be highlighted on the M. S. list.)
5. **Freshmen and Sophomore Youth/Parent Sign up:**
At this Station there will be sign-up sheets for Freshmen and Sophomore youth and parents. You should fill out the child's name, school district, parent/s name and phone number for the designated date you will be the "table leader" at your child's table. After you have signed up your Freshman and/or Sophomore, you should make sure your child/ren's name is highlighted on the class lists.
7. **Junior/Confirmation Registration:**
ALL Juniors (Confirmation Candidates) just need to be highlighted on their grade level list, they do not need to be signed up on separate sheets.
8. **All Parents - Registration Form Completion and Payment:**
All parents should go to this station to have tuition calculated on form, and registration form turned in. **Be sure to sign and date the form.** Please make the tuition payment at this time. We ask that tuition be paid before the start of classes.

DO NOT LEAVE WITH YOUR REGISTRATION FORM.

MIDDLE SCHOOL SIGN-UP PROCEDURE

The sign-up procedure for Middle School differs from sign-up for KN-5th grades. For those of you whose 5th grade child is the first to enter into Middle School, we would like to explain why and how the new procedure works. (This can also serve as a reminder for the families who have older children in Middle School.)

The design for the Middle School program is to reflect the importance of the parental role in the Christian formation of your child/ren. We hope this involvement will not only help you to realize the importance of your gifts, but also make the Christian Formation classes more valuable and enjoyable for your child/ren. We are not asking you to be catechists - rather, we are asking you, as parents, to be willing to participate in the development of your child's religious growth.

All 6th, 7th, and 8th grade youth will be combined in the groups and at the tables. 6th, 7th, and 8th graders can be at the same table. You can sign up your child/ren with his/her friends, neighbors or relatives in the same group and at the same table (see attached sample for dates of classes for each group)

If you have a group of youth that want to be at the same table, one parent can write in all the children for that table. **If someone other than yourself signs your child up at a table, you still need to register your child. DO NOT sign up other children without the knowledge/permission of their parent/s.**

Each table has **six (6)** openings so you could choose up to five (5) friends plus your child to be at one table. (Siblings and their friends could be at the same table as long as there are not more than a total of **six (6)** people.)

Parents are expected to sign-up for one responsibility (ways to help out) for each of their children in the middle school program. A sign-up "**sample**" sheet with the dates of each group's classes and a list of the parent responsibilities and the descriptions is shown below. At registration, write in the child/ren's name, grade and school district on the designated line and parent/s name, phone number and email on the designated line. **(If your phone # has changed, please let us know.)**

After signing up the children on sign-up sheets, you will need to have your child's name highlighted on the list of middle school children, and the group they will be in approved, (there will be someone at that station to do that). If you sign up another family's children, you **should not** have those children's names highlighted on the list (that lets us know that we still need that family's registration form.) Children's names should only be highlighted if/when their family registration form is handed in.

MIDDLE SCHOOL Parent Sign-Up Job Description

- Table Leader:** (need 4) Attend class sessions you signed up for. Take attendance, follow directions given by the catechist/s, help young people keep on task. Master catechist does the teaching. We are not asking you to be a catechist-rather, we are asking you to be willing to participate in the development of your child's religious growth. If you cannot attend the dates you signed up for, you are responsible to contact another table leader at your table to switch dates.
- Service Project Coordinator:** (need 1) Contact youth and service project helper at your table to decide what project you will do and when, then upon completion of project make a poster with pictures of the group attend meeting in September for all details. Contact middle school administrator with all information regarding service project.
- Service Project Helper:** (need 1) Work with the Service Project Coordinator at your table to organize, attend and help with the service project. Attend meeting in September for all details.

MIDDLE SCHOOL SIGN-UP 2018-2019 (SAMPLE) (tentative scheduled dates)

GROUP A

Sunday 6-8pm (unless otherwise noted)

Sept. 9	Sept. 30	Feb. 17
Sept. 16	Feb. 3 ("Souper" Bowl 11-1pm)	
Sept. 23	Feb. 10	

Table 1

	<u>Parent Name/Phone #/email</u>	<u>Responsibility</u>
1.	_____	<u>Table Leader: Sept. 9, Feb. 3</u>
2.	_____	<u>Table Leader: Sept. 16, Feb. 10</u>
3.	_____	<u>Table Leader: Sept. 23, Feb. 17</u>
4.	_____	<u>Table Leader: Sept. 30, Sub</u>
5.	_____	<u>Service Project Coordinator</u>
6.	_____	<u>Service Project Helper</u>

GROUP B

Sunday 6-8pm (unless otherwise noted)

Dec. 2	Feb. 10	March 10
Dec. 9	Feb. 24	
Dec. 16	March 3	

Table 1

	<u>Parent Name & Phone #</u>	<u>Responsibility</u>
1.	_____	<u>Table Leader: Dec. 2, Feb. 24</u>
2.	_____	<u>Table Leader: Dec. 9, Mar. 3</u>
3.	_____	<u>Table Leader: Dec. 16, Mar. 10</u>
4.	_____	<u>Table Leader: Feb. 10, Sub</u>
5.	_____	<u>Service Project Coordinator</u>
6.	_____	<u>Service Project Helper</u>

FRESHMEN/SOPHOMORE SIGN-UP PROCEDURE

The sign-up procedure is similar to middle school sign-up. We are expecting parents to commit to helping out with the Freshmen/Sophomore programs by signing up as a table leader. We will have a lead catechist who will be doing the teaching. Since we have the youth in large group forum, we need parents to help with supervision and management control at each table on a weekly basis while the catechist is teaching.

****Freshmen will be in classrooms for ½ the year and at tables for the other ½ of the year****

- 1) A parent will need to sign up (for each child they have in the program) to be a table leader.
- 2) You should sign your youth and your name on the same line across where there is an opening. If you should have two children in the same grade, you will need to sign up for table leader twice, so all the dates of classes will be filled.
- 4) Your youth should be attending all classes, but you, as a parent only need to be here for the dates behind your name.
- 5) We do expect you to be here the date/s you signed up for. If you cannot attend the dates you signed up for, you are responsible to contact another table leader at your table to switch dates.
- 6) After filling out the sign-up sheets you should go to the designated area to have your youth highlighted on the class lists. **NOTE: If you are signing up other children besides your own, you should not have the other children highlighted on the list. The highlighting on the list is only for parents that have turned in their registration form.**

Below is a sample of the set up of the tables with the dates of the classes that will be on the sign up sheets for your freshman or sophomore and yourself at registration.

Table

<u>Freshman's Name/Sch. Dist.</u>	<u>Parent Name & Phone Number</u>	<u>Dates of Being a Table Leader</u>
_____	_____	<u>Jan. 6, March 3</u>
_____	_____	<u>Jan. 10 (Thurs.), March 10</u>
_____	_____	<u>Jan. 20</u>
_____	_____	<u>Jan. 27</u>
_____	_____	<u>Feb. 10</u>

Table

<u>Sophomore's Name/Sch. Dist.</u>	<u>Parent Name & Phone Number</u>	<u>Dates of Being a Table Leader</u>
_____	_____	<u>Sept. 30 & Nov. 11</u>
_____	_____	<u>Oct. 7 & Nov. 18</u>
_____	_____	<u>Oct.14 & Jan. 6</u>
_____	_____	<u>Oct. 21 (YM) & Jan. 10 (Thurs.)</u>
_____	_____	<u>Nov. 4 & Jan. 20</u>

January 27th class will be a Sponsor/Candidate meeting and a Retreat