

455 N. Benton Street
Palatine, IL 60067
(847) 359-2846
FAX: (847)-202-8941
Elizabethhv@sttheresachurch.org

April 9, 2018

Dear Parents/Guardians:

Thank you for your interest in the St. Theresa Religious Education Program. Please submit your registration no later than **July 16, 2018**. If you have not been enrolled in this program previously, a **copy of each child's Baptismal certificate is required to have on file** unless your child was Baptized at St. Theresa. If your child was Baptized at St. Theresa, please provide your child's birth date so we can look up your child's Baptism in the parish records

Students are to be enrolled in formal Religious Education classes for a minimum of two years for the reception of the Sacraments. It is strongly recommended for students to attend every year to receive a more well rounded formation in our Catholic Faith. It is important for every child to be in class each week and to attend Mass on Sunday.

Preparation for Confirmation includes completing a minimum of 24 hours of volunteer service with at least one hour in each of the following areas: family, church, and community.

This program could not be successful without you, the parents! Reinforcing the teachings of our faith will help your child(ren) become stronger Catholics. Your active participation in your child(ren)'s spiritual growth is crucial through attending Mass weekly and taking time to discuss what is being taught in class each week. We are always seeking new catechists, aides, substitute catechists, help in the reception area, and at the door. If you are interested, please contact the Religious Education Office to discuss these options further. All volunteers must be compliant with the Archdiocesan requirements for protecting children.

Class assignments and schedule for the year will be provided in August. Classes will begin in mid-September.

Through Christ's love,

Elizabeth Vogt
Director of Religious Education

ST. THERESA RELIGIOUS EDUCATION

455 N. Benton St., Palatine, IL 60067, 847-359-2846

REGISTRATION INFORMATION 2018 – 2019

Registrations may be returned by mail, email, fax, or in person to the Religious Education Office. Please turn in your registration no later than July 16, 2018. Session times are assigned on a first-come, first-served basis. Your prompt registration helps us to prepare for the new school year. Thank you for your cooperation in this process.

SESSION TIMES

Kindergarten – 4th Grade:

- Tuesday, 4:30pm – 6:00pm at St. Theresa School
- Saturday, 9:00am – 10:30am at St. Theresa School

5th grade – 7th grade:

- Tuesday, 4:30pm – 6:00pm at St. Theresa School
- Tuesday, 6:30pm – 8:00pm at St. Theresa School
- Saturday, 9:00am – 10:30am at St. Theresa School

Confirmation (8th grade or older, having completed prior year of formation):

- Sunday, 9:00am – 11:00am at St. Theresa Pauline Center
- Tuesday, 4:30pm – 6:00pm at St. Theresa School
- Tuesday, 6:30pm – 8:00pm at St. Theresa School
- Saturday, 9:00am – 10:30am at St. Theresa School

Children's Catechumenate (RCIC):

- Saturday, 9:00am - 10:30am at St. Theresa School
This is for children 3rd grade or above who have not received First Communion or for students older than age seven who need to be baptized. This is a two-year class commitment for the reception of the Sacraments.

(Please see reverse side for tuition and fee information)

1. Tuition for Kindergarten – Confirmation

Practicing Registered Parishioners:

1 child	\$270.00
2 children	\$380.00
3 or more children	\$430.00

Non – Registered Parishioners:

per child	\$430.00
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2. Book and Supply Fees

Kindergarten – Confirmation.....\$40.00 per child
(If you already have a textbook for a particular grade, activity book and supplies are \$30.00)

6th grade and RCIC Bible Fee (in addition to above book fee).....\$25.00 per child
(Bibles will be used for 6th grade – Confirmation and for the Children’s Catechumenate/RCIC class. If your child is in 7th grade or Confirmation and did not purchase a Bible prior and does not have a Catholic Bible that could be used, please plan on purchasing this Bible.)

3. Sacramental and Retreat Fees

First Communion and Reconciliation Sacramental fee (2nd grade and RCIC)
in addition to the above book fee.....\$75.00 per child
(includes the Chalice party)

Confirmation Sacramental fee
in addition to the above book fee.....\$100.00 per child
(includes registration for Holy Fire event)

IMPORTANT: All book, Sacramental fees, and ½ tuition are requested by September 1. If you are unable to pay this amount or would like to set-up a payment plan, please contact the Religious Education Office. The remaining balance should be paid by **October 1** unless you have contacted the Religious Education Office to set-up a payment plan or to apply for financial assistance. Full payment of all fees at time of registration is greatly appreciated.

Payment Plans and Financial Assistance are available for special circumstances. Families in need of Financial Assistance must contact the Director of Religious Education to receive a packet to apply for assistance through FACTS no later than August 15 and must apply no later than September 1 each year. Payment Plans and Financial Assistance must be applied for each year. If you have financial concerns, please contact Elizabeth Vogt at (847) 359-2846 x 111 to discuss options. Information will be kept confidential.

