



April 3, 2017

Dear Religious Education families,

Registration for the 2017-2018 religious education year is open. Return the signed forms by the **deadline of MAY 8, 2017** to take advantage of the reduced fee. Fees and Early Discount tuition have remained the same as last year. Pay close attention to deadlines, as they will be strictly adhered to. PLEASE NOTE: Returning families registering after July 15, 2017 will be assessed a \$25 late fee per child in addition to the tiered tuition.

Financial consideration should never prevent a family from registering their children in the Religious Education Program. Payment options are available for those who need to make payments to pay off the balance of their registration fees. Financial assistance is available for those who can demonstrate a true need. **Please do not delay registration due to finances.**

All classes are assigned on a first-come, first-served basis. Some classes and days fill quickly – even before the deadline - so please register as soon as possible. Class size is limited to 12 students. Once a class is filled to capacity, we will maintain a wait list. Please do not ask us to make an exception to class size.

The ability to place children in classes is contingent on sufficient volunteers, both in the classroom and in other capacities. Volunteers receive discounts on tuition. See the information enclosed and consider one of the many opportunities available.

Late registrations make it difficult to arrange for the proper number of catechists, rooms, books, and supplies. In addition, they cause extra clerical work, so your cooperation in promptly registering is greatly appreciated! **If you do not intend to register for next year, we ask that you notify the RE office so that we can plan accordingly.** You can either send back the registration with a note or email ppartipilo@sspeterandpaul.net.

We thank you and look forward to sharing our faith with your family in the coming program year. If you have any questions or concerns, please do not hesitate to contact us.

In Christ,

Theresa Pratt
Director of Religious Education
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630-718-2133

Jared Rutnicki
Assoc. Director of Religious Education
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630-718-2131

Saints Peter and Paul Catholic Church

Religious Education Registration

36 N. Ellsworth St., Naperville, IL 60540

Family : _____

Date: _____

Address: _____

Home Phone: _____

Email: _____

Child	Age ____	Birthdate	Gender	Grade	Day	Class
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Sacrament and Date: **Baptism** *Catholic?* **Eucharist** **Penance** **Confirmation**
 _____ _____ _____ _____ _____

Child	Age ____	Birthdate	Gender	Grade	Day	Class
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Sacrament and Date: **Baptism** *Catholic?* **Eucharist** **Penance** **Confirmation**
 _____ _____ _____ _____ _____

Child	Age ____	Birthdate	Gender	Grade	Day	Class
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Sacrament and Date: **Baptism** *Catholic?* **Eucharist** **Penance** **Confirmation**
 _____ _____ _____ _____ _____

Child	Age ____	Birthdate	Gender	Grade	Day	Class
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Sacrament and Date: **Baptism** *Catholic?* **Eucharist** **Penance** **Confirmation**
 _____ _____ _____ _____ _____

Signature: _____ **Date:** _____

***I understand that the Religious Education Handbook is online (www.sspeterandpaul.net) and it is my responsibility to read it and be aware of all policies**

***Note: If any of your children were baptized outside of this parish and you have not already supplied us with a copy of each child's baptismal record, you will need to supply a copy for our files.**

Saints Peter and Paul Religious Education
Registration Guidelines 2017/2018

1. The following registration documents should be completed and submitted on or before May 8, 2017. The registration is not considered complete until all paperwork is turned in. If financial assistance is required other than a payment plan, please request a tuition assistance form. **DO NOT DELAY SUBMITTING YOUR REGISTRATION DUE TO FINANCIAL DIFFICULTY.**
 - Registration Form – **PLEASE SIGN THE BOTTOM OF THE REGISTRATION.**
 - Tuition and Fee Worksheet
 - Emergency Form
 - Volunteer Form
 - Family Contact Info Sheet
2. If you need to register a child who has not been in the program, he/she can be added to the pre-filled form. Simply fill in the information for that child on the registration as required.
3. Students who have missed a year or more of religious education may be assessed by the Director to determine appropriate placement.
4. Once the registration has been processed you will receive an email verifying the grade level and day of the week of your child's placement. Please check it carefully and notify us immediately of any issues. Specific class placements (catechist name and room number) will be sent after Labor Day.
5. If you need to change a class day after submitting your registration, you are asked to submit a request online so that changes can be handled in the order they are received. Changes to class days after initial submission of a family's registration will be made, space permitting, until July 31, 2017. For change requests submitted beginning August 1st, if we are able to accommodate your request, a \$50.00 processing fee will be assessed and must be paid prior to the change being made.

