

Grades 4K—Gr. 12 Safety Concerns Information

In the event of an emergency during class time, please contact _____ at the following number _____.

Alternate emergency contact: _____
Name Relationship Phone #

My children have the following allergies (food, medicine, etc.):

Name _____ Allergies _____
Name _____ Allergies _____
Name _____ Allergies _____

Please indicate any special learning or health needs which might be helpful to us in assuring that your son or daughter has a positive and productive experience here:

Volunteer Opportunities

Please indicate any areas in which you would like to help out.

(All ADULT volunteers will need to complete VIRTUS Training.)

(Registration Fees for catechists, classroom aides and office helpers children are waived.)

Catechist: Grade _____ Day _____ Time _____

Aide: Grade _____ Day _____ Time _____

Substitute: Grade(s) _____ Day(s) _____ Time(s) _____

Office Assistance: Day _____ Time _____

Hall Monitor: _____ Wednesdays—6:30-8:00 p.m.

_____ Sundays—6:00-7:30 p.m.

Child Care at Parish Center (during parent meetings, class, special events, etc.) _____

Provide refreshments for special events: _____

Elementary special events assistance: _____

MS/HS special events assistance: _____

Classroom clean-up after class: Day _____ Time _____

Help take down tables, chairs and room dividers in the Gym after class: _____ Wednesdays—7:45 p.m.

_____ Sundays—7:15 p.m.

Parking Lot Supervisor: _____ Sunday 10:10-10:40 a.m.

_____ Sunday 5:45-6:15 p.m.

_____ Wednesday 5:00-6:15 p.m.

_____ Wednesday 6:15-6:45 p.m.

Volunteer opportunities for YOUTH:

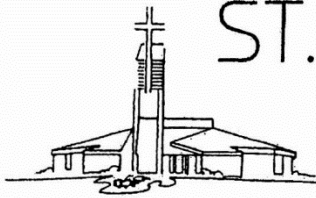
Altar Server (5th grade and older) _____

Spirit Singers (3rd - 6th grade) _____

Teen Choir (7th - 12th grade) _____

Child Care at Parish Center (during parent meetings, etc.) _____

Please indicate what school each child attends: _____



ST. OLAF CATHOLIC CHURCH

623 JEFFERSON STREET · DEFOREST, WI 53532 · (608) 846-5726

St. Olaf Faith Formation Registration Packet 2017-2018

Welcome to the 2017-18 Faith Formation year! Thank you for taking the time to carefully read this packet. There are some major changes this year.

REGISTRATION: You must register every year. Early registration helps us arrange for the necessary number of classes and catechists. Please help us by registering promptly. A registration form is also a permission form for your child to attend classes at St. Olaf. Note: Registered families will receive a Faith Formation Handbook in the mail toward the end of August. You don't want to miss that.

- FEES:**
- Parishioners: \$60 for first child; \$100 maximum per family
 - Non-parishioners: \$90 for first child; \$130 maximum per family
 - Sacramental Fees: \$25 per child per sacramental year (Grade 2, Grade 9, Grade 10); and also \$25 per student preparing for a sacrament at a non-traditional time.

No child will be denied religious education because of inability to pay fees. Please contact us if you need fees waived.

CODE OF CONDUCT FORM: Please go over the Code of Behavior with your children and **return it with the registration form.** You and your children must sign this.

PHOTO OPT-OUT FORMS: We have included a Photo Opt-Out Form with this packet. **Return it ONLY** if you **DO NOT** wish to have a photograph of your child appear in the newspaper or on our website.

GENERAL PARENT MEETINGS (held in Church)

Another parent meeting? Do I have to attend? I've been to so many! Well, yes, we need you to come to **one** meeting (four different options), I have to attend all four! I am making it as easy and painless as possible. We have some things to discuss. The four meeting options are during the first class of each session:

- **Sunday, September 17**—at **10:15 a.m.** and **6:00 p.m.**
- **Wednesday, September 20**—at **5:00 p.m.** and at **6:30 p.m.**

SESSION OFFERINGS*:

| | | |
|------------|------------------|--------------------------------------|
| Sundays | 10:15-11:30 a.m. | 4K-Grade 4 |
| Sundays | 6:00-7:30 p.m. | Grades 5-10 (including Confirmation) |
| Wednesdays | 5:00-6:15 p.m. | 4K-Grade 4 |
| Wednesdays | 6:30-8:00 p.m. | Grades 5-10 (including confirmation) |

***First day ONLY**—Everyone gathers in church (parents, students and catechists). When the students go to their classrooms I will meet with the parents. All students and catechists will return to the church for the last 15 minutes of class for a large group prayer service.

****Every day after the first day:**

- Children and Youth will begin class in their classroom.
- Everyone will end in church with a prayer service, the last 15 minutes of every class. **Parents are encouraged to attend the prayer service.**

ATTENDANCE: Attendance is important. If your child misses a class, please call us and make up the lesson(s) that are missed.

