

**St. Thomas the Apostle Church
Office of Religious Education**

89 Pine Street, West Springfield, MA 01089 (413) 737-8267

Email: stthomasccd@comcast.net WebSite: www.stthomaswestspringfield.org

2020-2021

FAMILY REGISTRATION FORM

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 Joint Custody

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

Address: _____
(Street) (Town) (Zip Code)

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Emergency Contact: _____ Phone: _____

THE FOLLOWING IS REQUIRED FOR REGISTRATION

- * Registration fee of \$50.00 per child.
- * \$25.00 fee per student for 11th grade Confirmation Retreat. *(This is in addition to the registration fee).*
- * 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, First Reconciliation & First Communion. Mondays only. **Must have completed grade 1 Religious Education.*
- (PM) Monday, 6:30-7:30 p.m. (Grades 7-10)
- (C) Grade 11, Confirmation. Class meets once per month. **Must have completed grades 8, 9 and 10 Religious Education.*

CHILD'S NAME	M/F	GRADE 2020-2021	SESSION	DATE OF BIRTH	ALLERGIES/DISABILITIES

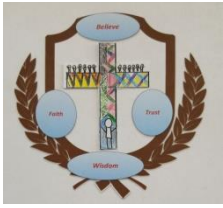
Parent/Guardian Signature _____ Date _____

I am interested in volunteering to be a CCD teacher I am interested in volunteering to be a substitute teacher

* * * * *

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

(OVER)



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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.

(Parent/Guardian Signature)

(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.

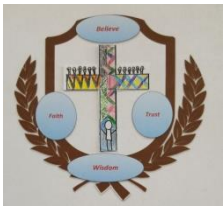
- A. Requirements for each grade level will be met according to specific information given for Sacrament Programs or Grade Level (see enclosed sheet “Curriculum Requirements: 2020-2021”).
- B. It is expected that students will behave considerately, allowing for an atmosphere of learning.
- C. Disrespectful/inappropriate 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/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, 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.

(Parent/Guardian Signature)

(Date)

(OVER)



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Curriculum Requirements

2020-2021

Grades K-6:

- Attendance at classes is essential.

Grade 2:

In order to properly prepare the children for the Double Sacraments of First Reconciliation and First Communion, certain requirements must be met. Our parish follows these Diocesan guidelines:

- Families must be registered parishioners of St. Thomas the Apostle parish.
- Proof of baptism must be available to the Office of Religious Education (either on file at St. Thomas Rectory or by providing a baptismal certificate).
- First grade Religious Education must be completed through a CCD program or by attendance in a Catholic school.
- Classes must be attended regularly. Students cannot miss more than 2 classes. Please call when a child will be out sick.
- The children should be attending Mass on a regular basis.
- Parents will be required to attend two parent meetings over the course of the 2020-2021 school year. Only one parent needs to attend.
- Your child must attend rehearsals prior to First Communion. More information will follow.

Grades 7 and 8:

- Mandatory attendance at classes scheduled on Monday evenings.
- Any missed classes are expected to be made up in the month missed.

Grade 9:

- Mandatory attendance at classes scheduled on Monday evenings.
- Any missed classes are expected to be made up in the month missed.
- 6 hours* of documented Community Service dated between March 2020 – March 2021.

Grade 10:

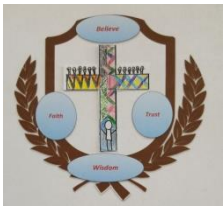
- Mandatory attendance at classes scheduled on Monday evenings.
- Any missed classes are expected to be made up in the month missed.
- 9 hours* of documented Community Service dated between March 2020 – March 2021.

Grade 11:

In order to properly prepare the students for the Sacrament of Confirmation, certain requirements must be met. Our parish follows these Diocesan guidelines.

- The Sacrament is received during the junior year in high school. The student must be 16 years of age.
- The student must choose to be confirmed through his or her own decision making.
- Grades 8, 9 and 10 of Religious Education must be completed prior to the Grade 11 Sacrament year.
- Families must be registered parishioners of St. Thomas the Apostle parish.
- Proof of baptism must be available to the Office of Religious Education (either on file at St. Thomas Rectory or by providing a baptismal certificate).
- Attendance at all Confirmation classes, including a Retreat, is mandatory. Classes meet once a month.
- 5 hours* of documented Community Service dated between March 2020– March 2021.
- Paperwork must be completed regarding the student's Saint Name and Sponsor information by the designated date listed on the schedule of classes. More information will follow.
- Attendance is necessary at the Confirmation Rehearsal by both student and sponsor.

*Please consider volunteering to help with parish activities throughout the year or feel free to ask for a list of additional Community Service suggestions. Of note: It is **not** considered Community Service if you are helping out a family member (parents, grandparents, etc.) with house/yard work or if you are receiving payment for your services. Community Service forms will be available to all students.



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July 2020

Dear Confirmation Candidate and Parents,

St. Thomas the Apostle Parish welcomes all parishioners in their junior year of high school to come join us and prepare for the Sacrament of Confirmation. Normally these classes are held once a month on a Sunday evening beginning mid-October. More information regarding the schedule will be provided at the end of September. ***Please be advised that all families must be registered by September 19, 2020.***

The Confirmation information packet includes the Registration Forms, a page of information detailing the requirements of Confirmation and the Community Service component of the program (5 hours of volunteering in an organization of your choice). Also, you will be asked to attend a Retreat at a date and time to be announced here at St. Thomas when it is offered to the Confirmation students. There is an additional fee of \$25.00 to cover the cost of this program. Please make sure to sign the back of the Registration Form to indicate that you have read through this information.

We look forward to you joining us to prepare for the Sacrament of Confirmation. If you have any questions, please feel free to call the Office of Religious Education at 737-8267 or email stthomasccd@comcast.net.

Sincerely,

Mrs. Lisa LaBrecque,
Religious Education Coordinator