



ST. FRANCIS OF ASSISI REGISTRATION PACKET 2020-2021

- Please PRINT the registration form neatly and legibly
- One form PER child
- Return as soon as possible.
- Please note Tuition discount applies ONLY to those who pay ALL fee's at registration time.

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Registration forms

St. Francis of Assisi Religious Education
Mt. Kisco NY 10549

2020-2021

Please **PRINT**

914-666-3161

one form per child

Religioused@sfamountkisco.org

Childs Last name/Apellido _____ **Parent Last name if different** _____

Father Name _____ Phone _____

Mother Name _____ Maiden _____ Phone _____

Primary Email address _____ **MUST include**

Address _____
 (street) (Town) (State) (zip code)

Childs first name _____ **DOB** ____/____/____ **month/date/year**

Child was Baptized ____/____/____ Church _____ cert. rcvd. _____

Child is NOT Baptized yet. _____ (Child must complete one year of classes before being baptized)

Child received First Communion ____/____/____ Church _____ cert. rcvd _____

Child attended last year? _____ This is my child's first year in classes _____

School grade in September _____ Religious Education grade _____ Day _____

Grade 1-5 Tuesday or Wednesday 4:15-5:45pm

Grade 6-7 Wednesday ONLY 6:30-8:00pm

Grade 8 – HS Tuesday ONLY 6:30-8:00pm

Please list any siblings of child in our program circle one

Child 1 _____ grade _____ brother sister

Child 2 _____ grade _____ brother sister

Child 3 _____ grade _____ brother sister

***Tuition MUST be paid in FULL unless other arrangements were made.**

Tuition Fee _____ **Credit card** _____

Sacrament Fee _____ **Donation** _____

Total due _____

Please see separate page for tuition fee's

Date	Amount	Cash	Check #/amount	Credit card authorization #	Balance	Rcvd. by

***ALL children in grades 1-5 MUST be picked up by an adult at classroom**

Do you give child in grade 6, 7, or 8 permission to leave the classroom after class? Yes _____ NO _____
 (walk home, meet you at car, meet you elsewhere?) (Initial please)

Please read the following and fill in accordingly.

1. Does student receive any special services in school? Reading? Understanding? Writing?
No _____ Yes _____
2. Does student have any allergies? No _____ Yes _____ please explain _____
3. Do you give permission for student to be photographed in: class, Mass, Jesus Time, Youth group, KDO, and other events? No names will be given. Strictly to promote events and activities further in the program.
Yes _____ No _____
4. Do you give permission for a representative from St. Francis of Assisi to call anyone necessary in case of an emergency? Yes _____ NO _____

Please read and initial each item and sign at bottom of page that you understand.

_____ **I understand that attendance at Mass on a regular basis is required of my faith.**
All students receiving Confirmation and First Holy Communion MUST get a bulletin signed by a Priest weekly and returned to class that week.

_____ **I understand that their faith should come before their extracurricular activities and have decided that religious education classes will take priority.**

_____ **I understand that no refund will be given after the first class**

_____ **I have read the Parent handbook and agree to the policies.**

Emergency Contact: The following has permission to either pick up my child or be called for emergencies:

Name _____ Phone _____ relationship _____

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Registration forms for 2020-2021

Class Schedule

Grades 1-5 choose Tuesday OR Wednesday.
Grades 6 & 7 are ONLY on Wednesday evenings
Grades 8 and High School are ONLY on Tuesday evenings

Grade	Day	Time
1, 2, 3, 4, 5	Tuesday or Wednesday	4:15pm-5:45pm
Basic Class	Wednesday only	4:15-5:45pm
6, 7	Wednesday ONLY	6:30-8:00pm
8 & HS	Tuesday ONLY	6:30-8:00pm

- We will do our best to accommodate your schedule request but cannot guarantee first choice.
- Classes are limited to 12 per class. When the limit is reached the class will be closed and you will be asked to join another day if needed.
- If your child has any learning disabilities or requires certain accommodations in class, it is your responsibility to notify us at registration.
- All NEW students with NO previous studies in grades 3-5 will be placed in one class to learn their basic catechism. Wednesday afternoons 4:15-5:45pm
- All students must be enrolled on a yearly basis for instruction.
- All NEW students MUST provide Baptismal certificate with completed forms, and/or transfer records from previous Parish if attended Religious Education before acceptance is allowed.
- Students preparing for First Holy Communion **MUST have completed two years before receiving the sacrament.**
- Students preparing for Confirmation either completed grades 6 & 7 before entering the 8th or are enrolled two years in the High School program.

Tuition: MUST be paid at registration in FULL unless otherwise agreed upon. Please see attachment following.

