

RELIGIOUS EDUCATION ++ HOLY FAMILY PARISH

2023/2024

REGISTRATION PACKET

Kindergarten thru 8th grade

Please review packet thoroughly for financial options and all items you may need to bring at the time of registration.

QUESTIONS * 815-730-8691**

Email: RE@holyfamilyshorewood.org

Religious Education Office Hours - **door #4**

Monday and Wednesday

2:00pm-7:00pm or by appointment

SUMMER RE REGISTRATION Office HOURS

May 10th thru May 31st

Monday, Wednesday, Thursday - 3:00pm-7:00pm

June and July

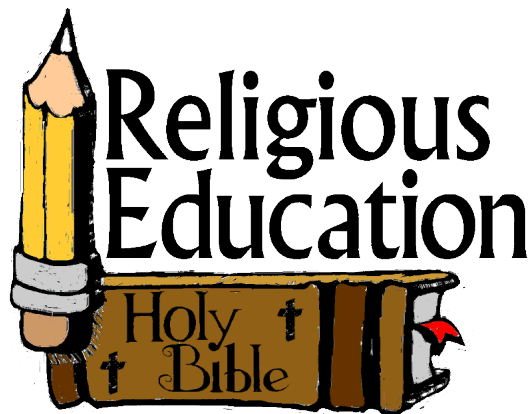
Monday, Wednesday, Thursday - 2:00pm-7:00pm

August 1st thru 17th

Monday, Wednesday, Thursday - 2:00pm-7:00pm

August 18th thru September 30th

Monday, Wednesday, Thursday - 3:00pm-7:00pm



SESSION TIMES ++++++ Sunday Session is 8:30am–9:45am,
Monday is 5:00pm-6:15pm and Wednesday is 6:00pm-7:15pm.

- **ONE CALL NOW** is the system we use to communicate urgent messages via your phone number. Please answer and listen to the message left for you.
- This year from October thru April, we will have a **RE FAMILY MASS** celebrated monthly at the Saturday 4:00pm Mass. Our RE students will greet you as you join us in Church. We encourage all our families to attend this Mass.

POINTS OF INTEREST...

- The **Intermediate Sacrament Preparation (ISP)** program is available to prepare children in grades 3 thru 8 who are in need of First Reconciliation and First Communion. This is a 2 year preparation program for First Reconciliation/Communion. The first year students attend class in their regular grade. The second year students (**called ISP**) will be pulled from their regular class on a scheduled basis and prepared for First Reconciliation and First Communion. This special class will meet only on Sunday's at 8:30am-9:45am. Students **MUST** attend the Sunday session for their regular grade level class during the 2nd year of preparation.
- Through the monthly generosity of our parishioners, the "**Samaritan Fund**" is available for any family in **financial need**. The process is very confidential. Please do not delay or decide not to participate in Religious Education due to financial concerns. You and your family are important to us. Holy Family Parish wants to support our community in need.
- Home School is offered for grades 3, 4, and 5 and is taught by the Parent to their children.
- If you are registering for **2nd grade**, we **MUST** have a copy of the Baptismal certificate before you can register for 2nd grade.
- If you are registering for **8th grade**, we **MUST** have a copy of the Baptismal certificate before you can register for 8th grade.
- **ONLINE registration:** please see separate information for ONLINE registration.

REGISTRATION IS IN-PERSON or ONLINE ONLY –
PLEASE DO NOT MAIL OR DROP OFF AT THE PARISH OFFICE
or SCHOOL OFFICE. Use door #4.

Registration Information

Dear Parents,

Registrations begin Wednesday, May 10th.

You will be able to register for all grades (K thru 8). Classes are filled on a first come-first serve basis. We do not have a WAIT list for any session.

Each year my staff and volunteers strive to improve our program and guide our children on a lifelong journey with Christ. As stated in so many church documents, **YOU** are the primary teachers of your children.

Let me express my sincere **THANK YOU** to all who volunteer in the Religious Education program. **Our program happens through the generosity of our volunteers. We need teachers (catechists) and aides for all days and times.** Please [give serious consideration](#) to being a part of this exciting ministry that serves the many families and children of our parish.

If we do not have enough volunteers, classes will be cancelled.

COMMUNICATION

- We communicate with you primarily through **emails**. Please keep your information current.
- You can always reach us through 815-730-8691 or RE@holyfamilyshorewood.org.

DAY OF REGISTRATION

The following forms are needed:

- Family Information form
- Returning Students Information form
- New Students form (if applicable)

Bring a copy of the NEW student's Baptismal certificate

- Photo Release/Cell Phone Policy form
- Volunteer form (if applicable)
- **FACTS 2023-2024 agreement number (if applicable)**
(make sure you FACTS/banking information is current and accurate)

Bring your chosen method of payment: cash, check, credit card, or FACTS #.

