

✓ Religious Education

REGISTRATION

Saints Peter and Paul Religious Education Registration Guidelines 2022/2023

2022/2023 CLASSES START TUESDAY, SEPTEMBER 13 AND WEDNESDAY, SEPTEMBER 14

- 1. The following registration documents should be completed and submitted on or before May 27, 2022.** Deadlines will be strictly adhered to. Some classes and days fill quickly – even before the deadline - so please register as soon as possible.
- 2. The registration is not considered complete and will not be processed until all paperwork is turned in:**
 - Registration Form –Fill in information for each child you are registering, being sure to indicate which session you are requesting.
 - Tuition and Fee Worksheet
 - Payment – Check or Credit Card Authorization Form
 - Family and Medical Info Form
 - Volunteer Form
- 3. Once the registration has been processed you will receive an email verifying the grade level and class session 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.**
- 4. If you need to change a class session after submitting your registration, you are asked to submit a request online (see RE page of parish website) so that changes can be handled in the order they are received. Changes to class sessions after initial submission of a family's registration will be made - space permitting - until July 31, 2022. For change requests submitted beginning August 1st, and 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. NO CLASS CHANGES WILL BE MADE AFTER SEPTEMBER 1ST.**

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.
- 5. Class placements will be sent the week after Labor Day using the email(s) and cell number(s) provided on the registration paperwork. Requests for placement with specific teachers or classmates cannot be honored.**
- 6. If financial assistance is required, please request a tuition assistance form. Please do not delay submitting your registration due to financial difficulty.**

Additional Registration
Guidelines
For Newly Registered
Families



NEW
REGISTRATION

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 Sts. Peter and Paul. New students will not be admitted to the program without a baptismal certificate.
2. Because the Religious Education program is subsidized by the parish using parishioner donations, families should be registered members of Saints Peter and Paul Parish. Non-parishioners will be accepted for registration with an additional \$100 per family charge.
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 or oral 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. Students transferring from another Naperville/local parish may not be admitted to the program after July 31, 2022 pending availability of space.

SAINTS PETER & PAUL RELIGIOUS EDUCATION REGISTRATION 2022/2023

FATHER'S NAME (FIRST AND LAST)	MOTHER'S NAME (FIRST AND LAST)	DATE:
ADDRESS:		
PRIMARY EMAIL:	PRIMARY PHONE #	
For each child you are registering, please fill in ALL information. Use the table at the bottom of the form to see scheduled class times and days.		
CHILD (include last name if different from parents):	AGE	BIRTHDATE (mo/day/yr)
		GENDER: M F
GRADE LEVEL FOR 2022-2023	PREFERRED CLASS DAY:	PREFERRED CLASS TIME:
CHILD (include last name if different from family name):	AGE	BIRTHDATE (mo/day/yr)
		GENDER: M F
GRADE LEVEL FOR 2022-2023	PREFERRED CLASS DAY:	PREFERRED CLASS TIME:
CHILD (include last name if different from family name):	AGE	BIRTHDATE (mo/day/yr)
		GENDER: M F
GRADE LEVEL FOR 2022-2023	PREFERRED CLASS DAY:	PREFERRED CLASS TIME:
CHILD (include last name if different from family name):	AGE	BIRTHDATE (mo/day/yr)
		GENDER: M F
GRADE LEVEL FOR 2022-2023	PREFERRED CLASS DAY:	PREFERRED CLASS TIME:
CHILD (include last name if different from family name):	AGE	BIRTHDATE (mo/day/yr)
		GENDER: M F
GRADE LEVEL FOR 2022-2023	PREFERRED CLASS DAY:	PREFERRED CLASS TIME:

SCHEDULED CLASS TIMES AND DAYS		
DAY	TIME	GRADE LEVEL
Tuesday	4:15 – 5:30 PM	Eucharist 1, Eucharist 2, Grade 3, Grade 4 Grade 5, PreConfirmation
Wednesday #1	4:15 – 5:30 PM	Eucharist 1, Eucharist 2, Grade 3, Grade 4 Grade 5, PreConfirmation
Wednesday #2	6:15 – 7:30 PM	Eucharist 1, Eucharist 2, Grade 3, Grade 4 Grade 5, PreConfirmation
Wednesday Conf.	7:15 – 8:30 PM	Confirmation 1, Confirmation 2
Wednesday REACH	7:00 – 8:30 PM	Adult REACH
Saturday	9:00 – 10:15 AM	Children's REACH



SCHEDULE OF TUITION AND SACRAMENT FEES 2022-2023

Please complete entire form and return with registration **by the May 27th deadline** to pay the lowest tuition.

