

RELIGIOUS EDUCATION REGISTRATION PACKET

2020/2021

HOLY FAMILY CATHOLIC CHURCH

Please review packet thoroughly for financial options and all items you may need to bring at the time of registration.

QUESTIONS

K thru 6th grades: 815-730-8691

Email: RE@holyfamilyshorewood.org

7th and 8th grades: 815-531-3764

Email: cthomas@holyfamilyshorewood.org

Religious Education Office Hours:

(RE Office is located in the School at door #3.)

Monday and Wednesday - 2:00pm-7:00pm

Thursday 1:00pm-4:00pm



NEW THIS YEAR: RE for grades K-6. We will continue to meet on Sunday, Monday, Wednesday. 7th and 8th grades are now the Jr. High Confirmation program. They will meet on Sunday and Thursday. The Sunday Schedule has been changed. Session times will be **8:45am–10:00am and 10:30am–11:45am**. This gives our families an opportunity to go to 10:15am Mass or noon Mass. Monday and Wednesday session times remain the same. There is NO Thursday session for grades K-6. Thursday session is for 7th and 8th grades only. HOME SCHOOLING will be for grades 3, 4, and 5 only. 6th gr. must attend regular class.

- Each year we plan special events for 4th grade thru 6th grade. These events enhance our program and offer more uplifting and spiritual events for our students. Please plan your calendars accordingly and make note of these events. We are fortunate to be able to offer this for our students.

**PLEASE KEEP YOUR BACKPACK FROM THIS YEAR
AND USE IT AGAIN NEXT YEAR.**

Students going into 1st grade and 4th grade will receive **new** backpacks.

POINTS OF INTEREST...

- Per the Diocese of Joliet, parents and guardians are responsible to review the following documents: "Policy Regarding Sexual Abuse of Minors", "Parents Guide to Understanding Child Abuse", "Standards of Behavior for Those Working with Minors", and "Internet Safety for Teens". A link to these documents can be found under the Religious Education – Registrations tab at www.holyfamilyshorewood.org.
- The **Intermediate Sacrament Preparation (ISP)** program is available to prepare children in grades 3 thru 6 who are in need of First Reconciliation and First Communion. This special class will meet only on Sunday's at 8:45am-10:00am. Students **MUST** attend this session for their regular grade level class. Students will be pulled from their regular class on a scheduled basis and prepared for First Reconciliation and First Communion. 7th & 8th grades ISP preparation will be handled by Christina Thomas, Director of Youth Ministry.
- Through the monthly generosity of our parishioners, the "**Samaritan Fund**" is available for any family in financial need. The process is very confidential. Please do not delay or decide not to participate in Religious Education due to financial concerns. You and your family are important to us.
- ONLINE registration is available....please see separate information for ONLINE registering.

**REGISTRATION IS IN-PERSON or ONLINE ONLY –
PLEASE DO NOT MAIL OR DROP OFF AT THE PARISH OFFICE.**

RELIGIOUS EDUCATION OFFICE HOURS

Regular Office hours are:

Monday and Wednesday – 2:00pm – 7:00pm

Thursday *** 1:00pm – 4:00pm

During the month of May and September, RE hours are 3:30pm – 7:00pm

There are NO Thursday hours during May and September.

**** RE Office will be closed sometime during the summer for major cleaning. We will email you those dates when they are confirmed from our Facilities Director. ****

Registration Information

Dear Parents,

Registrations will begin shortly....please check your email.

You will be able to register for all grades (K thru 8) at the same time. Classes are filled on a first come-first serve basis. We do not have a WAIT list for any session.

Each year my staff and volunteers strive to improve our program and guide our children on a lifelong journey with Christ. As stated in so many church documents, **YOU** are the primary teachers of your children.

Let me express my sincere **THANK YOU** to all who volunteer in the Religious Education program. **Our program happens through the generosity of our volunteers. We need teachers (catechists) and aides for all days and times.** Please give serious consideration to being a part of this exciting ministry that serves the many families and children of our parish.

If we do not have enough volunteers, classes will be cancelled.