Info you should know....

**RE REGISTRATIONS WILL BE CLOSED FROM
August 25th thru SEPTEMBER 17th**

During this time the RE Office is preparing the final class lists,
attendance reports and getting together the books, bags, and folders etc.

We thank you for your patience during this busy time.

Registration will begin again Monday, September 18th at 3:00pm.

If you need to **change your class day and/or time**, you can do so thru
RE email (RE@holyfamilyshorewood.org) before **August 25th** at no charge.
After August 24th there will be a \$40.00 fee per family to change your class day
and/or time; the change will not be processed until the fee is paid. We will not make any
class changes between August 25th and September 17th.

Changes will take a week to process; we cannot do “same day” changes.

- ❖ If you are registering for **2nd grade**, we MUST have a copy of the
Baptismal certificate before you can register for 2nd grade.
- ❖ If you are registering for **8th grade**, we MUST have a copy of the
Baptismal certificate before you can register for 8th grade.
- ❖ Returning Students: we will verify that we have a Baptismal Certificate on
file before you can register.

2023/2024 FAMILY PACKET PICK-UP: (Contains RE yearly
schedule, car rider signs, student class information, etc.) +++ will be
distributed the first day of class at the student/parent meeting in the
gym.

2023-2024 VOLUNTEER MINISTRY DESCRIPTIONS

These tuition credits will be applied to volunteer families
in the RE program.

Ministry Description – Lead Catechist - \$200.00

- prepare and teach the lesson for the week
- follow the provided lesson plans
- work with co-catechist
- be in class 10 minutes before your session begins
- make sure attendance and emergency folder is up-to-date – notify RE Office of any discrepancies
- at dismissal stay with class until your students are picked up
- inform the RE office when supplies are needed in the classroom tote
- follow and participate in Diocesan Formation
- attend meetings as required by DRE

Ministry Description - Co-Catechist - \$150.00

- take over the class with scheduled lesson if lead catechist should not be available
- be in class 10 minutes before your session begins
- make sure attendance and red emergency folder is up-to-date – notify RE Office of any discrepancies
- at dismissal stay with class until your students are picked up
- inform the RE office when supplies are needed in the classroom tote
- follow and participate in Diocesan Formation
- attend meetings as required by DRE

Ministry Description – Special Classroom Assistant - \$125.00

- assist with students who need special help (perhaps one on one attention)
- be in class 10 minutes before your session begins

Ministry Description – Classroom Aide - \$100.00

- cover the class if catechist is not there, however, you are not required to teach the lesson
- be in the classroom each week to assist catechist with attendance, projects, etc.
- make sure attendance and red emergency folder is up-to-date – notify RE Office of any discrepancies
- at dismissal stay with class until your students are picked up
- inform the RE office when supplies are needed in the classroom tote
- keep an accurate account of tests, books, etc. and whatever the catechist may need
- be in the class 10 minutes before your session begins

Ministry Description - Hall Monitor - \$100.00

- sit in the hallway by Room 1 or Room 4 and monitor the activities and safety of student
- periodically check the hallways and bathrooms
- any suspicious activity must be reported to the RE office immediately
- be in position 10 minutes before class begins
- distribute classroom totes before class begins, pick up totes after class is over

Ministry Description – Parking/Dismissal - \$150.00

- should be at Holy Family 15 minutes before dismissal begins to sign in and assist with pick up
- any student not picked-up should be brought back to the RE office

***Tuition credit can only be applied to those 21 yrs. of age and older.
Credit only applies to tuition fees, not material fees, sacrament fees or bible fees.***

***Tuition credits will be applied against tuition and will be determined on basis
of participation and attendance.***

If you do two jobs:

(ie: parking and office or hall monitor and parking etc.)

***You will receive a full credit for both positions. Volunteer
credits cannot be applied to material fees, sacrament fees,
or bible fees.***

FAITH AND FINANCIAL AGREEMENT * 2023-2024

As a parent/guardian of a student in the Religious Education Program at Holy Family Catholic Church, I affirm my faith values and agree to my financial obligations.

FAITH

- I understand that I am the primary educator of my child(ren) in Religious Education.
- I understand that it is important for me to attend Sunday mass each week with my child(ren).
- I promise to create a Christian home, instill solid moral teachings, and respect for one another.
- I acknowledge and appreciate that the parish financial and spiritual investment in my family is important.
- I will actively give back to my parish through time, talent and treasure.