Classes will not be overloaded to accommodate changes in class days if open spots are still available on another day. Additional classes will be added only if space and available volunteers permit. Please do not ask us to make an exception to maximum class size.

6. Class placements will be sent the week after Labor Day to the email provided on the registration paperwork. **PLEASE VERIFY YOUR EMAIL TO MAKE SURE IT IS CORRECT.** Requests for placement with specific teachers or classmates cannot be honored.





NEW REGISTRATION

Additional Registration Guidelines For Newly Registered Families

1. A copy of the baptismal certificate is required for any child who is new to the RE program if he or she was not baptized at SS. Peter and Paul. New students will not be admitted to the program without a baptismal certificate.
2. Families must be registered members of SS. Peter and Paul Parish. We are unable to process a registration until the parish database is complete. Call the parish office at 630-355-1081 to register as parishioners.
3. Students who are entering our program from another Catholic religious education program or Catholic school are required to present a letter or other acknowledgement from that program or school indicating length of time in the program, the last level completed, and dates of any sacraments received. This aids us in placing the child in the proper grade level. A written assessment may be made to determine appropriate placement, particularly for those entering the Confirmation program.

If your child did not participate in a program previously, registration will be made on a case basis dependent on date starting and grade level.

4. Because the Religious Education program is subsidized by the parish using parishioner donations, students transferring from another Naperville/local parish may not be admitted to the program after July 31, 2017 pending availability of space.

Saints Peter and Paul Religious Education
Office Hours and Class Schedules
Main Phone: 630-357-2436 Fax: 630-357-2458
ATTENDANCE HOTLINE: 630-355-1139

Religious Education Office Hours

SEPT – APRIL WHEN CLASSES ARE HELD

MAY - AUGUST

Monday 7:30 AM to 3:00 PM
Tuesday 7:30 AM to 5:30 PM
Wednesday 7:30 AM to 8:30 PM
Thursday 7:30 AM to 3:00 PM
Friday 7:30 AM to 1:30 PM
Saturday/Sunday CLOSED

Monday - Thursday 7:30 AM to 3:00 PM
Friday 7:30 AM to 1:30 PM (May)
7:30 AM to 11:30 AM (June-Aug)
Saturday/Sunday CLOSED

PLEASE NOTE THAT STUDENTS WHO HAVE NOT BEEN REGULARLY ATTENDING A RELIGIOUS FORMATION PROGRAM FOR A YEAR OR MORE MAY BE ASSESSED TO DETERMINE PROPER PLACEMENT, PARTICULARLY FOR SACRAMENT PREPARATION

Ministry Center = MC

Elementary Building = Elem.

Junior High Building = JH

Class	Day	Time	Buildings
Children's Ministry <u>Eucharist I</u> – for children in grades 1 and 2 who have not had any preparation for the sacraments of Reconciliation and Eucharist <u>Eucharist II</u> – for children in grades 2 and 3 who have completed Eucharist I or had one year of sacrament preparation at another parish <u>Grades 3, 4, 5</u> <u>Pre-Confirmation</u> – for students in grade 6 and students in grade 7 (based on assessment) who have not been in a religious formation program for a year or more	Tuesday FIRST CLASS ON SEPT. 12, 2017	4:15 - 5:30PM	Elem., JH, MC
	Wednesday Session 1 FIRST CLASS ON SEPT. 13, 2017	4:15 - 5:30PM	Elem., JH, MC
	Wednesday Session 2 FIRST CLASS ON SEPT. 13, 2017	6:15 - 7:30 PM	Elem., JH, MC
Children's REACH Program – for children with special needs	Saturday FIRST CLASS ON SEPT. 16, 2017	9:00 - 10:15 AM	MC
Adult REACH Program – for adults with special needs	Every Other Wednesday FIRST CLASS ON SEPT. 13, 2017	7:00 – 8:30 PM	MC
Sacramental Preparation Year I & II (2 year program) - for children in Grades 3 and above who have not yet been baptized; or who have been baptized, but have not yet received the sacraments of Reconciliation and Eucharist.	Wednesday FIRST CLASS ON SEPT. 13, 2017	7:15 – 8:15 PM	JH
Confirmation Preparation Year I – for students in grade 7 or 8 who have completed Pre-Confirmation	Wednesday FIRST CLASS ON SEPT. 13, 2017	7:15PM - 8:30PM	JH, MC
Confirmation Preparation Year II – for students in grade 8 or 9 who have completed Confirmation Preparation I	Wednesday FIRST CLASS ON SEPT. 13, 2017	7:15PM - 8:30PM	JH, MC
High School Confirmation Year I & II (2 year program) – for high school students who are preparing for the Sacrament of Confirmation	Wednesday FIRST CLASS ON SEPT. 13, 2017	7:15PM - 8:30PM	JH, MC

