

ST. PETRONILLE FAITH FORMATION

425 Prospect Avenue, Suite 108 • Glen Ellyn, IL 60137
(630) 858-3796 Ext. 4000 • faithformation@stpetschurch.org
www.stpetschurch.org
(under Ministries/Faith Formation tab)

2016

Dear Faith Formation Family,

Enclosed is your re-registration packet for 2016-2017. Please complete the packet and return it to the Faith Formation Office. Because our current budget proposal has not yet been approved, the tuition listed may only be honored through June 1st. The current tuition schedule reflects a small increase from last year. As a parish, our budget process is challenging because of a decrease in the Sunday offertory. If we are required to make a larger increase, that will not go into effect until after June 1st so please register early and please be sure to use your offertory envelopes!

Registering early also allows us to recruit enough catechists (teachers), purchase enough books for your children, and ensures that you get your requested session. In the past, we have had to close sessions/grades toward the end of the summer because classes reached their capacity. Please register with the whole year in mind so that other activities do not interfere with your child's faith formation.

If your family is in need of financial assistance, please call Susan for parish assistance. Your child's faith formation is very important to us and we want your child(ren) in attendance! Fr. Jim has promised that no child will be prevented from attending Faith Formation because of the inability to pay.

To assist you in completing the registration packet, we have put together instructions that walk you through the packet. These instructions follow this letter.

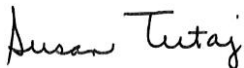
Be sure to complete the Volunteer Opportunity Sheet. The Faith Formation Board needs every family to volunteer in at least one area to maintain our quality programming. We need you more than ever! Please only check off what you are really willing to do as you will be called.

E-mail is our first choice of communication for regular contact or in case of emergency. Please be sure to update your email and cell phone information. It is important that you list the e-mail that you check most frequently.

Lastly, the Faith Formation Board has established a "Faith Fund" for families in financial need. Any donation to the "Faith Fund" would be greatly appreciated and used only for families in need.

Thank you for a great year, keep praying with and for your children. We are glad the Family Events worked so well and we can't wait to get started planning next year's offerings! Please feel free to see me or call during the summer months if I can assist you in any way!...AND, we can always use more catechists and prayer partners. We hope you will join our team!

Blessings,



Susan Tutaj
Director of Faith Formation

Summer FF Office Hours:

- June Tues-Thurs 9am-3pm or by appointment
- July Tues and Wed, or by appointment
- Other times available, by appointment

Dates to Remember:

- The enclosed tuition/fee schedule is guaranteed through June 1st.
- Register after June 30th and add a \$50 late fee.
- Wednesday night Faith Formation begins Oct. 5, 2016 (with parents)
- Sunday Morning Miracle begins Oct. 16, 2016 for children age 3, 4, and 5 by Sept. 1, 2016

Instructions

Registration Packet

The following completed items are necessary to complete your registration:

- **Registration Form**
- **Medical Release Form**
- **Faith Formation Volunteer Opportunities Form**
- **Medical Action Plan — if your child(ren) has a life-threatening medical condition or requires medication (Available online)**
- **A tuition check or deposit of all or 1/2 your total tuition (Please call us if your family is going through financially challenging times.)**
- **Baptismal Certificate for any NEW student**

Use the directions below to insure that these forms are filled out completely. Thank you!

REGISTRATION FORM — Page 1

Registered in the Parish?

The question is easy: Do you receive offertory envelopes? If you do not, somehow, your registration is not accurate with the parish. Please call Claire at 469-0404 to correct the records. With our parish database system in place, it is really important that your family is registered.

Cell Phones

Please share all your numbers so we are able to contact you in case of an emergency or cancellation of classes.

Family E-mail

Because we have paperless backpack mail, please list all the e-mail addresses most frequently checked by a parent.

Student Information

Be sure to give us your child's full first name--the name they were given at Baptism. Fill in all student information. We are hoping the re-registration is easy with only the basic information needed for your RETURNING STUDENT. We will need the Sacrament information and a copy of the Baptismal Certificate for all NEW STUDENTS.

Life Threatening Medical Condition

If you check "yes" for any of your children, you must provide the office with a yearly medical action plan with your registration. You will receive a follow up communication to be sure the condition is fully understood.

Other Special Needs

This section is to let us know how we can assist your child to be successful (for example, has an IEP at school, needs a buddy, a physical condition that prevents the use of stairs, carries medication, strategies used at school or home, etc.)

REGISTRATION FORM — Page 2

Tuition and Fees

Please note: If you register after June 30th, please add \$50.00 as a late registration fee. Early registration allows us to recruit enough catechists (teachers) as well as purchase enough books for your children. Donations are always appreciated!

Should this be a financially challenging time for your family, please call (630) 858-3796 x4109. We are here to support your child's faith formation, and tuition can be waived or reduced, so please don't wait to register your children.

Faith Fund

The Faith Formation Board has established a "Faith Fund" to help families who need our financial support for their children's FF tuition. If you are able, your support is appreciated. 100% of your donation will fund FF tuition for families in need at the discretion of the Director or the Pastor.

Safe Touch

Be sure to fill this section out completely including your signature, because it is needed for the Diocesan Audit.

"*Safe Touch*" is the program being used throughout the Diocese in all Faith Formation and School classrooms. In addition, the program will provide for the continuing response to the Catholic Church's 2002 *Charter for the Protection of Children and Young People*.

The "*Safe Touch*" program, adapted for the Diocese of Joliet, is a way for your child to learn to recognize and respond appropriately and assertively to improper (sexual) touch. The instruction is age appropriate, gentle, and will help your child learn about these unpleasant realities in a positive way. Since Glen Ellyn schools provide state mandated programs for this, we will only provide a REVIEW.

Your child will NOT be exposed to specific sexual language, depictions of graphic situations, or to anatomically correct language regarding private body parts. Please clearly indicate "yes" or "no" for each of your children Kindergarten through Grade 8. The length of the program will be 10-20 minutes depending on your child's grade. The dates will be found in your child's grade calendar. Parents may hear about the review materials by calling the office.

No Photographs

If you do not wish your child(ren)'s picture to be published, please initial and attach their recent photo.

MEDICAL RELEASE FORM – Page 3

To complete your child's registration, a medical release form must be completed and submitted with your registration.

FAITH FORMATION VOLUNTEER OPPORTUNITIES FORM – Page 4

The Faith Formation Board requests that every family helps in at least one area during the year, so all the needs of our program will be easily met.

Catechists:

We are always in need of faith filled parishioners who love children and want to share their faith with them. Benefits are heavenly, but additionally your family receives a discount off their tuition. All training and materials are provided. We are using an excellent series, so please call us if you would like to become a catechist, or if you are thinking about it, but have some questions (630-858-3796 x-4109).

Other opportunities:

Please know we also need Hall Monitors, Prayer Partners, substitutes, office help and in all the areas that are listed. Leaders for Children's Liturgy of the Word during select 9:30 a.m. Masses are also needed.

Website

For additional information visit our website: www.stpetschurch.org (under Ministries/Faith Formation tab)