

St. James the Apostle
Office of Religious Education
490 South Park Blvd.
Glen Ellyn, Illinois 60137

Registration for the 2017-2018 Religious Education Classes

Registration for the 2017-18 year has begun! Attached is the registration packet for the catechetical programs at St. James including our Early Childhood (3, 4 and 5 year olds) and our Grade 1-8 programs.

PLEASE NOTE THE REVISED DEADLINES FOR THE UPCOMING YEAR!!



Now through April 28th (discounted early registration fees apply with an incentive) if registration is returned by April 28th, your family will be entered into a drawing a chance at winning one of three prizes: 1st prize is free tuition, 2nd prize is ½ tuition and 3rd prize \$50 gift certificate to BP/Amoco which will be awarded on April 29th

April 29th to June 2nd: early registration (discounted fees)

June 3rd to August 1st: standard registration - **Middle School Students** – if you want to remain in the same class (7th and 8th grade students) or form a 6th grade class, you **must** register by the August 1, 2017 deadline.

August 1st: **Registration Deadline**; receiving registrations by August 1st helps us to ensure that we have an adequate number of catechists and aides.

August 2nd: acceptance of your registration on or after August 2nd will be based on the availability of space, the availability of a catechist and late fees will be imposed.

Once complete, the attached registration forms can be dropped off at the Office of Religious Education (RE), placed in the locked drop box outside Door 1, scanned/emailed to the RE office at reo@stjamesge.org or mailed to the RE address above. You will receive an email confirming their receipt.

- Form A: Authorization Forms (one per family)**
- Form B: Registration Forms by Grade Level (one per child)**
 - A copy of the student's baptismal certificate is required for all students registering for classes for the 2017/2018 school year if it was not provided previously. Registrations will not be processed for the 2017/18 school year until a baptismal certificate is on file with the RE office.
 - Incoming 7th/8th grade students must have submitted a completed service project form for the previous year before their registration can be processed. Registrations will be held and late fees imposed until service project form is received.
- Form C: Payment Forms (one per family)**

Please note that credit card payments are not processed until October 1, 2017.

If you have any questions, please do not hesitate to contact us at reo@stjamesge.org or 630.858.5646. We look forward to a wonderful faith filled year as we travel on our lifelong journey of learning about our faith and our mission as His disciples.

FORM A – page 1 of 2

St. James the Apostle Office of Religious Education
2017/2018 Registration & Authorization Form

Contact Information (one per family)

St. James Registered Parishioner Yes No

_____ Last Name _____ First Name (Adult) _____

_____ Address _____ City _____ State _____ Zip code _____

Email Address: _____

_____ Home Phone

_____ Cell Phone

Please select option:

- Yes I'd like a text to my cell number AND an email alert for emergency closings
- No I'd prefer email alerts ONLY for emergency closings

Emergency Contact: _____ Name _____ Relationship to student(s) _____ Phone _____

Publication of Student Images

The RE office may produce in digital or still photographs images of the students or their work. Such productions may be used for the educational and/or marketing purposes of **only** the Office of Religious Education at St. James the Apostle Parish. These images may be copied for use in the bulletin or other promotions of the Office of Religious Education at St. James the Apostle Parish only.

Please select option below:

- Yes Pictures of my child(ren) are permitted.
- No Pictures of my child(ren) are **NOT** permitted.

FORM A – page 2 of 2

Pastoral Policies & Standards Form
2017/2018 Registration
(one form per family)

Pastoral Policies & Standards

The Diocese of Joliet requires that the parents of all children enrolled in diocesan schools and religious education programs receive and review a copy of *The Pastoral Policy Regarding Sexual Abuse of Minors (2013)* and *The Standards of Behavior for Those Working with Minors*. These documents are available on our church website (www.stjamesge.org) and on the Diocese of Joliet website (www.dioceseofjoliet.org).

- By checking this box, I acknowledge that I understand that I am responsible to become familiar with the contents of these documents and I agree to abide by and to conduct myself in complete accord with them.

Family Name: _____
Last Name (Please PRINT)

Signature: _____

FORM B

Registration Form for **Early Childhood**

Student Information (per child)

Child's Last Name

Child's First Name

Date of Birth

Age (as of 9/1/2017)

Public School Attending (if applicable)

Special Needs: _____

Food Allergies: _____

Class Information: (classes begin September 24, 2017):

Early Childhood (3, 4 & 5 (kindergarten) year olds) Sundays during 9:00 AM Mass



FORM B

Registration Form For

Elementary School (Grades 1-5)

Student Information (per child)

Child's Last Name

Child's First Name

Date of Birth

Age

Grade

(2017-18 school year)

Public School Attending

Special Needs: _____

Food Allergies: _____

Sacraments Previously Received: (indicate all that apply)

Baptism

Yes No

A copy of the student's baptismal certificate is required for all students registering for classes for the 2017/2018 school year if it was not provided previously. Registrations cannot be processed for the 2017/18 school year if a baptismal certificate is not on file with the RE office.