- Checks made payable to *St. Francis of Assisi Religious Ed.*
- Full payment must be accompanied with registration form to be valid.
- **Financial Assistance: Please do NOT delay registration forms.**
 - **Submit completed forms and we will contact you regarding your situation.**
- Sacrament Fee must be paid at registration with a separate check.
- **There will be NO REFUND after September 1, 2020**
- **IF a refund is given before September 1, 2020 a \$50.00 processing fee will be deducted from tuition**

Each family is asked to do their part of volunteering in some capacity over the years that your child attends this Parish program. A minimum of five hours is expected yearly. Consider volunteering as a catechist, classroom aide, substitute, monitors and in any other way God has provided as your talent.

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Religious Education volunteer forms

Name _____ email _____ phone _____

**God has given each of us a talent to be used and not wasted.
Please consider how you can help our program. A minimum of five hours is expected yearly per family.
It is not a huge commitment to ask of you but if each of you can help, even a small way makes a huge
difference!**

Catechist - Tuesday _____ Wednesday _____ Grade _____
(30 Weekly classes/90 minutes) Training and support will be given throughout year as needed.
Tuesdays: 4:15-5:45pm Grades 1 2 3 4 5 (circle choice)

Tuesdays: 6:30-8:00pm Grades 8 HS

Wednesdays: 4:15-5:45pm Grades 1 2 3 4 5 (circle choice)

Wednesdays: 6:30-8:00pm Grades 6 7

Catechist Assistant- Tuesday _____ Wednesday _____ particular grade? _____

Basic Catechism: Teach older students with no previous studies their basic faith. (grades 3-5)

Class Parent grade _____
(assist catechist for special projects, parties, **substitute** for catechist if needed, emergency phone chain)

Other ways:

- _____ Hospitality – organize refreshments for events
- _____ Grade Mass: organize the hospitality for your grades Mass
- _____ Kids Day Out (grades 1-5) (One Friday a month)
- _____ Halloween /Trunk or Treat
- _____ Christmas Pageant hospitality
- _____ End of year celebration: Grades 1-5 - Tuesday / Wednesday
- _____ Help to plan family learning days
- _____ Summer Vacation Bible Camp (VBS)

If you cannot help in building is there another way you can assist us at home?
Donate items? Supplies? Make costumes? Emergency phone chain etc _____

St. Francis of Assisi Parent Handbook Summary

Admission Policy:

St. Francis of Assisi does not discriminate on the basis of race, sex, nationality, illness or disability. It does not matter how many years of formal studies you previously had. The Parish religious education program is open to all.

Safe Environment:

We are committed to protecting the children and to support and help families in need. Every effort is taken to assure that all persons with, or near, children have had formal background checks performed and have viewed a safer spaces “Protecting God’s Children” video. They are trained in what to look for, signs, what to do if they suspect anything and such.

In order to keep children safe during their time with us ALL doors leading to outside property is locked during classroom times. Doors will be unlocked prior to the end of each session, for entry.

Child’s Placement in Religious Education Sessions

The final decision for each child’s placement in the Religious Education Program sessions is made by the Coordinator/ Director of Religious Education and/or Pastor of Church.

For any child who has physical, mental or emotional disabilities, the Director in consultation with the parent will determine a program of religious education to effectively address these needs.

Any child who leaves the Religious Education Program (e.g. after receiving First Communion) and subsequently returns, will upon re-entering the program, be required to complete the curriculum of the grade levels missed using an assessment based on the Archdiocese Curriculum Guidelines.

For a child who is in third grade or older and has not had formal religious education, the Director will determine the most appropriate and effective way for the child to be taught the content of the faith, using the Archdiocesan Curriculum Guidelines as the norm. If a Basic Catechism class is provided student will be placed in that. Any child over age of 13 years old entering for first time will be placed in the High School level class for approximately two years before sacraments are received.

Attendance Policy:

The policy from the Archdiocese is as follows: The child’s regular attendance at the Religious Education sessions is very important to his/her whole life. **These 30 sessions should take priority over all other after-school or weekend programs and activities.**

- **Three absences** will necessitate a conference between the Director and the parent.
- **Four absences** will result in the child having to make up the sessions. The number of make-up sessions will be determined by the Director /Pastor and will be based on the number necessary for the child to be adequately taught the content of the textbook and the Archdiocesan Guidelines for his/her grade level.
- Five absences may result in the repetition of the grade level.
- In the case of a long-term illness confirmed by a doctor’s report, the Director and parent should make arrangements for religious education to be completed at home

Closing of classes/ Early dismissal/ Emergency Closing

St. Francis of Assisi Religious Education Program follows the Bedford Central School System Calendar, **EXCEPT** for Jewish Holidays, we are opened on those days.

If the school cancels due to inclement weather- religious ed. Classes are canceled.

If the school closes due to school related issues we are often not closed. Please contact office if not sure.

If class parents are established, then a class parent will contact the class to inform you of any emergency closing.

Repeating of Grade Level

Repetition of Grade Level means that the child must repeat the grade level or the year's curriculum. Great care should be taken in the home as well as in the program to help the child realize that repetition of the year's curriculum is not a punishment but rather a means to help the child be as successful as possible.

