

2019– 2020 Registration RELIGIOUS EDUCATION Church & office mailing address:

► Our Lady of Lourdes, One Eagle Rock Ave., West Orange, NJ 07052 ◀

Rectory-office: 973.325.0110

FAMILY CLASS GRADE 1-5 – ONCE A MONTH*, & GRADE 6 – TWICE A MONTH on Monday nights

*SATURDAY AFTERNOON (3:30-5:30 PM) OR MONDAY EVENING (5:30-7:30 PM)

MIDDLE/HIGH SCHOOL - GRADE 7-12 – WEEKLY - MONDAY EVENING (7:00 - 8:30 PM)

SACRAMENT "2 YEAR" POLICY: Each child must attend 2 years for 1st Communion, and two years for Confirmation, regardless of their grade. First Communion is celebrated during the Easter season of the 2nd year. Religious Education continues yearly until Confirmation preparation begins in 7th grade and is celebrated upon completion of the second year in the fall of 9th grade. "Estimated" date for each sacrament may change due to actual attendance.

RELIGIOUS EDUCATION REGISTRATION

FATHER:

MOTHER:

FIRST NAME _____

FIRST NAME _____

LAST NAME _____

MAIDEN NAME _____

MARRIED NAME _____

ADDRESS _____

ADDRESS _____

CITY /STATE/ZIP _____

CITY/STATE/ZIP _____

HOME PHONE _____

HOME PHONE _____

CELL # _____

CELL # _____

EMAIL _____

EMAIL _____

List all children who will be attending the program in 2019/2020. **BAPTISM AND FIRST COMMUNION CERTIFICATES FOR EACH CHILD ARE REQUIRED IF COMPLETED AT ANOTHER PARISH.**

SELECT SESSION AND FILL IN BELOW: FAMILY MONDAY, FAMILY SATURDAY, MIDDLE/HS

1st Child: Grade in Sept. 2019 _____ Date of Birth: _____ Gender: _____ Session _____

First Name: _____ Middle: _____ Last Name: _____

Special Needs: (Medical? Allergy? Learning?) _____

2nd Child: Grade in Sept. 2019: _____ Date of Birth: _____ Gender: _____ Session _____

First Name: _____ Middle: _____ Last Name: _____

Special Needs: (Medical? Allergy? Learning?) _____

3rd Child: Grade in Sept. 2019: _____ Date of Birth: _____ Gender: _____ Session _____

First Name: _____ Middle: _____ Last Name: _____

Special Needs: (Medical? Allergy? Learning?) _____

PAYMENT _____ BAPTISMAL CERTIFICATE _____

DATE: _____ COMMUNION CERTIFICATE _____

CASH OR CHECK # _____

OFFICE USE ONLY

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MIDDLE/HIGH SCHOOL - GRADE 7-12 – WEEKLY - MONDAY EVENING (7:00 - 8:30 PM)

	Child's Baptismal Name	Date of Baptism	Church of Baptism, City & State
1.			
2.			
3.			

	Child's Name	Date of Communion	Church of Communion, City & State
1.			
2.			
3.			

OFFICE USE ONLY

Estimated First Communion for: _____ Month/Year _____

Estimated Confirmation for: _____ Month/Year _____

TUITION FOR YEAR 2019/2020

		FEE	AMOUNT DUE
	1 CHILD	175	
	2 CHILDREN	225	
	3 OR MORE CHILDREN	250	
# OF CHILDREN	SACRAMENT FEE PER CHILD		
	FIRST COMMUNION	\$50	
	CONFIRMATION	\$50	
	TOTAL		\$

TUITION IF PAID BEFORE JUNE 15TH, 2019

		FEE	AMOUNT DUE
	1 CHILD	125	
	2 CHILDREN	175	
	3 OR MORE CHILDREN	200	
# OF CHILDREN	SACRAMENT FEE PER CHILD		
	FIRST COMMUNION	\$50	
	CONFIRMATION	\$50	
	TOTAL		\$

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**OUR LADY OF LOURDES • RELIGIOUS FORMATION • PARENT HANDBOOK
EXPECTATIONS OF FAMILIES**