TUITION & FEES

- I agree to pay the tuition and fees according to the plan below.
- No family will pay more than \$600.00 total tuition and fees.
- Through the generosity of our parishioners, the "**Samaritan Fund**" is available to help those families who may be experiencing financial hardship. Since all transactions are confidential, please contact the Director, Leslie Krauledis, directly at 815-531-3761. SAMARITAN families MUST register in person.
- **ALL NEW FAMILIES** will receive the Early Registration tuition rate regardless of registration date.

| TUITION & FEES | | | |
|---|--------------------|------------------------------------|-------------------------------------|
| | Early Registration | Regular Registration | Late Registration |
| | <u>May-June</u> | <u>July-August 24th</u> | <u>after August 24th</u> |
| <u>GRADES 1 THRU 8</u> | | | |
| One child | \$250.00 | \$290.00 | \$320.00 |
| Two or more children | 360.00 | 410.00 | 450.00 |
| <u>KINDERGARTEN</u> | | | |
| Per child | 75.00 | 75.00 | 95.00 |
| <u>HOME SCHOOL (gr.3,4,5)</u> | | | |
| Per child-includes Materials Fee | 165.00 | 195.00 | 195.00 |
| Materials Fee for grades 1 thru 8 - \$50.00 per child * (no materials fee for Kindergarten and Home School) | | | |
| Bible Fee for grade 4 AND NEW students in 5TH - 8TH grade - \$33.00 *** | | | |
| First Reconciliation/First Communion Sacrament fee - \$60.00 *** Confirmation Sacrament Fee - \$65.00 | | | |
| Non-Parishioner Fee - \$75.00 | | | |
| Change Fee (class day and/or time) after August 24th - \$40.00 per family (must be paid when you make the change. No changes allowed between August 25th and September 17th. No charge for changes before August 25th. | | | |
| Textbook Replacement fee - \$26.00 | | | |

*** The bible used for 4th thru 8th gr. is "Catholic Youth Bible" from Saint Mary's Press. IF YOU ALREADY HAVE THIS BIBLE, YOU DO NOT NEED TO PURCHASE IT. Your child will be expected to bring this bible to class each week. You must inform the RE Office that you do NOT need this bible. (Bibles will be used each year in grades 4 thru 8.)

PAYMENT INFORMATION +++ In-Person Registration

- Any PAST DUE balances must be paid in full with cash/credit/debit card at time of registration before the 2023-2024 registration can be processed.
- The current year tuition and fees can be paid in the following two options: Payment in Full or Monthly Payment Plan Installments thru FACTS MANAGEMENT COMPANY.

LINK to FACTS: www.holyfamilyshorewood.org, under Religious Education – Registration tab.

FACTS link is on the left side of the page.

PAYMENT OPTIONS

- Payment in Full can be made with cash, check or credit/debit card at registration. For all credit/debit card payments, a service fee of 4% will be added to your total. American Express cannot be accepted.
- Payment thru the Monthly Payment Plan from FACTS*. All families **using FACTS** will need to sign up for the FACTS program **before you come in to register**. It is very important when registering that you SELECT **2023-2024 Religious Education** as the term.
- One time payment thru FACTS. You will be assessed an additional 2.95% service fee.

With FACTS, you will set up your own personal account with payment information. Your detailed banking/credit/debit card information is confidential between you and FACTS, and is NOT available to Holy Family. The Parish Accounting Office will activate and calculate your tuition and fees and post them to your FACTS account when your registration paperwork is processed. Holy Family reserves the right to adjust your amounts if your circumstances change. FACTS will notify you of any changes to your account. Please make sure your banking/account information is up-to-date.

***Monthly Payment Plan Information**

Monthly Payment Plan is only processed through FACTS. **Bring your FACTS Annual Agreement # with your registration.** There is a yearly FACTS management fee of \$50.00 that is withdrawn from your account when your registration is activated by Holy Family. The \$50.00 FACTS fee is NOT included in your Holy Family balance due and is paid directly to FACTS, not Holy Family. If using a credit/debit card there is an additional 2.95% service fee assessed on the monthly payment.

FACTS will withdraw your tuition/fees on the 1st of each month and will begin depending on your registration date (see schedule below). **Bring your FACTS Annual Agreement # with your registration.** There will be 6 draws or less depending on your registration date. Draws will take place September thru February. We need 21 days to fully process your FACTS and registration information, therefore we need to adhere to the following schedule:

| | | |
|---|---------------------------|---------------------------------|
| Registration by Aug 10 th | Sept 1 st draw | Payments spread over 6 payments |
| Registration by Sept. 7 th | Oct 1 st draw | Payments spread over 5 payments |
| Registration by Oct. 12 th | Nov 1 st draw | Payments spread over 4 payments |
| Registration by Nov 9 th | Dec 1 st draw | Payments spread over 3 payments |
| <i>There will be additional draws on both Jan 1st and Feb 1st to complete the payments.</i> | | |

If you cancel your contract with FACTS or stop payment, all remaining balances are due immediately to Holy Family Catholic Church. If account information changes, you must notify FACTS immediately.

