

March, 2016

Welcome to our new registration process. Thank you for entrusting us with your child(ren)'s religious education(RE). We are being environmental stewards and so all registration material is now in electronic formats. Please read carefully all information contained in this letter. The tentative 2016-17 calendar is available via this link: [Tentative Calendar](#). Sacramental information for Reconciliation, Eucharist and Confirmation will be sent via separate letter.

The following program options for 2016-17 are as follows and students are assigned based on grade placement as of September 2016. More information on each of the programs is detailed on the following page.

Tuesday evening- 6:30-7:30pm- 1<sup>st</sup> through 8<sup>th</sup> grades

Sunday morning- 9:30-10:30am- 3 and 4-year-olds, kindergarten and 1<sup>st</sup> and 2<sup>nd</sup> grades

Summer Program- 8:30am-2:30pm- June 27-July 1- grades 1-8- Note: July 1 is a ½ day and no after care is provided.

The following information is provided for you and your family in order make the best choice for your child(ren)'s needs. **Please remember to request the grade level that your child will be entering in September 2016.**

To ensure that your child is registered in a timely manner, complete the Registration Form on-line via this link: [Registration Form](#). **Form A** must be submitted to the RE office and the link for this form is located on the registration form. Registrations are not complete until all forms are received. Incomplete registrations are not eligible for placement. All forms are due by March 25, 2016. Any forms received after this date will be assigned based on program availability.

A signup genius link is provided on the next page to solicit volunteer support for the summer program. The Tuesday evening program and Sunday morning programs are also in need of catechists and aides. If you are interested in serving for these program times, please contact Mrs. Ballintyn via email at [dballintyn@sjbde.org](mailto:dballintyn@sjbde.org) so we can discuss your preferences.

NOTE: The Religious Education program is available **only** to registered, participating members of the St. John the Beloved parish. This program is subsidized through the generosity of our parishioners' offertory gifts. Every fall, according to Diocesan policy, the RE roster is compared with the list of active contributors. Please be aware that non-active families will be ineligible to participate in SJB sports.

**Tuition costs** are listed below. The costs are fixed regardless of which program your child(ren) are placed.

One Child	Two Children	Three or more children
\$205	\$230	\$255

You are asked to submit your payment by July 1. Note that the financial year does not begin until July 1 and thus, all checks will be deposited after that date. If you would prefer to use direct deposit, the form is provided via this link: [Payment Option Forms](#) Your payment is due in the form of a check or as a direct deposit authorization to the Office of Religious Education by July 1, 2016.

Thank you for your attention to the information provided herewith. Your prompt response is critical for the registration process to run smoothly. You will be notified via email of your child's placement in the program. The goal is to have this information provided to you by mid-April. Please contact the office with any questions or concerns.

With blessings and gratitude,

Dolores V. Ballintyn  
Director of Religious Education

## TUESDAY EVENING OPTION

The Tuesday evening program will continue as it has for the last several years with one critical change. The class time is 6:30-7:30pm. This change was made to help alleviate the stress on our families and especially for our children as the current time frame is overly late into the evening. Our Tuesday evening staff is working on a robust and joyous plan for the coming year. This program will be available for children in 1<sup>st</sup> through 8<sup>th</sup> grade. Our goal for the coming year is to have no more than 15 children per class. Please consider this program carefully for your child(ren) as a weekly program may better serve your family's needs.

## SUNDAY MORNING OPTION

The Sunday morning program is growing. We are adding grades 1 and 2 into this program. We will provide formational and liturgically based catechesis to all the children who come to us on Sundays. The program time for Sunday morning is 9:30-10:30am. We are offering this enhanced option for families who have younger children who would benefit from a morning schedule. A feature of this program is to meet the needs of our younger children as it is earlier in the day and is not as long as a full day summer program.

## SUMMER PROGRAM DETAILS

Be advised that June 27-July 1 is the **only** option for this summer. Sessions missed because of vacation, sports, appointments, etc. are **NOT** permitted. Students will not be allowed to arrive late or leave early. We ask that you carefully consider this before committing to this option and plan accordingly. Additionally, all children who attend the summer session **MUST** attend the four additional sessions that are necessary to comply with the Diocesan requirement of 30 hours. To reiterate, if your child is not able to attend the entire five day program and the additional four sessions, **DO NOT REGISTER FOR THE SUMMER OPTION.** The summer program is a focused educational setting with three hours of instructional time each morning with additional educational programming each afternoon. Plan accordingly.

This program is designed as a pilot, during which the Religious Education office will gather valuable insight to help guide future offerings, in an effort to promote those programs' future success. Therefore, enrollment will be limited to **15** children per grade level. Due to the nature of this summer program, there is a zero tolerance policy with the exception of **documented absences that require verifiable sources such as a hospital or doctor note.** If your child is not available to attend the entirety of the summer program; including but not limited to missed days or early dismissals, the RE requirement will be considered incomplete and your child will be enrolled in the school year program (Tuesdays or Sundays). To reiterate, if your child is not able to attend the entire program, **DO NOT REGISTER FOR THE SUMMER OPTION.**

Successful completion of the summer program requires attendance at the following four sessions, which are October 2, November 6, January 8 and February 5. All sessions are from 9:30-10:30am and will be held in the school. Athletic coaches will be advised of this requirement. These additional sessions aim to reinforce material learned during the summer and engage the students in service based activities.

Enrollment prioritization for the summer program considers the level of parental involvement, the timing of registration submission, and classroom availability. Seats in our summer group are extremely limited. Placement will be based on the timely completion of the mandatory registration form and submission of Form A.

Volunteer signups are a firm commitment and are a criteria in the registration process. All volunteers are required to have background checks completed on or before May 1, 2016. As a summer catechist, you are committed to the four Sunday morning sessions as well. This is critical for the success of this program. Consider this carefully in choosing to sign up as a catechist. In order to plan accordingly, indicate your volunteer commitment via the following link: [Volunteer Signups](#)

After care for the summer program is offered Monday through Thursday. We cannot provide after care on Friday, July 1. **The cost for after care is \$15 per day per child.** Please indicate on the registration form what your need is. The aftercare program will be held in the school until 5pm and snacks and drinks are provided.