

# St. Thomas the Apostle Church

## OFFICE OF RELIGIOUS EDUCATION

89 Pine Street, West Springfield, MA 01089

Phone (413) 737-8267 ~ Email: [stthomasccd@comcast.net](mailto:stthomasccd@comcast.net) ~ Website: [www.StThomasWestSpringfield.org](http://www.StThomasWestSpringfield.org)

### FAMILY REGISTRATION FORM ~ 2019 – 2020

Mother's Name: \_\_\_\_\_  
(First / Last) (Maiden Name)

Father's Name: \_\_\_\_\_  
(First / Last)

Guardian's Name (if applicable): \_\_\_\_\_ Relationship: \_\_\_\_\_

Child lives with: Both parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_

E-mail Address (please include and print clearly): \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Town) (Zip Code)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact (not parents): \_\_\_\_\_ Phone: \_\_\_\_\_

#### THE FOLLOWING IS REQUIRED FOR REGISTRATION

- \* **Registration Fee of \$50.00 per child.**
- \* **\$25.00 Additional Fee per student for 11<sup>th</sup> Grade Confirmation Retreat.**
- \* **Copy of Baptismal certificate and First Communion certificate for *new registrations*.**

#### SESSION CHOICES

- (S)\*\* Sunday, 9:30-10:30 a.m. (Grades K-6, no grade 2)**  
**(M)\*\* Monday, 3:30-4:30 p.m. (Grades 1-6)**  
**(DS) Grade 2, 1st Reconciliation & 1st Communion. Mondays Only. (Completion of Gr. 1 Rel. Ed. Required)**  
**(PM) Monday, 6:30-7:30 p.m. (Grades 7-10)**  
**(C) Grade 11, Confirmation. Class meets once per month. (Completion of grades 8, 9 & 10 Rel. Ed. Required)**  
**\*\* Registration deadline September 20, 2019. After the deadline, Session Choice may be determined by the office due to space limitations, if necessary. Please register early!!**

CHILD'S NAME	M/F	GRADE 2019/20	SESSION	DATE OF BIRTH	ALLERGIES/DISABILITIES

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I would like to volunteer as a Teacher I would like to volunteer as a Substitute Teacher

\* \* \* \* \*

**Office Use Only:** Confirmation \_\_\_\_\_ Date \_\_\_\_\_ Teacher \_\_\_\_\_  
 Registration \$ \_\_\_\_\_ Retreat \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Received \_\_\_\_\_ Exemption \_\_\_\_\_

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### **PHOTOGRAPH CONSENT AND RELEASE FORM**

Please Check One:

I ***do*** consent and grant to St. Thomas the Apostle Religious Education full permission and authority to the unlimited use of my child's name and photograph for the purpose of publication in the newspaper, church bulletin, web site or in any other media presentation.

I ***do not*** consent and grant to St. Thomas the Apostle Religious Education permission to use my child's name or photograph in any capacity.

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(Parent/Guardian Signature)

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(Date)

### **DISCIPLINE POLICY FOR ST. THOMAS THE APOSTLE RELIGIOUS EDUCATION**

A supportive relationship between families and those who minister in Religious Education is essential to the success of our program. Only by mutual respect will effective learning take place in class. It is vital that respect and common courtesy be present in our Religious Education Program. Each student has the responsibility to his or her fellow students and staff to maintain a Christian atmosphere.

- A. Requirements for each grade level will be met according to specific information given for Sacrament Programs or Grade Level (see [Curriculum Requirements 2019 - 2020](#)).
- B. It is expected that students will behave considerately, allowing for an atmosphere of learning.
- C. Disrespectful/inappropriate behavior or misbehavior causing distractions and interruptions of any kind to the class will not be tolerated. Appropriate student conduct and respect for staff and teachers, who are volunteers, is extremely important and expected at all times.
- D. Cell phones must be turned off upon entering the building and placed in the basket in each class. Cell phones will be returned at the end of class.
- E. The first time a student causes problems or distractions by his or her behavior the student will be sent to the Program Coordinator to discuss the behavior.
- F. The next time a student receives a warning, a call will be placed to the student's home and that student will spend the remainder of the class with the Program Coordinator. A follow-up call will be placed to the student's home.
- G. If the problem continues, a meeting will be called that will include the student, teacher, parent, Program Coordinator and Parish Priest. At that time a decision will be made as to the next step.
- H. Parents/guardians are expected to work courteously and cooperatively with the Religious Education Program to assist the students in meeting the academic, moral and behavioral expectations of the program.

I have read the Discipline Policy, have discussed it with my child(ren) and we agree to abide by the policy. My signature shows my support and cooperation.

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(Parent/Guardian Signature)

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(Date)

***After Completing form, please save it to your computer,  
print and return with payment. Thank you!***