* Donations are accepted to provide financial assistance for families in need.

REGISTRATION FORM

2018 – 2019 ST. THERESA RELIGIOUS EDUCATION

_____ Please check here if all Mailing and Contact Information have not changed
since last year's registration

_____ () _____
Child/Children's Last Name Home Phone #

_____/_____
Mother's First & Last Name/Maiden Name Father's First & Last Name Child/Children's School(s)

Mother's Work # Cellular Father's Work # Cellular e-mail address

Mailing Label Should Read:

Name: _____

Street Address: _____ Town, Zip: _____

What parish are you registered in? _____ Mother's Religion: _____ Father's Religion: _____

If you are a registered member of St. Theresa Parish, please provide your envelope #: _____

** NOTE: Registering in this program does NOT automatically register you in the parish**

Is your child(ren) or family NEW to our program? _____ Yes _____ No

If yes, please remember to include a copy of your child's baptismal certificate with this registration form.

If yes, and your child was baptized at St. Theresa, what is your child's birth date? _____

Is your child(ren) *transferring* from a Religious Education Program in another parish? _____ Yes _____ No

If yes, please complete the following:

Child's Name	Name of Parish	City and state of Parish	What grades did child attend and when?

Please note first and second choice for each child (See Registration Information Sheet for times and days).

Child's Name	Grade Entering	1 st Choice Day and Time	2 nd Choice Day and Time

*Please attach a separate page with any educational information that will assist us in providing your child with better service (i.e., District Education Programs, reading difficulties, speech assistance, etc). All such information is confidential and will only be shared with the DRE and the child's catechist.

Do any of the children registering for our program need to be Baptized? _____ Yes _____ No

If yes, please complete the following:

Child's Name	Age

Do you have any children in grade 3-8 who have NOT celebrated their First Reconciliation or First Communion? _____ Yes _____ No If yes, please complete the following:

Child's Name	Grade	Needs to celebrate 1 st Reconciliation	Needs to Celebrate 1 st Communion

Consult the Registration Information Sheet for specific tuition and fee information.

Tuition and Fees: Please complete the table below, entering all fees and totals that apply to your family.

- All Book, Sacramental fees, and ½ tuition are due by September 1.
- Remaining tuition is due by **October 1, 2018**.
- Contact Elizabeth Vogt if a payment plan or financial assistance is needed.
Payment plans and financial assistance must be applied for each year.

** Full tuition payment at time of registration is greatly appreciated.*

	Enter amounts owed here:	Enter amounts paid here:	Balance Due:
Tuition (1=\$270; 2=\$380; 3+=\$430)			
Book/Supply Fees (\$40/child)		total due:	
6 th grade/RCIC Bible Fee (\$25/child)		total due:	
2 nd grade and RCIC Sac Fee (\$75)		total due:	
Confirmation Sacramental Fee (\$100)		total due:	
TOTAL:			

Return complete registration with check to: St. Theresa Religious Education
455 N. Benton Street
Palatine, IL 60067

If you have any questions, please contact the Religious Education Office at (847)359-2846.

OFFICE USE ONLY

Date Received: _____

Amount Enclosed: _____

Check Number: _____

ST. THERESA RELIGIOUS EDUCATION
 455 N. Benton St., Palatine, IL 60067, 847-359-2846
2018 – 2019 AUTHORIZATION & RELEASE FORM FOR
EMERGENCY MEDICAL TREATMENT

To Whom It May Concern:

As a parent and/or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the following minor(s) in the event of a medical emergency which, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me. I agree to assume the financial responsibility for any diagnosis/treatment and for medication deemed necessary.

Family last name: _____

Address: _____ City: _____ Zip Code: _____

Mother's name: _____ Home phone #: _____

Work phone #: _____ Cell phone #: _____

Father's name: _____ Home phone #: _____

Work phone #: _____ Cell phone #: _____

Family physician: _____ Physician Phone #: _____

Physician Address: _____

Medical Insurance Company: _____ Insurance Policy #: _____

Name of Child	Grade	Medical Condition	Explain medical condition, allergies, etc.	Medication taken
		Yes		
		No		
		Yes		
		No		
		Yes		
		No		
		Yes		
		No		

Dates for which release is intended: September 2018 – May 2019.

This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Signature of Parent/Legal Guardian: _____ **Date:** _____

St. Theresa might photograph the students in class and during activities to highlight the program. If you do not want your child photographed, please contact the Religious Education Office.

