

REGISTRATION FORM FOR ST. JOAN OF ARC

RELIGIOUS FORMATION PROGRAM 2018-2019

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| Office Use Only: Date Rec'd: _____ Amount: _____ Check #: _____ Cash: _____ # of Children Reg'd: _____ |
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ARE YOU A REGISTERED MEMBER OF ST. JOAN OF ARC PARISH? YES NO
(You must be a registered member of St. Joan of Arc Parish in order to receive Sacraments here.)

LAST NAME: _____
Father Mother (include Maiden) Child(ren)

FATHER'S NAME: _____ RELIGION: _____ CELL PHONE: _____

FATHER'S WORK PHONE: _____ FATHER'S EMAIL: _____

MOTHER'S NAME: _____ RELIGION: _____ CELL PHONE: _____

MOTHER'S WORK PHONE: _____ MOTHER'S EMAIL: _____

ADDRESS FOR MAILINGS: _____ CITY: _____ ZIP: _____

HOME PHONE: _____ EMERGENCY CONTACT/PHONE: _____

Email and REMIND -texting app- are our preferred means of communication. By providing your email address and cell phone you are giving the RF Office permission to contact you via email and REMIND.

The following information is needed for our records:

Child/ren resides with: Both Parents Father Mother Stepmother Stepfather Grandparents

Parent's divorced? Yes No If "yes" who has legal custody _____

Does the non-custodial parent have visitation rights? Yes No If yes, does this take place on weekends? Yes No

How often? Every Weekend? Every other Weekend? Other

Do you consent to the child/ren being released to the non-custodial parent? Yes No

PUBLICATION OF STUDENT IMAGES

The RF Office may produce in digital or still photographs images of the students or their work. Such productions may be used for the educational and/or marketing purposes of only the Office of Religious Formation at St. Joan of Arc. These images may be copied for use in the bulletin, website, or other promotions of the Office of Religious Formation at St. Joan of Arc only.

Please select one option: YES - Pictures of my child/ren are permitted. NO - Pictures of my child/ren are NOT permitted.

PLEASE NOTE IF YOUR CHILD WAS BAPTIZED AT ST. JOAN OF ARC A COPY OF THE BAPTISMAL CERTIFICATE IS APPRECIATED. IF YOUR CHILD WAS NOT BAPTIZED HERE, A COPY OF THE CHILD'S BAPTISMAL CERTIFICATE MUST ACCOMPANY THIS FORM. REGISTRATION WILL NOT BE COMPLETE WITHOUT SACRAMENT INFORMATION AND COPIES OF ANY CERTIFICATES REQUESTED.

Child's Name Birthdate M/F School Attending in 2018-19 Grade 18/19 Class Requested 4:30/6:30

Please describe any information you can regarding medical concerns, allergies, learning/behavioral disabilities, medication taken and side effects, including the need for an inhaler or an EpiPen. _____

Previous Religious Formation? YES NO Number of Years: _____ Location: _____

Please check sacraments received: Baptism Reconciliation Eucharist Confirmation
Date, Location, and Address if not here: _____

Child's Name _____ Birthdate _____ M/F _____ School Attending in 2018-19 _____ Grade 18/19 _____ Class Requested 4:30/6:30

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Date, Location, and Address if not here: _____



SJA RELIGIOUS FORMATION EMERGENCY FORM 2018-2019

LAST NAMES:

Father _____ Mother _____ Child (ren) _____

Address (es): _____

Home Phone: _____ Mother Cell: _____ Father Cell: _____ Other: _____

All Other Emergency Numbers: (Cell, Pager, Etc.)

Child's Full Name: _____ Grade in 2018/2019: _____

Child's Full Name: _____ Grade in 2018/2019: _____

Child's Full Name: _____ Grade in 2018/2019: _____

Child's Full Name: _____ Grade in 2018/2019: _____

Child's Full Name: _____ Grade in 2018/2019: _____

Please fill in all fields. Please print.

Father: _____ Employer: _____ Work Phone: _____

Mother: _____ Employer: _____ Work Phone: _____

In case of an Emergency, when I cannot be reached, please notify:

(Name) (Relationship) (Phone)

(Name) (Relationship) (Phone)

Doctor's
Name/Practice: _____ Phone: _____

Hospital preference:
Circle one: Good Samaritan Edwards CDH/Northwestern Other _____

In the event that my child needs to be transported to a hospital, and I cannot be reached, I request that the Religious Formation Program and its appointees 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 Religious Formation 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.

Mother's Signature Father's Signature

Date

Please be sure to update whenever necessary.

**FEES FOR ELEMENTARY RELIGIOUS FORMATION
2018-2019**

Registration Fees:

- _____ \$225 -- one child \$ _____ *I would like to donate this amount to
_____ \$300 -- two children the Tuition Angel Fund
_____ \$350 -- three or more children
_____ \$ 50 -- discount if paid before May 2
_____ \$100 -- discount for assistant catechists
_____ Full tuition discount for catechists (Retreat and book fees must still be paid)

***Please consider becoming a Tuition Angel by making a donation for those who cannot afford tuition. If you would like a tax receipt for this donation, please write a separate check and put tuition angel in the memo line. We are grateful for any amount donated!**

Additional Fees:

- First Grade**
_____ \$30 –Bible Fee
- Second Grade**
_____ \$65 – Sacrament Preparation Materials and Retreats
- Sixth Grade**
_____ \$30 –Bible Fee
- Seventh Grade**
_____ \$25 –Sacrament Preparation Materials and Retreat @ SJA
- Eighth Grade**
_____ \$50 – Sacrament Preparation Materials and Retreat @ SJA
_____ \$20 – Required Robe for Confirmation (you do not have to pay this if you have one from an older sibling that has been used at SJA within the last 5 years)
- New Students (grade 1-8 that do not have the Bibles used in class)**
_____ \$30 –Bible Fee
- Catch-Up Class – Our Catholic Heritage – Second Saturdays**
(for students who have not been in continuous formation from 1st – 8th grade)
_____ \$30 – Book and Snack Fee

