

# *St. Pius X Faith Formation Office*

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***Spring/Summer 2016***

Dear Faith Formation Family,

Enclosed is your registration packet for the 2016-2017 school year. Please complete the packet as soon as you can. Note the dates listed for registration. Be sure to mark them on your calendar.

Registering early allows us to recruit enough catechists/aides, purchase enough books and materials for your children, and ensures you get your requested session. Remember, it is possible that a grade level could close due to the classes reaching their capacity.

The registration packet is easy to follow. We do ask that you come to a registration afternoon/night with this packet completed. If you know any neighbors and friends who would also like to become a part of our Faith Formation family, registration forms can also be found ready to download on the parish website at [www.stpiuslombard.org](http://www.stpiuslombard.org).

As a reminder, the information on the medical release form will remain secure in our Faith Formation Office. No information will be released to solicitors. This form will help our office, if for some reason there is a medical emergency that occurs with your child.

Remember that most of the communication from our FF office to you as a FF family is done via e-mail blasts. Please be sure that we have a current e-mail address to reach your family. Also, be sure that your computer will accept an e-mail which includes many addresses and will not label it as "spam".

We are looking forward to a great year!!

Blessings,

Colleen Lowery  
Director of Faith Formation

Laura Mora  
Faith Formation Administrative Assistant

**Summer FF Office Hours**

**Mon – Thurs 9am – 1pm**

**Office closed week 07/25 – 29**

**08/01 – 5**

**1025 E. Madison St., Lombard, IL 60148 • 630-627-1551**

**[faithformation@stpiuslombard.org](mailto:faithformation@stpiuslombard.org)**

# 2016 – 2017 Registration Information

## Early Registration Dates

### **(Discount Tuition)**

Saturday, April 23<sup>th</sup> from 4:30 – 6:30 pm (Church Narthex)

Sunday, April 24<sup>th</sup> from 9:00 am – 1:00 pm (Church Narthex)

Monday, May 2<sup>nd</sup> from 5:30 – 6:30 pm (Church Narthex)

## Late Registration Dates

Saturday, August 13<sup>th</sup> 4:30 – 6:30 pm (Church Narthex)

Sunday, August 14<sup>th</sup> from 9:00 am – 1:00 pm (Church Narthex)

**We accept Registrations during our summer office hours.**

The following items are necessary to complete your registration:

- ✓ Filled out **Registration Form**
- ✓ Signed **Tuition Contract**
- ✓ **Medical Release Form**
- ✓ Full payments of tuition - Families with genuine financial need, contact the Faith Formation Office to talk with the Director.
- ✓ Current **Manna Statement** if using Manna. All families are encouraged to participate in the Manna Program. It can pay all or part of your tuition.
- ✓ **New Students Only:** Baptism & Communion Certificates
- ✓ **Volunteer Form(s)**

## Programs and Class Sessions

**Kindergarten (5 year olds)** - Children are eligible if they are 5 years old by Sept. 1.

**Elementary Grades 1 to 8** – All families are expected to actively participate in Sunday liturgy with your child/ren and talk to your child/ren about their religion lessons weekly.

**Class Sessions** ~ Classes are filled on a first come basis.

Monday	6:30 – 7:45 pm	Grades 1 - 5
Monday	6:30 – 8:00 pm	Grades 6, 7 & 8
Wednesday	4:30 – 5:45 pm	Grades K – 5

**First Communion or Confirmation are two years of preparation to receive the Sacrament.  
First Communion prep. begins in grade One. Confirmation prep. begins in grade Seven.**

The *Faith Formation Family Handbook* will be distributed at the Parent Meeting in September

## 2016 – 2017 TUITION POLICIES & FEES

### **TUITION POLICY**

Tuition is based on being a registered parishioner who supports our parish's financial needs.

A non-parishioner is not registered in the parish, does not support our parish and pays higher tuition. Payment is expected at registration.