1. **You, as parents, are the primary teachers of faith to your children. We ask that you model the faith by praying at home, attending Mass to share in the Eucharist with our parish community and look for ways to serve as disciples of Jesus Christ.**
2. **E-mail is our preferred mode of communication. We need a valid email address to send reminders. If you are NOT receiving email reminders and/or schedule updates, please let us know. Also, please correct your email address with us as needed. Also, please check LOURDESWESTORANGE.ORG website for reminders and any schedule changes.**
3. **Before** sending your child to Family Catechesis (Grade 1- 6) or Middle/H.S. Religious Education (Grade 7 -12) sessions for the first time, REGISTRATION and PAYMENT must be completed for every child. If either REGISTRATION and/or PAYMENT are not made, your child will not be admitted into the session. If this occurs, your child will contact you immediately to come to Our Lady of Lourdes for pickup. At that time, you can return to the next session or immediately complete the REGISTRATION and PAYMENT requirements. *If you need to pay in monthly installments during the year, please let us know. We can make special arrangements for families in need. Please contact the Rectory office above.*
4. Ensure your children regularly attend their religious education sessions. For Family Catechesis Sessions, at least one parent or designated adult must attend the session with the child. Please actively participate in your child's learning and formation.
5. Let us know in advance whether a student or family is unable to attend a scheduled session. For Family Catechesis please email OLLFAMILYCLASS@AOL.COM or call 973.325.0110 ext. 103. For Middle School/H.S. Religious Education, please call 973.325.0110 ext. 123.
6. Communicate to catechist or coordinator any special need that may affect your child.

RESPONSIBILITIES OF THE PARISH

1. Ensure adequate staffing that is trained, background checked and prepared.
2. Provide formation that is grounded in Scripture and the teachings of the Catholic Church.
3. Create a safe and Christian environment.

SACRAMENT POLICY

All matters of the eligibility of a child to receive a sacrament are determined by the Pastor and religious education personnel by review of compliance with the process described below. Please confirm your child's eligibility to receive a sacrament with the office. There is a minimum 2-year preparation period for the Sacraments of First Penance, First Communion and Confirmation. This minimum 2-year preparation means that Students spend their first year of preparation in the appropriate grade level religious education sessions. During the second year, students continue to participate in the appropriate religious education session level **and, in addition**, participate in special sacrament preparation sessions with a parent.

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EMERGENCY CLASS CANCELLATION

If local public schools are closed, we are closed. We will notify you by email if our sessions are cancelled. We will also post a voicemail message at the Religious Education Office at 973.325.0029 or 973.325.0110, ext. 103. We may also attempt to contact you by text or phone to notify you of cancellations.

PICK UP AND DROP OFF For students in Grade 7 – 12.

Students will enter through the Chapel door on the parking lot side of the school building. Dismissal will be in the upper side parking lot where teachers will walk the students down to you. This way, no student will be left unattended while waiting for someone to pick them up. If you need to pick up your child early for any reason, please come in the side door by the upper parking lot and someone will escort you up to your child's classroom.

RULES OF CONDUCT

- Obedience to legitimate authority.
- Courtesy and respect for all people and property.
- Adherence to safety and classroom rules.
- Sense of fair play and trustworthiness.
- For **Family Catechesis**: any child who is disruptive may be removed from the breakout session and returned to his/her parent.
- For **Grade 7-12**: Any youth who is disruptive and/or hurts another person or destroys property will be sent to the office immediately. His or her parent will be called to pick up the youth. A meeting with the student, parent and Pastor will take place before the student is allowed back in the class.

ATTENDANCE & ABSENCE POLICY

Report absences or address questions via email as follows or call 973.325.0110 x. 102:

► Barbara Camp, OLLFAMILYCLASS@AOL.COM (Grade 1-6 Leader)

► Monica Nieves, ollconfirmationclass@gmail.com (Grade 7-12 Leader)

Grade 1 – 6 In Grade 1–5, it is important that students attend sessions **monthly** with their parent/guardian. In Grade 6, it is important that the student attend sessions **twice a month**. No more than 3 absences are permitted. Make up work will be required if there is an excess of 3 absences.

Grade 7 – 12 In Grade 7-12, it is important that students attend sessions with their peers **weekly**, according to the published calendar. While this program is not intended for individual or self-directed study at home, an absent student will receive – via e-mail – required make-up work. No more than 3 absences are permitted. If a student is absent, he or she would be required to do additional work in order to keep up. If the student has more than 3 absences in one year, the year will not count and you are eligible for a refund of your fees. If you wish to discuss this policy please contact Father Jim Ferry, Pastor, 973.325.0110 ext. 113.

VOLUNTEER POLICY If you are an adult volunteering in Family Catechesis, Middle and High School, and/or Children's Liturgy of the Word, and you have children in one or more of these religious education programs, you are not required to pay the religious education fees.