SAINTS PETER AND PAUL RELIGIOUS EDUCATION



1. Families should choose the class day of the program that fits their child's schedule to eliminate the possibility of chronic absence or tardiness due to conflicting activities.
2. Excessive absences will impact the student's continuing in the program. It is not unusual to have absences from time to time for school, family, or personal reasons. Diocesan policy requires a total of 30 hours of faith formation each school year. With 28 classes scheduled per year, this allows for no more than four absences regardless of the reason. More than four absences in a level of sacrament preparation (Eucharist 1 & 2, Confirmation I and II) will delay the reception of the sacrament. This applies to ALL absences for any reason. Extenuating circumstances regarding a serious illness or family emergency are to be discussed with the Director prior to them becoming an issue. ATTENDANCE POLICY WILL BE STRICTLY ENFORCED.

Absences for school concerts/events *will* be counted toward the maximum number allowed. Please keep this in mind when scheduling vacations or appointments on RE class days.

3. Students are expected to be in the classroom before the bell rings and remain for the entire class. Habitual tardiness will be discussed with the parent or guardian. Early dismissals and late arrivals are to be avoided. Students arriving later than 20 minutes after class starts or leaving earlier than 20 minutes before the end of class are considered absent for that day.
4. Diocesan requirements mandate that we keep accurate records of attendance. Additionally, in case of emergency, it is imperative that we know which students are present during class times. **A parent or guardian MUST call in to the Attendance Line PRIOR to class if their child is going to be absent.**
5. Continued attendance from year to year is expected. Students who have missed more than one year of religious education will be assessed to determine proper placement and may not be necessarily placed in their current public school grade level. Students missing a year or more will not be placed in the Confirmation program pending assessment.



SCHEDULE OF TUITION AND SACRAMENT FEES 2017-2018

Please complete entire form and return with registration **by the May 8th deadline to pay the lowest tuition.**

Head of Household: Print Last, First _____

TUITION:

	EARLY BIRD DISCOUNT By 5/8/2017, 3:00 pm	After 5/8/2017, 3:00 pm	After 6/5/2017, 3:00 pm	After 7/15/2017, 3:00 pm	
If you are registering one child	\$170.00 per family	\$200.00 per family	\$250.00 per family	\$275 per family	\$
If you are registering two children	\$240.00 per family	\$270.00 per family	\$320.00 per family	\$370 per family	\$
If you are registering three or more children	\$310.00 per family	\$340.00 per family	\$390.00 per family	\$465 per family (3 children) + \$25 each additional child	\$
If you are a volunteer catechist	\$60.00/child + applicable fees	\$100.00/child + applicable fees	Rate 6/5/2017 applies + applicable fees	Rate after 7/15/2017 applies + applicable fees	\$

FEES: All fees are non-refundable. Please see below for information regarding tuition refunds.

First Reconciliation/First Eucharist (Eucharist 2 or Sacrament Prep II)	_____ X \$50 per child	\$
Confirmation (Conf. Year II)	_____ X \$65 per child	\$
New American Bible (if needed) – required for each child Grade 3 and above	_____ x \$10 per Bible	\$
Credit Card Fee (if applicable)	\$10	\$
Payment Plan Fee (if applicable)	See attached sheet.	\$

Note: Financial assistance is available for those who can demonstrate a true need. If additional assistance other than a payment plan is desired, please contact the RE Office (630-357-2436) to request a Tuition Assistance Form.

FAMILY SUBTOTAL	\$
VOLUNTEER DISCOUNT - only valid until date shown on coupon (ATTACH COUPON)	\$
TOTAL AMOUNT DUE	\$
AMOUNT ENCLOSED Make checks payable to Saints Peter & Paul Religious Education	\$
BALANCE DUE	\$

TUITION REFUND POLICY:

In case of withdrawal from program prior to August 15th, tuition only will be reimbursed minus a \$25/child fee.

From August 16th – September 30th, tuition only will be reimbursed minus a \$40/child fee.

No refunds will be issued after September 30th.