**Manna Program** – **IT COSTS YOU NOTHING!!!** Help pay your tuition by purchasing gift certificates/cards at stores where you normally shop. Participants' tuition is reduced annually at registration based on earnings. Families who request Financial Assistance **need to participate** in this program. **Remember... *using Manna can greatly reduce your tuition.***

**Return Check Fee** (NSF) - \$15.00

**Sacramental Program Fee** - Grade 2 = \$ 50.00  
Grade 8 with Confirmation Robe = \$65.00  
Grade 8 without Confirmation Robe = \$50.00

### **Looking for a way to reduce your tuition???** **Volunteer in one of our classrooms as a.....**

- Catechist- you pay 50% of tuition & full Sacrament fee
- Catechist Aide - you pay 75% of tuition & full Sacrament fee
- Office Aide or YM Leader you pay 75% of tuition & full Sacrament fee

**.....the sign up sheet is located at the back of this booklet!**

# Registration Form for 2016- 2017

## Parent/Guardian Information

<b>FAMILY NAME</b>	<b>Parish Member?</b>	<b>Yes</b>	<b>No</b>
<b>ADDRESS TOWN/ZIP</b>			
<b>Home Phone</b>		<b>Family E-Mail</b>	
<b>Father's Name</b>	<b>Cell #</b>	<b>Wk #</b>	<b>Catholic? Yes No</b>
<b>Mother's Name</b>	<b>Cell #</b>	<b>Wk #</b>	<b>Catholic? Yes No</b>
<b>Emergency Contact:</b>		<b>Phone:</b>	
<b>Marital Status</b>	<b>Married</b>	<b>Divorced</b>	<b>Separated</b>
<b>Other</b> _____			
<b>Is student living with both parents??</b>		<b>Yes</b>	<b>No</b>
<b>Who has primary custody?</b>			
<b>Other than parents/guardians the following name(s) can pick up my child:</b> _____			
_____			
<b>List any name(s) who legally cannot pick up your child:</b> _____			

## Student Information

<b>Student</b>	Student #1	Student #2	Student #3	Student #4
First Name				
Last Name				
Date of birth				
Gender				
Grade in 2016-17				
<b>School Attending</b>				
<b>Medical Academic Needs</b> <small>(allergies, glasses, reading below grade level, ADD, etc.)</small>				
<b>Sessions</b>				
<b>Mon. Gr. 1 – 8</b>	<b>Mon. 6:30</b>	<b>Mon. 6:30</b>	<b>Mon. 6:30</b>	<b>Mon. 6:30</b>
<b>Wed. Gr. K - 5</b>	<b>Wed. 4:30</b>	<b>Wed. 4:30</b>	<b>Wed. 4:30</b>	<b>Wed. 4:30</b>

\*\*\*\*If your child/ren is new to our program this year, please complete the information below.

A copy of your new child/ren's Baptism and Communion Certificates must be attached. \*\*\*\*

**Child Name**

Sacraments Received: Baptism \_\_\_/\_\_\_/\_\_\_ Church \_\_\_\_\_ Reconciliation \_\_\_/\_\_\_/\_\_\_  
 Church \_\_\_\_\_ Eucharist \_\_\_/\_\_\_/\_\_\_ Church \_\_\_\_\_

**Child Name**

Sacraments Received: Baptism \_\_\_/\_\_\_/\_\_\_ Church \_\_\_\_\_ Reconciliation \_\_\_/\_\_\_/\_\_\_  
 Church \_\_\_\_\_ Eucharist \_\_\_/\_\_\_/\_\_\_ Church \_\_\_\_\_

**Early Registration Tuition Discount  
Register before June 15 and save \$\$**

**Tuition Contract ~ 2016 – 2017**

**Tuition**

1 Child        \$205.00 (**Early discount \$185**)  
 2 Children    \$260.00 ( “        “        **\$235**)  
 3 or more     \$315.00 ( “        “        **\$285**)

**Sacramental Program Fee**

\$50.00 per student in Grade 2  
 \$50.00 per student in Grade 8 **without** Confirmation Robe  
 \$65.00 per student in Grade 8 **with** Confirmation Robe

<b>Tuition</b>	
<b>Sacramental Program Fee(s)</b>	+
<b>Catechist/Aide Discount</b>	-
<b>Financial Assistance</b>	-
<b>Manna Credit Due</b>	-
<b>TOTAL DUE</b>	

**Full Tuition Payment and Sacramental Program Fees due with registration.**

I will pay tuition and sacramental program fees in full with this registration. I understand that I will not be able to register in this program next year until full payment has been made for this year.

Please make check payable to St. Pius X Faith Formation and **sign**, and **date** this contract.

