

April 2009

Dear Religious Education Family,

“May the joy of the risen Christ be with you this Easter season and always”

In person registration for the 2009-2010 religious education school year will begin this year on Saturday, May 16th from 9:00 am to 3:00 pm.

After May 16th registrations will continue to be accepted at the religious education office at St. Thomas More Church Monday through Friday from 10:00 am to 3:00 pm. until Tuesday, June 30th . We strongly urge that you register as early as possible as classes will continue to be offered on a **first come first serve basis.** When you register, your child will be placed in a class for the day, time and facility noted on your registration form. **If that session is unavailable you must provide a second choice.** As we have a very large enrollment, and processing the paperwork for registration is very time consuming, **all class assignments are final at the time of registration. All requests will be addressed at in person registration only. Once your registration is received and processed you will not be able to change your child’s classroom assignment ! This year there will be 20 students assigned to a class. Once all classes in a grade level are full we will begin to add on additional openings only if needed.**

**** PLEASE NOTE: Only one registration form per family will be accepted. Multiple registration forms for other religious education families will not be accepted. Each family must register on their own.**

In addition, please be advised that you must be a member of the The Parish of St. Thomas More in order to register into our religious education process. Any registrations forms that are received from anyone who is not a member of the parish will be returned along with the payment and will not be processed.

If you would prefer to register by mail, simply send the enclosed completed registration form, along with your tuition payment to St. Thomas More Church to the attention of the Religious Education Office **anytime after May 16th and prior to the June 30th deadline.** Any registration forms received incomplete and/or without proper payment attached will be returned to you and not processed. Please remember if you register by mail your request for a particular class day and time may not be honored as classes close out quickly. Also, our parish now has a website where you can download the religious education registration packet. Go to **www.moremercy.org** and click on Religious Education to access this information.

Please note that as stated on the registration form, all children entering the first grade and new students must submit a copy of their baptismal certificate, and where applicable, copies of all other sacramental certificates along with a transcript letter from their previous religious education program.

The following are the class schedules for the 2009-2010 religious education school year for St. Thomas More /Our Lady of Mercy Church.

St. Thomas More Church

Our Lady of Mercy Church

Monday - Tuesday - Wednesday

Grades 1 - 8 at 4:30 to 5:30 pm

Grades 1 - 8 at 4:30 to 5:30pm

Grades 1 - 8 at 5:45 to 6:45 pm

Grades 1 - 8 at 5:45 to 6:45 pm

The registration fees for the 2009-2010 religious education school year are as follows:

One child	\$ 100.00
Two children	\$ 200.00
Three children	\$ 280.00
Four or more children	\$ 360.00

PLEASE NOTE THE FOLLOWING:

*** All 8th grade registrations will require an additional sacramental fee of \$25.00 ***

*** Any registration form received after June 30th will be subject to a \$50.00 late fee ***

Your 2009-2010 registration form must be completed along with the proper tuition payment attached when you come to register. If you are unable to register due to financial difficulties please contact the religious education office prior to May 16th to discuss payment options. All payments must be in the form of a check or cash. All checks are to be made payable to St. Thomas More. **If you wish to pay in cash please be sure to bring exact change.** Credit cards and ATM cards are not accepted.

*** All tuition fees are non-refundable ***

Please be advised that we are including our Religious Education Program Volunteer Form for your consideration. We ask you, is there anything more important than our children's religious education formation? I appeal to you to volunteer to enhance and help maintain our excellent program.

Yours in Christ,

Linda K. Andrew
Coordinator of Religious Education

**ST. THOMAS MORE ~ OUR LADY OF MERCY
RELIGIOUS EDUCATION FAMILY REGISTRATION FORM 2009-2010**

FAMILY NAME: _____ DATE: _____

FATHER'S NAME: _____ MOTHER'S NAME: _____
First Name Maiden Name

Home Street Address: _____

City State & Zip Code: _____

Home Phone: _____ Mom Work Phone: _____ Dad Work Phone: _____

Any Family Cell Phone Numbers We Might Need: Mom _____ Dad _____

What, if any, information has changed from last year(address, phone #, etc.)? _____

*** PLEASE CIRCLE FACILITY: STM - OLM DAY _____ TIME _____**

PLEASE NOTE THAT ALL CHILDREN ENTERING THE FIRST GRADE AND NEW STUDENTS MUST ATTACH A COPY OF THEIR BAPTISMAL CERTIFICATE AND ALL OTHER APPLICABLE SACRAMENTAL CERTIFICATES TO THIS FORM !!