Replacement Fees For Lost Books and Materials:

- _____ \$30 – Bible (Gr. 1-8) - Indicate Grade Here _____
- _____ \$15 -- Gr. 1-6 - Indicate Grade Here _____
- _____ \$20 -- Gr. 7&8 (Student Workbook)
- _____ \$10 -- Gr. 7&8 (Parent Guide)
- _____ \$10 -- Gr. 7&8 (Sponsor Guide)
- _____ \$15 – YOUCAT/DOCAT
- _____ \$10 -- replacement Reconciliation Book
- _____ \$10 -- replacement Eucharist Book
- _____ \$20 – Our Catholic Heritage

Total Registration Fees Due: _____

Total Additional Fees Due: _____

Tuition Angel Donation: _____

Total Replacement Fees Due: _____

Total Amount Due: _____

If your family is experiencing financial hardship and you need to apply for a tuition angel discount or scholarship, please contact Dolly Pointner to obtain an “Application for Financial Assistance Form” to attach to this Tuition Form.

Please make checks payable to “St. Joan of Arc”.

The Religious Formation Program runs smoothly and well because of volunteers! We need people to volunteer their service in several areas. Would you please look over the list below and see where you can offer to be of help! SEE THE OTHER SIDE OF THE SHEET FOR DETAILS ON EACH AREA. Please check (✓) the area you feel you would be able to help. Thank you!



Mrs. Dolly Pointner
Director of Religious Formation

NAME: _____ PHONE #: _____

EMAIL: _____ CELL PHONE #: _____

It is diocesan policy that all volunteers working with children must attend the Protecting God's Children training (one time only), complete a background check, and sign an acknowledgement waiver on the Pastoral Policy regarding sexual abuse of minors/standards of behavior for those working with minors.

_____ Catechist Grade Level: _____ Time: Wed 4:30 _____ Wed 6:30 _____

_____ Assistant Grade Level: _____ Time: Wed 4:30 _____ Wed 6:30 _____

_____ Substitute Grade Level: _____ Time: Wed 4:30 _____ Wed 6:30 _____

_____ Office Help Time: Wed 4:30 _____ Wed 6:30 _____

_____ Hall Monitor Time: Wed 4:30 _____ Wed 6:30 _____

_____ Hall Monitor Coordinator

_____ Confirmation Retreat Year I (7th grade)

_____ Confirmation Retreat Year II (8th grade)

_____ Service Project Coordinator

_____ Service Project Assistants

_____ Family Sessions

_____ Hospitality -

 ___ Lenten Soup Supper

 ___ End of the Year Appreciation party for Catechists/Assistants

 ___ Confirmation Celebration (not 8th grade parents)

 ___ 1st Reconciliation Celebration (not 2nd grade parents)

 ___ Refreshment Server

VOLUNTEER POSITION DESCRIPTIONS

CATECHIST:

A person who is knowledgeable in his/her faith and willing to share with students. Should have a love for and be able to get along with students you will be teaching. Responsible for weekly lesson plans and discipline. Guidance is given from the Director of Religious Formation and other Catechists. The diocese has a program that each Volunteer Catechist must attend to become certified by the diocese. The Director will contact you to set up an appointment for an interview.

CATECHIST ASSISTANT:

A person willing to assist a catechist in various duties during class time, such as maintaining order in the room and leading prayer. Additional duties will be requested of 2nd and 8th grade assistants.

SUBSTITUTE CATECHIST:

A person willing to share his/her faith with students, but is unable to make the time commitment necessary to be a full time catechist.

OFFICE HELP:

During class hours assist with various program clerical projects, answer phone, call families whose child is marked absent but haven't called in, record absentees, and give messages to Director. Occasionally, "Summer" help is needed.

HALL MONITOR:

Help provide security in the building while classes are in session. Supervise and monitor the passage of students during R.F. class time. Pick up attendance and deliver to R.F. Office. Scheduled at least once per month.

HALL MONITOR COORDINATOR:

Make calls to volunteers to serve as Hall Monitor and prepare a schedule identifying who will serve at which class.

CONFIRMATION RETREAT YEAR I and II:

Celebration takes place on a Sunday. Volunteers needed to help with various activities.

SERVICE PROJECT COORDINATOR:

Sets up and organizes service projects.

SERVICE PROJECT ASSISTANTS:

Helps the Coordinator to organize projects with the children.

FAMILY SESSIONS:

Help plan and organize Family Sessions.

HOSPITALITY:

LENTEN SOUP SUPPER:

Make soup, bring the soup in a crock-pot to the Parish Center and serve the soup at one of St. Joan of Arc's Lenten Soup Suppers. Enjoy soup with others attending the service and assist with cleanup.

END OF THE YEAR APPRECIATION PARTY FOR CATECHISTS AND ASSISTANTS:

Plan and Organize an appreciation party for volunteer catechists and assistants who dedicate the school year to teaching your child/ren the faith.

CONFIRMATION CELEBRATION:

Serve refreshments after the Confirmation Liturgy.

FIRST RECONCILIATION CELEBRATION:

Serve refreshments after the First Reconciliation celebration.

REFRESHMENTS :

Assist providing hospitality for different meetings, programs, and celebrations during the year.

We will assign you at the same session day/time that your child/ren are assigned.

