

ST. PETRONILLE FAITH FORMATION

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www.stpetschurch.org
(under Ministries/Faith Formation tab)

2017

Dear Faith Formation Family,

Enclosed is your re-registration packet for 2017-2018. Please complete the packet and return it to the Faith Formation Office. The current tuition schedule reflects a no increase from last year if you register by June 30th, a restructured Sunday Morning Miracle tuition schedule and a \$30 per family non-refundable registration fee. As a parish, our budget process is challenging because of a decrease in the Sunday offertory. Please be sure to use your offertory envelopes!

Please register early because it 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.

Your child's faith formation is very important to us and we want your child(ren) in attendance! If your family is in need of financial help for tuition, please call Susan as soon as possible to discuss parish assistance. As a Parish, it is our duty to assist families with financial needs so that the children can fully participate in the Faith Formation program. There are several options to reduce tuition and fees, but it is important that you contact Susan so that this can be addressed.

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

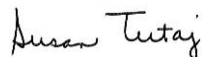
Be sure to complete the Volunteer Opportunity Sheet. The Faith Formation Board needs every family to volunteer in at least one area to maintain our quality programming. We need you more than ever! Please only check off what you are really willing to do as you will be called.

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. The Board is also asking that you enclose a check for ½ or all of the tuition. In response to your requests, we will be able to process credit card or EFT payments this year. If you prefer to use either of those methods of payment, please check the appropriate box on page 2 of the Registration Form and we will contact you with the sign up information.

Thank you for a great year, keep praying with and for your children. We continue to be energized by your participation in our Family Events 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 best tuition/fee schedule is guaranteed through June 30th. Please register early!
- Wednesday night Faith Formation begins Oct. 4, 2017.
- Sunday Morning Miracle begins Oct. 15, 2017 for children age 3, 4, and 5 by Sept. 1, 2017.

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 (Please contact Faith Formation for the current form.)**
- **A tuition check for 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.

Non-Custodial Parents

If your child does not live with both natural parents, we do have a form for non-custodial parents available upon request.

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. **Be advised that we cannot accept Catechist or "buddy" requests.**

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 July 1st, you will need to refer to the second tuition column (labeled “Faith Formation Tuition After 7/1/17”). Early Bird Tuition rates only apply to registrations received by June 30th. Early registration allows us to recruit enough catechists (teachers) as well as purchase enough books for your children. We ask that you submit at least ½ of your family’s 2017/18 tuition and fees at time of registration. Donations are always appreciated!

We can now accept credit card and EFT payments for tuition and fees. If you prefer to pay electronically, check the appropriate box on page 2 of the Registration Form. We will then contact you with the sign up information for online payment processing.

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.

If you are registering a Grade 8 student wishing to become a candidate for Confirmation, the sacramental preparation fee for Confirmation is not included on this application. A second registration specifically for the Confirmation Series will need to be completed and the fee paid at that time.

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.

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)