1. Child's Full Name: _____ Date of Birth: _____ Grade in 9/2009: _____
2. Child's Full Name: _____ Date of Birth: _____ Grade in 9/2009: _____
3. Child's Full Name: _____ Date of Birth: _____ Grade in 9/2009: _____
4. Child's Full Name: _____ Date of Birth: _____ Grade in 9/2009: _____

Emergency Contacts:

Name: _____ Phone: _____

Name: _____ Phone: _____

IMPORTANT! ARE THERE ANY SPECIAL FAMILY CIRCUMSTANCES THAT WE SHOULD BE AWARE OF (2ND MARRIAGES, DIVORCE, SEPARATIONS, ETC.)?

If so, please describe: _____

Is there anything you would like to share with us regarding your children? (allergies, health issues, special needs, etc.) (please feel free to use the reverse side if extra space is needed) _____

<u>FOR OUR INFORMATION</u>	<u>FOR OFFICE USE ONLY</u>
Are you a Catechist ? _____ Grade(s) _____	Registration Fee Amount Due: _____
If not, are you interested in becoming a Catechist ? _____	Amount Paid: _____
If so, What grade(s) would you like to teach ? _____	Check # _____ or Cash _____
	Balance Due: _____
	Envelope Number: _____

**ALL REQUESTS WILL BE ADDRESSED AT IN-PERSON REGISTRATION ONLY
** PLEASE DO NOT WRITE ON THE BACK OF THIS FORM !!!!****

THE PARISH OF ST. THOMAS MORE

St. Thomas More Church – Our Lady of Mercy Church

2009-2010

- Catechist – Assistant Cat. – Substitute Cat. - Hall Secretary –

(Please circle one of the above)

Please print or type all information below. Thank you.

1. **Name** _____ Female _____
Male _____
Last First Middle

2. **Address** _____
Street Town State Zip

3. **Home #** _____ **Cell #** _____ **Work #** _____

E-Mail _____ **Date of Birth:** _____

4. **Parish** _____
Name

Address Town State Zip

5. Educational Background

a. _____ High School _____

b. _____ College: Major _____ Year _____

c. _____ Certificate: _____

d. _____ List talents and interests _____

e. _____ Other: _____

6. Catechetical Background – please explain

Experience: _____

7. Do you have children in the process? _____ If so please state grade, facility, day and time.

8. Grade/s you prefer to teach: _____

Facility you would like to teach at: (circle one) STM - OLM

Days of the week and times you are available: (circle one) MON – TUES - WED

(circle one) 4:30 to 5:30 PM or 5:45 to 6:45 PM

OVER

9. Are you a certified Catechist? _____
10. If not, are you working on or willing to work on becoming a certified Catechist? _____
11. Have you ever taken the Virtus Training? (child abuse awareness class) _____
12. Are you willing to take the Virtus Training here at the St. Thomas More Facility? _____
13. Have you ever been fingerprinted and had a background check? _____
14. Are you willing to go for fingerprinting and have a background check? _____
15. If you have had a background check and have been fingerprinted by the Police Department or Sagem Morpho, Inc, to teach at the St. Thomas More Church facility and Our Lady of Mercy facility, please provide proof, plus where you were fingerprinted and date _____

16. Enclosed is a Sagem Morpho, Inc. fingerprint and background check form. It is mandated by the Diocese of Trenton that in order to work as a volunteer with children that you make an appointment by telephone or on line to be fingerprinted before the beginning of the 2009-2010 religious education school year. You will need to take with you cash or a cashier's check – no personal checks. Please bring in your receipt for reimbursement. Sagem Morpho, Inc. Ocean Twp. Monmouth County, 39 Cindy Lane, Ocean, NJ 07712.

17. Parish affiliations over past 10 years.

a.

_____		_____	
Name of Parish	Phone		
_____		_____	_____
Address	City	State	Zip
Years affiliated _____			

b.

_____		_____	
Name of Parish	Phone		
_____		_____	_____
Address	City	State	Zip
Years affiliated _____			

18. Do you know CPR? _____
19. Do you have any medical conditions we should be aware of? _____
If so, please explain _____

I certify that the information contained in this application is true and complete to the best of my knowledge. I am committed to catechist formation sessions, sharing the faith with children and youth in the parish and seeking diocesan certification.

Catechist's Signature

Date