WEDNESDAY MEAL OPTION: “Dinner on the Run” is being developed to help families have a sandwich on Wednesdays with their busy schedules. More information will be in the handbook.

HOMESCHOOLING: If you homeschool your child for Faith Formation, the fees are the same as those listed. You must still register. Students who are homeschooled will have packets of homework that will have to be turned in periodically. It is not recommended to homeschool for Confirmation.

SACRAMENT PREPARATION:

Separate mailings will be sent out to:

- **Families with 2nd graders for First Reconciliation and First Eucharist Information**
**If you have a child older than 2nd grade who has not made their 1st Reconciliation (Confession), and/or their 1st Communion, please make sure you mark that on the Registration Form so you will also receive the separate mailing.*
- **Families with 9th and 10th graders for Confirmation**
**9th and 10th graders will be confirmed in the Spring on 2018.*

NOTE: 8th grade is considered a Pre-Confirmation year.

VACATION BIBLE SCHOOL (VBS): Vacation Bible School will take place July 31-August 3, 9 a.m.-noon at Christ Lutheran Church for ages 3 through those entering Grade 6 in the fall. A VBS packet is included with this mailing.

EMAIL and WEBSITE...and ADDRESS / PHONE # / EMAIL CHANGES :

- Please include your email address on your Faith Formation Registration Form. We are making an effort to communicate with our families by email.
- St. Olaf **website** is: www.stolafdeforest.org. We will include reminders, cancellations and offerings of interest to families.
- Please help us keep our records up-to-date by notifying the Parish Office **(846-5726)** or email us when you have a change of address, phone number or email during the school year.

NOTE: There will be a separate mailing for Juniors and Seniors.

Thank you for registering promptly!

Sincerely,

Paula Hill
Director of Religious Education
846-5726, ext. 14
dre@saintolafchurch.org

**ST. OLAF FAITH FORMATION
2017-2018**

**PHOTOGRAPHY
OPT-OUT FORM**

*(Complete and return this form **ONLY** if you do **NOT** give permission for your child to appear in possible program publicity photos, including newspapers and postings on the website.)*

Classroom activities and events sometimes are photographed for purposes of news media coverage (newspaper, newsletters, website, brochure, etc.).

If you do NOT wish to have your child photographed for news media or publicity purposes, sign and return this form.

This will apply to the 2017-2018 St. Olaf Faith Formation Program. If at any time you wish to change your child's status, the form will be available at the Parish Center Office.

_____ **No Photo, No Name**

_____ **Photo, No Name**

Parent's or Guardian's signature

Date

(Please print)

Student's full name _____

Student's grade _____

Student's full name _____

Student's grade _____

Student's full name _____

Student's grade _____

Student's full name _____

Student's grade _____

ST. OLAF CODE OF BEHAVIOR

St. Olaf Faith Formation Program is committed to creating and maintaining an atmosphere of love, prayer and respect. In order to achieve that goal, we have basic behavior expectations. Parents and children are asked to sign this code of behavior. **We are asking parents and children to discuss why faith formation is important to your family and why parents send their children to faith formation classes.**

Some of the basic expectations include, **but are not limited to:**

Respecting the prayerful atmosphere

Respect of: Self, peers, catechists, aides, and other adults, children and youth

Respect property of others and the church

Respect the drop-off and pick-up rules

Participation by listening, only one person talking at a time, and respecting the opinions of others especially if those opinions are different from your own

NO CELL PHONES OR ELECTRONICS—NO cell phone calls, texting, or electronics of any type will be allowed! Cell phones and electronics will be collected at the beginning of every class. *(Please keep these items at home!--If a student needs to use a phone, they may ask for permission to use an office phone.)*

Discipline Procedures:

1. The catechist will ask the student to stop the unacceptable behavior.
2. If that behavior continues the student will be sent to the office of the DRE/CRE.
 - a. The DRE/CRE will discuss the situation with the student.
 - b. The DRE/CRE will determine if the student will return to class that day.

If the student returns to class that day, he/she will be escorted to class by the DRE/CRE and will apologize to the class and catechist.
3. If the student is sent to the office a second time (in the year), a conference will be arranged between the DRE/CRE, Catechist, Parents and Student. Following that conference one of the following consequences will be determined:
 - a. The student will be allowed to return to class with the parent also attending
 - b. The student will receive individual instruction
 - c. The student will be home schooled
 - d. Other

Please sign and return the bottom portion to: St. Olaf Faith Formation Office, 623 Jefferson St., DeForest 53532. ***Keep the top half of this form for your records. Thank you!***

✂-----

I have read the St. Olaf Code of Behavior and I agree to follow the Code of Behavior.

| | | |
|-------------------------------------|--------------------------|-------|
| _____ | _____ | _____ |
| Print parent name | Parent signature | date |
| _____ | _____ | _____ |
| Print student name and grade | Student signature | date |
| _____ | _____ | _____ |
| Print student name and grade | Student signature | date |
| _____ | _____ | _____ |
| Print student name and grade | Student signature | date |
| _____ | _____ | _____ |
| Print student name and grade | Student signature | date |