Head of Household: Print Last, First _____

TUITION:

	EARLY BIRD DISCOUNT RATE By 5/27/2022, 3:00 pm	STANDARD FEE RATE After 5/27/2022, 3:00 pm	LATE RATE After 7/8/2022, 3:00 pm	
If you are registering one child	\$180.00 per family	\$210.00 per family	\$250.00 per family	\$
If you are registering two children	\$260.00 per family	\$290.00 per family	\$330.00 per family	\$
If you are registering three or more children	\$330.00 per family	\$360.00 per family	\$400.00 per family	\$
If you are a volunteer catechist (rates per family)	1 Child \$90 2 Children \$130 3 or More \$165 + applicable fees	1 Child \$105 2 Children \$145 3 or More \$180 + applicable fees	Rate after 7/8/2022 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 \$60 per child	\$
Confirmation (Conf. Year II)	X \$70 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	\$
Non-parishioner Fee (if applicable)	\$100	\$

Note: Financial assistance is available for those who can demonstrate a true need. **If financial assistance is required, 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	\$

TUITION REFUND POLICY:

In case of withdrawal from program prior to August 15th, tuition only will be reimbursed minus a \$30/child fee.

From August 15th – September 12th, tuition only will be reimbursed minus a \$50/child fee.

No refunds will be issued once classes begin. (Sept 13, 2022)

Make checks payable to:
Saints Peter & Paul Religious Education

**RELIGIOUS EDUCATION
CREDIT CARD CHARGE
2022 – 2023**

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 Saints Peter and Paul to charge your account for the 2022-2023 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 2022-2023 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.

Parents or Legal Guardian Information

Child/ren lives with: Both Parents ___ Father ___ Mother ___ Specify Other _____

Parents divorced? Yes ___ No ___ If "yes" who has legal/religious 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 ___

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

It is essential to let us know of any particular needs your child may have regarding medical, behavior or learning issues, 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. Most of our catechists are not professional educators and will need your assistance to help your child. You will be contacted for additional information if necessary.

Child's First Name (Include last if different from parents)	Public Sch Grade entering 2022-2023	Child's School	Special Needs: Medical, Allergies, Learning disabilities, Physical disabilities If none, please mark N/A.	Medication Needed During RE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CONTACT INFO FOR NOTIFICATIONS AND WEEKLY UPDATES -
PLEASE PRINT CLEARLY**

Weekly updates and reminders during the Religious Education year are communicated to parents via e-mail. It is imperative that we have at least one valid e-mail address for your family - one that you check frequently. Multiple email addresses are accepted. Except for special circumstances, we do not provide paper flyers or mailings.

**** PLEASE NOTE**** Special notifications (e.g., classes canceled due to inclement weather) are made via text message using *REMIND* in addition to email. Please provide us with at least one cell phone number where you prefer to receive any necessary texts.

Cell Number - please include area code	Designate: (ex. Mom's Cell, Dad's Cell, etc.)	Email address where weekly updates will be sent

I understand that the Religious Education handbook is online and it is my responsibility to read it and be aware of all policies. (<https://www.sspeterandpaul.net/education-evangelization/religious-education/>)

SIGNATURE: _____ Date: _____

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 childcare 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 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)	
Safety Monitor <i>Circle frequency every week / every other week</i>		Safety Monitor <i>Circle frequency every week / every other week</i>		Safety Monitor <i>Circle frequency every week / every other week</i>		Safety Monitor <i>Circle frequency every week / every other week</i>	
Childcare Helper <i>Circle frequency every week / every other week</i>		Childcare Helper <i>Circle frequency every week / every other week</i>		SEE ADDITIONAL SHEET FOR VOLUNTEER JOB DESCRIPTIONS.			

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 <i>following year's</i> tuition.	
Catechist Assistant	\$75.00 - A coupon with the earned discount will be issued at registration time for the following year.
All Other Volunteers – Safety Monitors, 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 27, 2022. If volunteer leaves the volunteer position before the end of the year, the regular tuition will apply on a pro rated basis.



RELIGIOUS EDUCATION PROGRAM VOLUNTEER JOB DESCRIPTIONS

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. Please consider one of the many opportunities available.

CATECHIST – Prepares and teaches lesson to class. Catechists are provided with training, lesson plans and all other materials. Weekly commitment

ASSISTANT – Supports catechist in classroom by taking attendance; collecting and grading homework and other miscellaneous activities. Weekly commitment

SAFETY MONITOR - Monitor students and others entering and leaving building; collect attendance rosters from classrooms. Ensure safety of children and adults at the parish crosswalks before, during and after class. Weekly or bi-weekly commitment

CHILDCARE HELPER – Help care for the younger children of program volunteers during class time. Weekly or bi-weekly commitment

IF YOU WOULD LIKE ADDITIONAL INFORMATION ABOUT ANY OF THESE OPPORTUNITIES, PLEASE CONTACT THE RE OFFICE AT 630-357-2436