COMMUNICATION

- We communicate with you primarily through **emails**. Please keep your information current.
- You can always reach us through 815-730-8691 or RE@holyfamilyshorewood.org.

We look forward to a year filled with the fire of the Holy Spirit in 2020/2021.

DAY OF REGISTRATION

The following forms are needed:

- Family Information form
- Returning Student Information form
- New Students form (if applicable)

Bring a copy of the NEW student's Baptismal Certificate

- Photo Release/Cell Phone Policy form
- Volunteer form (if applicable)
- FACTS 2020-2021 agreement number (if applicable)
(must register online with FACTS each year **before registration**)
- Bring your chosen method of payment

Info you should know....

**RE REGISTRATIONS WILL BE CLOSED FROM
September 3rd thru SEPTEMBER 20TH.**

During this time the RE Office is preparing the final class lists, attendance reports and getting together the books, bags, and folders etc.
We thank you for your patience during this busy time.

Registration will begin again Monday, September 21st at 3:30pm.
2020-2021 Class Weekly Schedule is available on the website.

If you need to **change your class day and/or time**, you can do so thru RE email (RE@holyfamilyshorewood.org) by **September 2nd** at no charge. After September 2nd there will be a \$30.00 fee per family to change your class day and/or time; the change will not be processed until the fee is paid. We will not make any class changes between September 3rd and September 20th.

Changes will take a week to process; we cannot do "same day" changes.

New Schedule Information

RE Family Mass – 4 times a year

This year there will be an additional RE Mass schedule for all families and students. Families and students will be required to attend Mass four times during the year. Following the Mass, there will be some type of family activity.

This Mass will take the place of classes for that week. Attendance is required. The Mass will take place on Monday evenings at 6:00pm in church. These dates will be listed on your RE Class Schedule.

Monday, September 14, 2020

Because of the restrictions in Church, we will NOT have a Mass in September. The following Masses scheduled for the 2020/2021 year are subject to change depending on the Coronavirus.

Monday, November 30, 2020

Family Mass at 6:00pm in church and Advent Family Activity

Monday, March 1, 2021

Family Mass at 6:00pm in church and Lent Family Activity

Monday, April 26, 2021

Family Mass at 6:00pm in church

PACKET PICK-UP: Monday, Sept. 14th or Wednesday, Sept. 16th from 4:30pm-6:30pm
Drive by in your car.....we will bring it to you.

2020-2021 VOLUNTEER MINISTRY DESCRIPTIONS

These credits apply to grades K thru 8.

Ministry Description – Lead Catechist - \$175.00

- prepare and teach the lesson for the week
- work with co-catechist
- be in class 10 minutes before your session begins
- make sure attendance and emergency folder is up-to-date – notify Office of any discrepancies
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet
- attend meetings as required by DRE
- **attend 6 hrs. of formation/workshops per diocese (can be parish mission, etc.).**
This is not an option – the diocese requires this element to teach Religious Education.

Ministry Description - Co-Catechist - \$150.00

- be prepared to alternate or teach part of the lesson each week or as it is worked out between Lead Catechist and Co-Catechist
- take over the class with scheduled lesson if lead catechist should not be available
- be in class 10 minutes before your session begins
- make sure attendance and red emergency folder is up-to-date – notify Office of any discrepancies
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet
- attend meetings as required by DRE
- attend 6 hrs. of formation/workshops per diocesan guidelines (can be parish mission, etc.)

Ministry Description – Special Classroom Assistant - \$125.00

- assist with students who need special help (perhaps one on one attention)

Ministry Description – Classroom Aide - \$100.00

- cover the class if catechist is not there, however, you are not required to teach the lesson
- be in the classroom each week to assist catechist with attendance, projects, etc.
- make sure attendance and red emergency folder is up-to-date – notify Office of any discrepancies
- at dismissal stand with class until your students are picked up
- inform the RE office when supplies are needed in the classroom cabinet
- keep an accurate account of tests, books, etc. and whatever the catechist may need

Ministry Description - Hall Monitor - \$90.00

- sit in the hallway by Room 1 or Room 4 and monitor the activities and safety of student
- periodically check the hallways and bathrooms
- any suspicious activity must be reported to the RE office immediately

Ministry Description - Office Assistant - \$100.00

- should be in RE office at least 5 minutes before class begins
- collect attendance folders
- monitor front school lobby/hallway
- make copies as needed
- supervise adult and children traffic flow into the classroom wing
- distribute materials to classrooms as needed
- assist with seasonal special projects
- assist with dismissal
- fill catechist request for classroom supplies as needed
- substitute in a classroom if needed. You will not be expected to teach a lesson but rather show a video and follow with discussion in the classroom.