**Parent / Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

OFFICE USE ONLY				
Date Rcvd _____	# Chi Reg. _____	Tuition _____	Cat. @ 50% _____	Aide @ 25% _____
Gr.2 Sac. Fee _____	Gr.8 Sac. Fee _____	Confirmation Robe: yes _____	No _____	
Paid at Reg. _____	Ck. # _____	Cash _____	Manna Pymt. _____	
Bal. Due _____				

# Financial Aid Form – 2016 - 2017

**Application must be made yearly - participation in the Manna Program is expected**

This is a confidential request for reduced tuition. This information will remain confidential.

Name: \_\_\_\_\_ Home Phone \_\_\_\_\_

Number of children in FF program: \_\_\_\_\_ Cell Phone \_\_\_\_\_

➤ **My family needs reduced tuition because . . . .**

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I will be participating in the Manna program. My Manna registration form and order form are filled out with check attached.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

➤ **I will make equal payments as follows per my conversation with the director:**

I will be participating in the Manna program. My Manna registration form and order form are filled out with check attached.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

For office use only

Reduced tuition amount \_\_\_\_\_

Parent is catechist or aide \_\_\_\_\_

Manna papers returned on \_\_\_\_\_

Approved by \_\_\_\_\_

2016-2017 School Year

## **MEDICAL RELEASE FORM**

This form must be completed and returned with your registration form

**FAMILY NAME** \_\_\_\_\_ **PARISH NUMBER** \_\_\_\_\_

**STUDENTS:** \_\_\_\_\_

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **CELL** \_\_\_\_\_

**EMERGENCY NAME/NUMBER** \_\_\_\_\_

I grant permission for the administration of first aid to my above named children by the people in charge of **St. Pius X Faith Formation**, and those transporting my child to and from the program as their judgment deems advisable, and to make the necessary referrals to qualified physicians for treatment of illness or accidents of a more serious nature. I understand that I will be promptly notified in the event of any serious illness or accident and prior to any major surgery, except when delay in such communication would endanger life. In case of a medical emergency, I understand that every effort will be made to contact the parents/guardian of the participant. In the event I cannot be reached I hereby give permission to the physician selected by the adult staff to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery, if deemed as necessary for my child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Physician

\_\_\_\_\_  
Phone Number

### **IMPORTANT MEDICAL INFORMATION (Allergies, medications, etc)**

### **INSURANCE INFORMATION**

Policy in name of \_\_\_\_\_ Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Identification Number \_\_\_\_\_

\*\*\*Please advise the Faith Formation Office immediately of any changes to the above information.

PLEASE RETURN THIS FORM WITH YOUR REGISTRATION

# SHARE YOUR TIME & TALENT!!

Become involved with your children!



Name \_\_\_\_\_ Email address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Catechists pay 50% tuition**  
**Catechist Aides & Office Aides pay 75% tuition**  
**Catechist training & support is provided**

## Class Sessions & Grade Levels

Circle one

Monday evenings from 6:30– 7:45 pm for Grades 1 through 5

Monday evenings from 6:30– 8:00 pm for Grades 6 through 8

Wednesday afternoons from 4:30 – 5:45 pm for Grades K through 5

**All volunteers working with children must complete a Protecting God's Children Workshop offered through our Diocese and a Background Check.**

- \_\_\_\_\_ I would like to be a **Catechist** (Shares and teaches our faith with the children of our parish weekly, attends Initial Certification and hours of ongoing education / formation, and attends parish catechist meetings.)
- \_\_\_\_\_ I would like to be a **Catechist Aide** (Assists the Catechist in the classroom.)
- \_\_\_\_\_ I would like to be an **Office Aide** (Collects attendance folders, answers phones, office work.)
- \_\_\_\_\_ I would like to be a **Substitute Catechist** (While we may not call on you often, emergencies do arise.)

PLEASE RETURN THIS FORM WITH YOUR REGISTRATION



# Become a Faith Formation Volunteer!

As we expand our Faith Formation program, we have an expectation for all families to become involved in our volunteer opportunities. Please check any/all choices below as to where you would like to become involved. Your choice may be to become a catechist/aide/substitute for our classes. That option is located on the previous page. Additional options are listed below. If you cannot help with one of the options below, but can help prepare some items at your home, we'd love to have your help in this way, too! Please turn in this sheet at registration night.

\_\_\_\_\_ **Liturgy of the Word for Children** – We are searching for volunteers. Training and materials will be provided. Currently we provide this ministry to PS through grade 2 children and they really love it. Attending the Protecting God's Children class is required.