Ss. Peter & Paul Religious Education 2017 - 2018 Emergency & Medical Information

Father's Name _____ Work # _____ Cell# _____
 Mother's Name _____ Work # _____ Cell# _____
 Custodial Address _____

Parents or Legal Guardian Information

Child/ren lives with: Both Parents ___ Father ___ Mother ___ Grandparents ___ Specify Other _____
 Parents divorced? Yes ___ No ___ If "yes" who has legal custody _____
 Does the non-custodial parent have visitation rights? Yes ___ No ___
 Do you consent to the child/ren being released to the non-custodial parent? Yes ___ No ___

Student(s) Information (Use back for additional children)

PLEASE let us know of any particular needs your child may have regarding medical issues, behavior or learning, including any IEP or 504 plans in place at school. This information helps us to properly place your child and offer him/her the best learning experience possible.

Child's First Name (include last if different from parents)	Public Sch Grade entering 2017-2018	Child's School	Special Needs: Medical, Allergies, Learning disabilities, Physical disabilities If none, please mark N/A.	Medication Needed During RE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Emergency Contact Information (other than parent)

List one (1) neighbor or nearby relative who will assume temporary care of your child(ren), if you cannot be reached. Please make sure they are aware they are on the emergency form and may be contacted.

Name _____ Relationship _____ Phone _____

Doctor's Name _____ Phone # _____

In the event that my child needs to be transported to a hospital and I cannot be reached, I authorize Saints Peter & Paul Parish employees to take the necessary steps so that medical treatment can be rendered quickly. In consideration for making these decisions in my absence, I hereby release and hold harmless the Saints Peter & Paul Parish, the Religious Education Program, its employees, appointees, and/or volunteers from any liabilities for the events that could occur as a result of this emergency situation. I also consent to my child's receiving any medical treatment deemed necessary by the examining physician.

Signature of Parent or Legal Guardian

Relationship

Date



FAMILY CONTACT INFORMATION SHEET

Weekly updates and reminders during the Religious Education year are communicated to parents via e-mail. It is imperative that we have a valid e-mail address for your family -- one that you check frequently. Except for special circumstances, we no longer provide paper flyers or mailings.

Special notifications (e.g. classes canceled due to inclement weather) are made via automated phone calls. Please provide us with a phone number where you prefer to receive any necessary calls.

FAMILY NAME _____

CHILDREN'S NAMES AND GRADES: Please only include children who are registered in the RE program.

FIRST NAME (include last if different from parent)	Public School Grade in Fall 2017

PLEASE INCLUDE AT LEAST ONE E-MAIL ADDRESS TO USE FOR NOTIFICATIONS: MORE THAN ONE MAY BE ENTERED IF YOU WISH:

PLEASE INCLUDE THE PHONE NUMBER YOU WILL USE TO RECEIVE PHONE NOTIFICATIONS. ONE ADDITIONAL NUMBER MAY BE INCLUDED IF YOU WISH:

Number – please include area code

Designate: (ex. Mom's Cell, Home, Dad's work, etc.)

Number – please include area code

Designate: (ex. Mom's Cell, Home, Dad's work, etc.)

VOLUNTEER FORM

Our ability to place children in classes, ensure their safety and provide prepared lessons each week is determined by the number of people who generously volunteer their time. We also have a clean, safe and fully staffed child care area for the younger children of Tuesday and Wednesday afternoon volunteers. **Please complete the volunteer agreement and return it to the office with your registration documents.** Volunteer discounts on tuition are shown below.

Name _____ Phone Number _____

Email _____

TUESDAY Euch. 1 & 2, 3, 4, 5, PreConf. 4:15 – 5:30 PM	WED SESSION 1 Euch. 1 & 2, 3, 4, 5, PreConf. 4:15 – 5:30 PM	WED SESSION 2 Euch. 1 & 2, 3, 4, 5, PreConf. 6:15 – 7:30 PM	WED EVENING Conf. I & II, Sac. Prep I & II HS Confirmation 7:15 – 8:30 PM
Catechist Indicate grade level(s)	Catechist Indicate grade level(s)	Catechist Indicate grade level(s)	Catechist Indicate grade level
Assistant Indicate grade level(s)	Assistant Indicate grade level(s)	Assistant Indicate grade level(s)	Assistant Indicate grade level(s)
Office Help <i>Circle frequency</i> every week / every other week	Office Help <i>Circle frequency</i> every week / every other week	Office Help <i>Circle frequency</i> every week / every other week	Office Help <i>Circle frequency</i> every week / every other week
Hall Monitor <i>Circle frequency</i> every week / every other week	Hall Monitor <i>Circle frequency</i> every week / every other week	Hall Monitor <i>Circle frequency</i> every week / every other week	Hall Monitor <i>Circle frequency</i> every week / every other week
Crossing Guard <i>Circle frequency</i> every week / every other week	Crossing Guard <i>Circle frequency</i> every week / every other week	Crossing Guard <i>Circle frequency</i> every week / every other week	Crossing Guard <i>Circle frequency</i> every week / every other week
Childcare Helper <i>Circle frequency</i> every week / every other week	Childcare Helper <i>Circle frequency</i> every week / every other week		
			NEW! Service Project Coordinator – plan service opportunities for Confirmation students. Commitment is flexible, discount will vary. Contact Jared Rutnicki for info.