Ministry Description – Parking (Drop-off/Pick-up) - \$100.00

- should be at Holy Family 15 minutes before class begins to assist with parents dropping off at school entrance and to monitor flow of traffic
- should be at Holy Family 15 minutes before dismissal begins to sign in and assist with pick up
- any student not picked-up should be brought back to the RE office

***Tuition credit can only be applied to those 21 yrs. of age and older.
Credit only applies to tuition fees, not material fees, sacrament fees or bible fees.***

***Tuition credits will be credited against tuition and will be determined on basis
of participation and attendance.***

If you do two jobs:

ie: parking and office or hall monitor and parking etc.

***You will receive a full credit for both positions. Volunteer credits cannot be
applied to material fees, sacrament fees, or bible fees.***

Holy Family Catholic Church

Religious Education Office

FAITH AND FINANCIAL AGREEMENT * 2020-2021

As a parent/guardian of a student in the Religious Education Program at Holy Family Catholic Church, I affirm my faith values and agree to my financial obligations.

FAITH

- I understand that I am the primary educator of my child(ren) in Religious Education.
- I understand that it is important for me to attend Sunday mass each week with my child(ren).
- I promise to create a Christian home, instill solid moral teachings, and respect for one another.
- I acknowledge and appreciate that the parish financial and spiritual investment in my family is important.
- I will actively give back to my parish through time, talent and treasure.

TUITION & FEES

- I agree to pay the tuition and fees according to the plan below.
- No family will pay more than \$600.00 total tuition and fees.
- Through the generosity of our parishioners, the "**Samaritan Fund**" is available to help those families who may be experiencing financial hardship. Since all transactions are confidential, please contact the Director, Leslie Krauledis, directly at 815-531-3761.
- **ALL NEW FAMILIES** will receive the Early Registration tuition rate regardless of registration date.

Tuition & Fees

	Early Registration <u>July-August 20th</u>	Regular Registration <u>after August 20th</u>
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Grades 1 thru 8

One child	\$245.00	\$285.00
Two or more children	355.00	400.00

Kindergarten

Per child (no materials fee)	55.00	55.00
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Home School (gr.3,4,5) (includes Material Fee)

Per child	155.00	185.00
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Materials Fee for grades 1 thru 8 - \$45.00 per child

Bible Fee for grade 4 AND NEW students in 5TH and 6th grades - \$26.00 ***

First Reconciliation/First Communion Sacrament fee - \$50.00

Confirmation Sacrament Fee - \$60.00

Non-Parishioner Fee - \$75.00

Change Fee (class day and/or time) After September 2nd - \$30.00 per family (must be paid when you make the change of date/time). No changes allowed between September 3rd thru September 20th. No charge for changes before September 3rd.

Textbook Replacement fee - \$20.00

*** The bible used for 4th and 5th grade is "Catholic Youth Bible" from Saint Mary's Press. IF YOU ALREADY HAVE THIS BIBLE, YOU DO NOT NEED TO PURCHASE IT. Your child will be expected to bring this bible to class each week. You must inform the RE Office that you do NOT need this bible. (Bibles will be used each year in grades 4 thru 8.)

PAYMENT INFORMATION

- Any PAST DUE balances must be paid in full with cash at time of registration before the 2020-2021 registration can be processed.
- The current year tuition and fees can be paid in the following two options: Payment in Full or Monthly Payment Plan Installments thru FACTS.

PAYMENT OPTIONS

1. Payment in Full with cash, check or credit card. For all credit card payments, a service fee of 4% will be added to your total to help offset costs. American Express cannot be accepted.
2. Payment thru the Monthly Payment Plan from FACTS MANAGEMENT COMPANY*. All families wanting to use this option will need to sign up for the FACTS program each year before you come in to register.