\_\_\_\_\_ **Grade 2 Sacrament Committee** – We need two parents to chair this committee, one from Faith Formation and one from school. Notes and materials from previous years are available. Organize half day Loaves & Fishes retreat and prepare fabric for Communion pew marker. Attending the Protecting God's Children class is required. More opportunities to volunteer for the 2<sup>nd</sup> Grade Sacraments will be made available at the 2<sup>nd</sup> Grade Sacrament planning meeting in fall.

\_\_\_\_\_ **Fellowship Sunday Coordinator** – We need two parents to shop for any additional supplies needed (you will be reimbursed). You will be getting a listing of FF 7<sup>th</sup> and 8<sup>th</sup> grade families who will be expected to bake/set up & clean up. You will need to be on board that weekend as our "go to" person who will check in students/bakers/oversee set up & clean up. We are usually scheduled for the first weekend in October or November.

\_\_\_\_\_ **Publicity** – There are a lot of wonderful things happening every year in the Faith Formation Program. We are not always able to find time to take and get photos with a brief caption to the local and diocesan newspapers and the parish newsletter.

\_\_\_\_\_ **Fund Raising** – We need a few great folks to oversee our fundraising goals. (One way would be to organize a bake sale through flyers, organizing bakers/people to man the tables.)

\_\_\_\_\_ **Substitute Catechist** – While we may not call on you often, emergencies do arise.

\_\_\_\_\_ **Help from Home** – Organize crafts, cut out items, and so much more!!

**Additional ways to volunteer will be made available throughout the school year as they become available.**

Family Name \_\_\_\_\_ Mom \_\_\_\_\_ Dad \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH YOUR REGISTRATION**

# St. Pius X MANNA Program

## What is the MANNA program?

Through an organization called The Manna Group, St. Pius X School purchases grocery, gas, restaurant, and retail gift certificates and gift cards each week. These cards and certificates are purchased at a discounted rate that varies 3% to 30%. St Pius then sells them to school and parish families at full face value. The profits earned through this program are applied, as directed by the participating family, in one of the following ways:

- St. Pius X School Families
  - ▣ 70% to the family's tuition
  - ▣ 30% to the St. Pius X School operating fund
- St. Pius X Faith Formation Families
  - ▣ 47% to the family's tuition
  - ▣ 23% to the religious education program
  - ▣ 30% to the operating budget

## Who can participate in the MANNA program?

The MANNA program is open to everyone in the Sr. Pius X Parish.

- **St. Pius Faith Formation Families:** By participating in the Sr. Pius X MANNA program, 47% of all MANNA earning will be applied toward next year's tuition bill, 23% of your earnings will be applied to the Faith Formation program, and the remaining 30% goes to the St. Pius X School operating fund. At no time can money be directly refunded to the participating family.

## How do you begin participating in the MANNA program?

There are three ways to participate in the MANNA Program.

- **Automatic Withdrawals:**
  - ▣ Complete a registration form, standing order form, a MANNA order form, and provide a voided check or savings deposit slip as well as indicating if you would like your order place weekly or the first Sunday of every month,
  - ▣ Depending on which delivery option you choose, your order will be ready for pick up on Wednesday from 2:00 to 3:00 pm in the parish office, on Sunday between 9:00 and 11:00 AM in the Mary's Room, or sent home with your student on Wednesday.
- **Weekly Orders:**
  - ▣ Complete a registration form and a MANNA order form.
  - ▣ Return it to the rectory in an envelope marked MANNA by 11:30 AM on Sunday.
  - ▣ Depending on which delivery option you choose, your order will be ready for pick up on Wednesday from 2:00 to 3:00 PM in the Parish Office, on Sunday between 8:30 and 11:30 AM in the Mary Room, or sent home with your student on Wednesday.
- **Quick Manna:** Quick Manna gives St. Pius X parishioners the opportunity to 'walk in' and make a smaller quantity purchases directly.
  - ▣ Stop in the Mary Room on Sunday between 8:30 and 11:30 AM or in the St. Pius S X School lobby on Friday between 8:30 and 9:15 AM (during the school year).
  - ▣ Complete a quick Manna order form.
  - ▣ Once your order is filled, make a check payable to St. Pius X Manna and receive your gift certificates and gift cards. CASH CANNOT BE ACCEPTED.

## Where do I get registration and order forms?

Registration and order forms are available in the Mary Room, school office, Faith Formation Office, or on the St. Pius X School website.