Program Volunteers Tuition Discounts* PLEASE SEE NOTE BELOW

VOLUNTEER ROLE	DISCOUNT
Catechist – discount given at time of registration due to the commitment of this position	See Schedule of Tuition
Other Program Volunteers - These discounts are earned throughout the year as shown below and will apply to the following year's tuition.	
Catechist Assistant	\$75.00
All Other Volunteers – Hall Monitors, Crossing Guards, Office Staff, Parking Enforcement, Childcare	Discount is determined by number of days present. A coupon with the earned discount will be issued at registration time for the following year.

*These discounts will apply only if the volunteer's children are registered by May 8, 2017. If volunteer leaves the volunteer position before the end of the year, the regular tuition will apply on a pro rated basis.

SAINTS
PETER



& PAUL
CATHOLIC CHURCH

RELIGIOUS EDUCATION PAYMENT PLANS

If you would like to pay your tuition using a payment plan, please complete this form and submit it with your registration. Please note that we cannot set up recurring credit card payments.

FAMILY NAME _____

E-MAIL _____

_____ \$10.00 Processing Fee (non-refundable)

_____ 50% INITIAL PAYMENT (with registration material) + 2 PAYMENTS
August 15, 2017 October 15, 2017

_____ 25% INITIAL PAYMENT (with registration material) + 3 PAYMENTS
August 15, 2017 October 15, 2017 December 15, 2017

_____ 25% INITIAL PAYMENT (with registration material) + 4 PAYMENTS
August 15, 2017 October 15, 2017 December 15, 2017 February 15, 2018

I agree to make payments on time with the plan I have chosen above.

I understand that all tuition is to be paid prior to sacraments and the following year registration.

Signature _____ Date _____

**RELIGIOUS EDUCATION
CREDIT CARD CHARGE
2017 – 2018**

SS. Peter and Paul offers the opportunity to charge your Religious Education tuition to your VISA, Master Card, American Express or Bank Debit Card accounts. The charge would be for the full payment of your tuition and fees for the current year. This form authorizes SS. Peter and Paul to charge your account for the 2017-2018 school year ONLY.

***** Please Print Clearly *****

Credit Card Transaction: <u>Religious Education Tuition and Fees</u>
Billing Name on Card: _____
Card Name: VISA ____ Master Card ____ American Ex. ____ Bank Debit ____
Credit Card Number: _____
Card Verification Value: _____ (3 digits on back of card)
Exp. Date (MM/YY) _____
Charge Amount: _____ (*including \$10.00 processing charge)
Billing Zip Code: _____
Billing Street Address: _____
Phone Number: _____
*There is a \$10.00 processing charge (non-refundable)

This authorization is for Religious Education Tuition and Fees for the 2017-2018 school year. This is a onetime charge for total due.

SIGNATURE(S) _____

If you have any questions regarding charging your account, please contact Religious Education Office at 630-357-2436.



Sign up for important updates from SSPP Religious Ed.

Get information for **Saints Peter & Paul Religious Education** right on your phone—not on handouts.

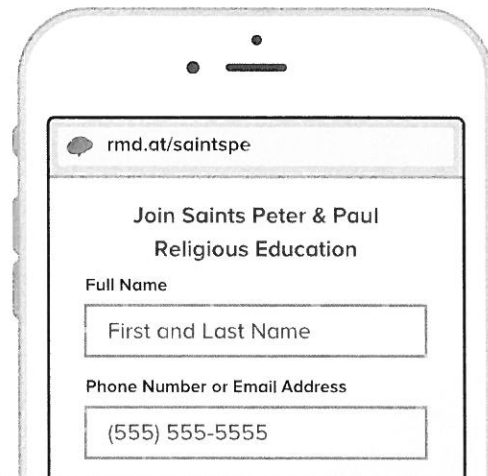
Pick a way to receive messages for **Saints Peter & Paul Religious Education**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/saintspe

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @saintspe to the number 81010.

If you're having trouble with 81010, try texting @saintspe to (773) 717-5065.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/saintspe on a desktop computer to sign up for email notifications.