With FACTS, you will set up your own personal account with payment information that works best for your family. This information is confidential between you and FACTS, and is NOT available to Holy Family. The RE Office will calculate your tuition and fees and post them to your FACTS account when your registration paperwork is processed. Holy Family reserves the right to adjust your amounts if your circumstances change. FACTS will notify you of any changes to your account.

*Monthly Payment Plan Additional Information

Monthly Payment Plan for tuition and fees is processed through the FACTS MANAGEMENT COMPANY. The easiest way to access the FACTS program is through our website. Go to holyfamilyshorewood.org, click on the Religious Education - Registrations tab, then click on the FACTS link on the left side of the page. **You must enroll prior to turning in your RE registration. Bring your FACTS 2020-2021 Agreement # with your registration.**

When you enroll in the FACTS MANAGEMENT PROGRAM, this is a contract between your family and the FACTS Company. There is a yearly FACTS management fee of \$43.00 that is withdrawn from your account when your registration is complete. The \$43.00 FACTS fee is NOT included in your Holy Family balance due and is paid directly to FACTS, not Holy Family. It is very important when registering that you SELECT **2020-2021 Religious Education** as the term. For your convenience, you can access your FACTS account at any time, seven days a week. You must re-register with FACTS each year. Your account will be activated when our Accounting department posts your 2020-2021 fees to your account.

FACTS will withdraw your tuition/fees on the 1st of each month and will begin depending on your registration date (see schedule below). **You must enroll with FACTS prior to turning in your RE registration. Bring your FACTS 2020-2021 Agreement # with your registration.** There will be 6 draws or less depending on your registration date. Draws will take place September thru February. We need 21 days to fully process your FACTS and registration information, therefore we need to adhere to the following schedule:

Registration by Aug 11 th	Sept 1 st draw	Payments spread over 6 payments
Registration by Sept. 10 th	Oct 1 st draw	Payments spread over 5 payments
Registration by Oct. 15 th	Nov 1 st draw	Payments spread over 4 payments
Registration by Nov 10 th	Dec 1 st draw	Payments spread over 3 payments

There will be additional draws on both Jan 1st and Feb 1st to complete the payments.

If you cancel your contract with FACTS or stop payment, all remaining balances are due immediately to Holy Family Catholic Church. If account information changes, you must notify FACTS immediately.

Remember, there is a link to FACTS on the parish website under the Religious Education - Registrations tab.

If you do not have access to the internet, we can make arrangements with you for computer access.

If at any time you need to alter a FACTS monthly payment or need assistance in any way, please call the Holy Family Business Office for assistance at 815-531-3709.

ONLINE REGISTRATION

ONLINE REGISTRATION is available using the following process.

1. Go to the parish website (www.holyfamilyshorewood.org)
2. Click on Religious Education
3. Click on Registration tab at the bottom of the page
4. Click on ONLINE Registration Form
5. Fill-in all the required information. Please review the instructions on the right side of the form.
6. You will receive an automatic confirmation email that your registration has been submitted.
7. We will mail you a copy of the financial agreement stating your tuition/fees for your family.

ONLINE REGISTRATION PAYMENT OPTIONS:

- A. If you are using FACTS, you need to set up your account thru FACTS and get your FACTS agreement number BEFORE you fill out the RE registration form.
- B. You can pay through FACTS on a monthly plan. Follow the instructions from the Faith and Financial Agreement form regarding FACTS.
- C. You can pay through FACTS on a one-time payment. You will need to follow the instructions from the Faith and Financial Agreement form regarding FACTS and fill out the information FACTS requires. If you pay by credit card or debit card as a one-time payment, you will be assessed a 4% service fee. If you give FACTS your bank information, there is NOT a 4% fee.
- D. You can come into the RE Office during our normal business hours and make a payment with cash, check, or credit/debit card. You will have two weeks from your registration date to pay your tuition/fees. The online registration will NOT be processed until payment has been settled.
- E. If you are a Samaritan family, we will follow the normal procedure with a meeting with the committee.