Reconciliation

Yes No

First Communion

Yes No

Class Information: (please check where appropriate):

Grades 1 through 5: Tues 4:30-6 PM Wed 4:30-6 PM Wed 6:30-8 PM
(indicate 1st, 2nd and 3rd choice of class time)

Class assignments will be on a first come/first serve basis

Classes Begin September 19th and 20th

FORM B
Registration Form
for
Middle School (Grades 6-8)

Student Information (per child)

Child's Last Name _____

Child's First Name _____

Date of Birth _____

Age _____

Grade _____

(2017-18 school year)

Public School Attending _____

Special Needs: _____

/Food Allergies: _____

Sacraments Previously Received: (indicate all that apply)

Baptism

Yes No

A copy of the student's baptismal certificate is required for all students registering for classes for the 2017/2018 school year if it was not provided previously. Registrations cannot be processed for the 2018/19 school year if a baptismal certificate is not on file with the RE office.

Reconciliation

Yes No

First Communion

Yes No

Class Information: (please check where appropriate)

Middle school classes meet in the catechist's home & class schedule/time is set by the catechists.

Grade 6: This is year one of a three year journey toward confirmation. Students are placed in individual small groups that they remain in for all 3 years. Lead catechist set the date and time that they wish to hold classes in their home. Historically the majority of our 6th grade catechists have selected Sunday afternoon or evenings. Since the catechist has the flexibility to set the day and time of their class, should you need a specific day and time, please consider becoming a lead catechist.

If you have had a conversation with a catechist regarding your 6th grade child being in their class, please indicate their name here: _____.

We will contact the catechist to confirm.

Class assignments will be on a first come/first serve basis

Grades 7 & 8: Students remain in same class as last year unless you notify us of a need to change time/day. A completed service project form for the previous year must be submitted before registration for the 2017/18 school year will be processed. Registrations will be held & late fees imposed until service project form is submitted.

**Middle School Catechists will contact you in mid-September with Class Schedule
Classes typically begin in October**

FORM C – page 1 of 2

Payment Information
2017/2018 Registration (Classes begin September 19th and 20th)
(one form per family)

	Early Registration (By 6/02/17)	Standard Registration (6/03/17 to 8/1/17)	Late Registration (After 8/01/17)	
Early Childhood (only**) (classes begin 9/24/17)	\$100/child	\$120/child	\$150/child	
				TOTAL \$ _____

** For families with children in the Early Childhood program only

OR

	Early Registration (By 6/02/17)	Standard Registration (6/03/17 to 8/1/17)	Late Registration (After 8/01/17)	
St. James Parishioners:				
One Child	\$200	\$250	\$325	\$ _____
Two Children	\$250	\$300	\$375	\$ _____
Three or more Children	\$300	\$350	\$425	\$ _____

Non - St. James Parishioners:

One Child	\$250	\$300	\$375	\$ _____
Two Children	\$300	\$375	\$450	\$ _____
Three or more Children	\$400	\$475	\$550	\$ _____

Volunteer Reduction (choose one):

Catechist – tuition reduced 50%	\$ (_____)
Aide – tuition reduced 25%	\$ (_____)

Sacramental Fee(choose all that applies):

1 st Reconciliation & First Communion	\$80.00 per child	\$ _____
Confirmation	\$80.00 per child	\$ _____

TOTAL \$ _____

FORM C - PAYMENT INFORMATION FORMS (pg. 2 OF 2)


Payment arrangements must be made at the time of registration. There are two options: 1) Pay in full at time of registration or 2) Pay in 6 equal monthly installments. Either option can be paid by cash, credit card or ETF from checking account.

LAST	FIRST
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ADDRESS

CITY	STATE	ZIP CODE
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PAYMENT OPTION: <input type="checkbox"/> Option #1 - Payment in full <input type="checkbox"/> Option #2 - Payment in 6 installments Choose one: <input type="checkbox"/> 1st of month or <input type="checkbox"/> 15th (Option #2 payments begin in October)	FUNDS AND AMOUNTS: Total Payment Due: \$ _____ Monthly Payment Option: 6 payments Amount of monthly payment: \$ _____ (Total payment divided by 6)
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Please debit my tuition payment from my: <input type="checkbox"/> Savings Account (contact bank for routing #) <input type="checkbox"/> Checking Account (attach voided check to this form) Routing #: _____ (Valid Routing # must start with 0, 1, 2, or 3) Account #: _____	Where to find routing and account number on face of check:  9 Digit Routing Number Your Account Number NOTE: Savings account routing and account numbers can only be retrieved from your bank.
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I authorize St. James the Apostle Church and Vanco Services, LLC to process debit entries to my account in accordance with the information provided above on this form. I am aware that this authority will remain in effect until I provide reasonable notification to terminate the authorization.

SIGNATURE: _____ DATE: _____

Credit Card	Please charge my payment to my (check one): <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> Amex
Credit Card Number:	Expiration Date:
Name as it appears on card:	
Billing address (if different from above):	
I authorize St. James the Apostle Church and Vanco Services, LLC to charge my credit card in accordance with the information provided above on this form.	
SIGNATURE: _____ DATE: _____	