Emergency contacts (adults other than yourself whom we may contact when we cannot reach you):

Name: _____ Phone #: _____ Relationship: _____
 Name: _____ Phone #: _____ Relationship: _____

(over)

CUSTODY ISSUES and LEGAL GUARDIAN INFORMATION

Please complete this form if the parents of the child(ren) being registered are separated, divorced, or deceased, or if the child(ren) lives with someone other than the natural parents, or if there are other special circumstances. (This information is confidential to the Director and, if necessary, the catechist.)

Name(s) of the child(ren) being registered:

The child(ren) being registered reside with:

Mother only _____ Father only _____ Parent & step-parent _____
Other (please describe): _____

If child(ren) is not living with both parents:

Father deceased _____ Mother deceased _____ Single parent _____
Parents separated _____ Parents divorced _____

It is important that the Director of St. Theresa Religious Education Program be aware of any special arrangements regarding custody of and access to children/youth whose parents are divorced or separated. St. Theresa's catechetical program presumes that both parents of a child have equal access to the child, even if the parents are divorced or separated. Thus, unless informed otherwise and in writing and with adequate evidence that a parent is not permitted to have unqualified access to the child, the catechetical program will permit either parent to have access to the child while at the catechetical site and will release the child from site to either parent.

Full Name of Natural Mother: _____

Mother's address if different from child: _____

Mother's home phone if different from child: _____

Full Name of Natural Father: _____

Father's address if different from child: _____

Father's home phone if different from child: _____

Is there anyone your child should NOT be released to?

Yes _____ No _____

If yes, please list the name and the person's relationship to the child:

Signature of Parent or Guardian: _____

Date: _____

St. Theresa Religious Education Volunteer Form 2018-2019

Many volunteers are needed in the St. Theresa Religious Education program. We want to encourage you to share your time and talents with our program. All volunteers will be required to be up to date with the Archdiocesan requirements for volunteers for protecting children. Information will be sent to all volunteers.

Name: _____ Phone #: _____ E-mail Address: _____

I would like to support the Religious Education Program in the following way(s):

During the: _____ Tuesday 4:30-6:00pm session

_____ Tuesday 6:30-8:00pm session

_____ Saturday 9:00-10:30am session

_____ Catechist – plan and teach a particular class each week: teacher’s manual, syllabus, and lesson plans will be provided (must be 18 or work with someone 18 or older)
I would be interesting in teaching grade(s): _____

_____ Adult Aide/Co-Catechist – help the catechist each week with a particular class
I would be comfortable aiding or co-teaching for grade(s): _____

_____ Substitute catechist – teach a Religious Education class when a catechist is unable to attend. This would be on an as needed basis and when you are available. Lesson Plan and the teacher’s manual will be provided when contacted to substitute.
I would be comfortable subbing for grade(s): _____ Day/Time: _____

_____ Office Receptionist– answer phone calls (usually for absentees and late arrivals, make calls for unreported absences, watch the doors, collect attendance sheets, and watch the front desk area for late arrivals and children being picked up early. Volunteers would be on a rotating basis, schedule will be sent to all volunteers, and we ask if you could arrive at least 15 minutes prior to class time on your volunteer dates. You will be finished at the end of class time.

_____ Door Help Before Class Time – Welcome students, parents, and catechists at Door 7 for 30 minutes prior to the start of class time, especially on Tuesdays 4:00pm – 4:35pm and on Saturday 8:30am – 9:05am. This could be the same person each week or on a rotating basis.

_____ Teacher for Children’s Liturgy of the Word (CLW). This is a ministry offered each week during the school year during the 10:00am Mass that is separate from Religious Education classes to offer the Readings on a child’s level with simple activities to support the Readings. Teachers work with a particular age group in sharing the Readings of the day. Volunteers usually serve once every 3-4 weeks. CLW begins in October and goes through May. The coordinator for CLW will contact all interested volunteers prior to the start of CLW. I would be interested in working with grade: _____ (PK-2nd)

A Service Opportunity for Incoming 8th grade or Older

As you may be aware, students preparing for the Sacrament of Confirmation this year will be asked to participate in service projects totaling 24 hours.

One option to earn most of the service hours is to be a classroom aide for younger students. This is a yearlong commitment and you will be expected to be in attendance each week.

Your name: _____

Your phone #: _____ Your e-mail address: _____

Session time you prefer: _____ Tuesday, 4:30pm – 6:00pm

_____ Saturday, 9:00am – 10:30am

Grade you prefer (rank order preference):

_____ Kindergarten

_____ 1st grade

_____ 2nd grade

_____ 3rd grade

_____ 4th grade

Are you interested in serving as a one-on-one aide for a special needs child (if needed)?

_____ Yes _____ No

THANKS!

Please call the Religious Education Office if you have any questions.
(847-359-2846)

