

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

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

Email: stthomascdd@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 (not parents): _____ 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, Double Sacrament (First Reconciliation & First Communion). Mondays only. **Must have completed grade 1.*

(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.*

**** Registration deadline May 31, 2020. 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 2020–2021	SESSION	DATE OF BIRTH	ALLERGIES/DISABILITIES

Parent/Guardian Signature _____ Date _____

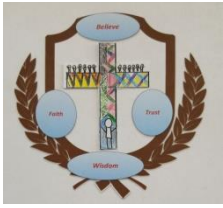
I am interested in volunteering to be a CCD teacher

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.

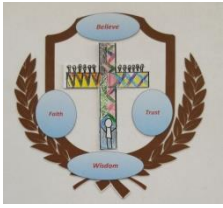
- A. Requirements for each grade level will be met according to specific information given for Sacrament Programs or Grade Level (see enclosed sheet "Curriculum Requirements: 2020 – 2021").
- B. It is expected that students will behave considerately, allowing for an atmosphere of learning.
- C. Disrespectful/inappropriate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

(Parent/Guardian Signature)

(Date)

(OVER)



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February 2020

Dear Parents/Guardians,

The Office of Religious Education is now accepting registrations for the 2020–2021 school year. Classes for students in grades K–10 will start at the beginning of October. Grade 11 Confirmation classes begin in mid-October. The registration fee remains the same at \$50.00 per child. The deadline for registrations is May 31, 2020. This will ensure your first choice of session. If any registration is received after this date, Session Choice may be determined by the office due to space limitations, if necessary. Please register early!!

Please Note: If you feel that you cannot register your child at this time due to financial reasons, please call the office. The Family Registration Form is the most essential piece of information that we need to receive right now for our planning purposes. Arrangements can be made to accept payment at a later date.

The Double Sacrament of First Reconciliation and First Communion is received in the 2nd grade. Your child must complete the curriculum for grade 1 before becoming eligible for the Double Sacrament program. If you are registering a child who is in a grade higher than 2nd grade and has not yet made these sacraments, please call the office.

The Confirmation Sacrament is received in the 11th grade. This is a four year program beginning with the curriculum for grades 8, 9 and 10 which must be completed before becoming eligible for Confirmation.

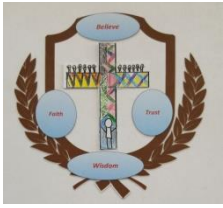
Classes will meet from 6:30–7:30 p.m. for grades 7–10. Grades 7 and 9 will share one Monday evening and grades 8 and 10 will be sharing the next Monday evening. **Class attendance is a requirement and demonstrates your child's commitment to Religious Education. All students are expected to fulfill this commitment. There are only 10 classes per year and they should be a priority.** A make-up class will be added to the schedule once a month. Please Note: All make-up classes are based on teacher availability and not a guarantee.

Please be sure to fill in your email address on the registration form as this makes communication more convenient and helps us to save on postage. The week before classes start each family will receive an email indicating the name of each child's teacher, the room # they will meet in at the Parish Center and a calendar.

We thank you for returning your form and payment promptly. If you are paying the registration fee by check, please make this out to "St. Thomas Church". For any questions or concerns, please call the office at 737–8267.

Sincerely,
Lisa LaBrecque,
Program Coordinator

REGISTER EARLY FOR CHOICE OF SESSION!!



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Curriculum Requirements

2020 – 2021

Grades K–6:

- Attendance at classes is essential. No more than 3 absences are allowed.

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.