

Registration/Re-Registration for 2017/2018

Dear Religious Education Families,

As we get closer to the end of our Religious Education year, please note the following –

Registration/Re-Registration: Forms will be distributed the week of April 11th/12th and are due by July 15th. Our class schedule will remain the same for next year (1st through 8th grades offered on Tuesdays and Wednesdays, 5:30-6:45). You will be offered a choice of class days which we try our very best to accommodate. These forms will also be available online under the general Religious Education tab found here: <https://parishofsacredheart.org/fall-program>

Tuition: Tuition will remain the same for 2017/2018 - \$90 per child for 1st through 7th grades and \$100 for each child in 8th grade. The additional fee partially offsets costs particular to Confirmation (robe rental, retreat, etc.). Tuition will be due by July 15th as well.

Class Scheduling/Placement Requests for 2017/2018: We take requests on a first-come, first-served basis so the earlier you are able to submit registration forms, the better! Please note that we have to finalize our rosters in August, so any specific requests with regard to scheduling/placement should be made as soon as possible. We will not be able to consider requests after August 1st.

For parents of current 1st and 7th graders (going into 2nd/8th next year): As your child will be in a sacramental year for 2017/2018, please note the following registration requirements –

- ⇒ Completed registration form
- ⇒ Copy of the baptismal certificate if your child was baptized at a church outside of Sacred Heart. **This is required for sacramental year registration regardless of whether you submitted a copy in the past.** If your child was baptized here at Sacred Heart, you do not need to submit a copy.
- ⇒ Completed Sacramental Application form, which will be distributed in hard copy and available on the web site as well.

**One of the reasons we are communicating this now is so that, if you do not already have a copy of your child's baptismal certificate on hand, you can obtain that now. To do this, you just need to contact the church of baptism and let them know that you need a new copy.

Completed Forms: For all grades – 1st through 8th – please make sure before submitting registration and re-registration forms that they are complete and that sacramental paperwork requirements are complete as well before submitting. **We will not process any forms that are missing information or required additional paperwork. If this is the case, you will receive notification via email.**

Family Handbook: This will be available for the coming year the week of April 11th/12th on our web site at the link above. If you need a hard copy, please let us know. Please be sure to read through the handbook before filling out forms.

Unrelated to Registration – An important note regarding early dismissals

Please do not request early dismissals unless absolutely necessary. As per our handbook, early dismissals must be requested in advance either by calling the office or emailing us at jdonohue@parishofsacredheart.org. Email is preferred as it is always accessible outside the parish house office (we are often in the school preparing for/overseeing classes on Tuesday and Wednesday afternoons and therefore cannot always access voicemail before the end of class time).

Parents also ***must*** sign children out when picking them up with early dismissal. The sign-out sheet is at the front door and must be filled out completely before you leave the building. ***This policy is in place as a measure to ensure the safety and well-being of your child, and as such your cooperation is expected and appreciated.***