The reasons for repetition of grade level are as follows:

1. **Excessive absence:** after 3 absences the parent will receive an official notification of the child's absences and a request for a parent conference. If the absences continue beyond 5, this is grounds for retention. (See also section on "Absences.")
2. **Poor performance:** if the child does poorly when assessed on the content of the textbook and the Archdiocesan Guidelines for Catechesis, remedial work will be required and organized by the Director. If the remedial work is not sufficient to enable the child to grasp the content, repetition of the grade level may be the best solution.
3. **Excessive lateness:** after 3 occurrences of late arrival, the parent will receive an official notification and a request for a parent conference. If the late arrivals continue beyond 6 occurrences, this is grounds for repetition of grade level.

Arrival and Lateness

Parents assume full responsibility for the transportation of their children to and from the parish site where Religious Education sessions take place.

Arrival

The Religious Education Sessions take place at the following times:
Tuesdays and Wednesdays are both at 4:15-5:45pm 6:30-8:00pm

Supervision of the children will be provided beginning at 4:00pm and 6:00pm No child should be on the parish premises before this time unless accompanied by an authorized adult.

On arriving for Religious Education, the parent brings the child directly to the main church for the afternoon session and the classroom for the evening sessions.

Lateness

Punctuality is essential. Children who arrive late not only miss important information but also disrupt the entire Religious Education session. The child should arrive about 10 minutes before the program begins.

If the child arrives late, he/she reports to the Religious Education office and from there will be brought to the session.

If the child arrives late for the Religious Education session more than 3 times during the year, this will result in required attendance at additional sessions to make-up material missed. If the child arrives late more than 6 times in the year, this can result in repeating the year. These make-up sessions will be determined by the Pastor/ Director.

Textbooks/Homework/Tests

Every Child in each class will receive a textbook for their grade level. The book remains in the classroom for safekeeping. However, when a child takes a book home for an assignment it must be returned the following week.

Lost books: are subject to a \$30.00 replacement fee.

If an assignment is given to the child, it is to be completed at home and returned to class on designated date. Not doing so will result in an incomplete for that child's assignment.

Grade Mass:

Each month a grade is assigned a Mass to host. That involves volunteering for ministry jobs as well as bring in breakfast items to have after mass. There is NO grade Mass for the Children in the First Holy Communion class.

A grade project is assigned based on the teachings of that grade. Projects are to be completed at home, unless otherwise stated by catechist. It is required that the children participate in Mass attendance but more so at their grade mass.

Grade 7- New Testament

Grade 6- Old Testament

Grade 5- Rosary and/or Family

Grade 4- You are a Saint

Grade 3- Saints

Grade 1- New Life

Mass attendance:

Regular weekly attendance at Sunday Mass is essential to being a practicing Catholic. Therefore, doing this together as a family is one of the most powerful ways in which the parent can form the child in the faith.

Catholic living also includes regular reception of the Sacrament of Penance and the parent should ensure that the child does so from an early age.

The Religious Education Program explains to the children the meaning of the Catholic life of faith that they are living at home and experiencing in the parish community.

***In Grades 2 and 8 those receiving a Sacrament, Students are required to bring to class a weekly bulletin signed by a Priest. This shows that the child attended Mass no matter where they were.**

Dress Code:

Students are expected to dress appropriately for class and any events taking place in the Church/religious ed. buildings. No graphic tees, no short shorts, skirts/dresses meet height regulations, no midriff showing, shoulders covered, no sleep attire.

Conduct:

Disruptive behavior will NOT be accepted. Child will be warned in class; the next time they are disruptive they are sent to the main office for disciplinary actions. An assignment will be given to them. They are to apologize to the catechist before being allowed back in class. Third time the parents are called in for a meeting.

The fourth time the Pastor is called in to meeting with parents.

Parking Lot:

Please do **NOT** use the round circle driveway for anything. It is off limits during class times even if the barricade is mistakenly not brought out.

NO double parking for any reason, class and/or Mass times. It is inconvenient to many to get blocked by someone who double parked. You may use the parking lot across the street as well and walk over to pick up.

Parking lot is also not to be used at all for dining and/or shopping privileges. It is **ONLY** for church use.

Stickers may be placed on card during such times.

Drop off/ Pick Up:

Drop Off for grades 1-5 is in the Main Church. You may enter through the Main Church doors or through the door adjacent to Garden and enter through Parish Hall, up the main stairs to Church.

Pick up- Afternoon sessions: At classroom door. No one under 18 years old should pick up other minors.

Drop off for grades 6, 7 & 8 is at the school building at about 6:20pm- no earlier as we are not responsible for them.

No one is allowed in halls or classrooms without the teacher present.

Pick up for grades 6-8: is inside school building, unless permission to walk outside has been granted by parent.