If at any time you need to alter a FACTS monthly payment or need assistance in any way, please call the Holy Family Business Office for assistance at 815-531-3709. We need at least 3 days prior to your DRAW date to change/adjust your account.

PAYMENT INFORMATION +++ ONLINE Registration

ONLINE REGISTRATION is available using the following process.

1. Your online registration will NOT BE PROCESSED until any PAST DUE balance has been paid in full with cash/credit/debit card.
2. Go to the parish website (www.holyfamilyshorewood.org) and click on Religious Education.
3. Click on Registration tab at the top or bottom of the page
4. Click on ONLINE Registration Form
5. Fill-in all the required information. Please review the instructions on the right side.
6. You will receive an automatic confirmation email that your registration has been submitted.

We will mail you a copy of the financial agreement detailing your tuition/fees. All ONLINE registrations must use FACTS MANAGEMENT COMPANY for payments. With FACTS, you will set up your own personal account with payment information. Your detailed banking/credit/debit card information is confidential between you and FACTS, and is NOT available to Holy Family. The Parish Business Office will activate and calculate your tuition/fees and post them to your FACTS account after we process your registration. Holy Family reserves the right to adjust your amounts if your circumstances change. FACTS will notify you of any changes to your account. Please make sure your banking/account information is up-to-date.

LINK to FACTS: www.holyfamilyshorewood.org, under Religious Education – Registration tab. FACTS link is on the left side of the page.

ONLINE REGISTRATION PAYMENT:

- A. All families **NEW to using FACTS** will need to sign up for the FACTS program **before you register**.
- B. You can pay through FACTS on a monthly plan or a one-time payment.
- C. **MONTHLY PAYMENT PLAN:** There is a yearly FACTS management fee of \$50.00 that is withdrawn from your account when your registration is activated by Holy Family. The \$50.00 FACTS fee is NOT included in your Holy Family balance due and is paid directly to FACTS, not Holy Family. This fee is only accessed to you if you are using a payment plan thru your bank account or credit/debit card. If using a credit/debit card there is an additional 2.95% service fee accessed on the monthly payment.
- D. If **ONE-TIME PAYMENT:** you pay by credit/debit card as a one-time payment. You will be assessed a 2.95% service fee on the balance. There is also a \$5.00 service fee for a one-time payment.
- E. If you are a family requesting financial assistance from the parish Samaritan Fund, you cannot register online, you must register in person at the RE Office.

FACTS will withdraw your tuition/fees on the 1st of each month and will begin depending on your registration date (see schedule below). There will be 6 draws or less depending on your registration date. Draws will take place September thru February. We need 21 days to fully process your FACTS and registration information, therefore we need to adhere to the following schedule:

| | | |
|---------------------------------------|---------------------------|---------------------------------|
| Registration by Aug 10 th | Sept 1 st draw | Payments spread over 6 payments |
| Registration by Sept. 7 th | Oct 1 st draw | Payments spread over 5 payments |
| Registration by Oct. 12 th | Nov 1 st draw | Payments spread over 4 payments |
| Registration by Nov 9 th | Dec 1 st draw | Payments spread over 3 payments |

There will be additional draws on both Jan 1st and Feb 1st to complete the payments.

If you cancel your contract with FACTS or stop payment, all remaining balances are due immediately to Holy Family Catholic Church. If account information changes, you must notify FACTS immediately.

If at any time you need to alter a FACTS monthly payment or need assistance in any way, please call the Holy Family Business Office for assistance at 815-531-3709. We need at least 3 days prior to your DRAW date to change/adjust your account.

NEW FAMILIES & RETURNING FAMILIES

If you are registering a child who is NEW to our program, and your child was BAPTIZED AT A PARISH OTHER THAN HOLY FAMILY, you MUST provide a copy of your child's BAPTISMAL CERTIFICATE at the time of registration.

We will not be able to process registrations for NEW students without a copy of the Baptismal Certificate.

HOLY FAMILY RELIGIOUS EDUCATION

Date:

2023-2024 +++++Catechist/Volunteer Commitment

Catechists/Volunteers: This is our Catechist/Volunteer Commitment form. **If you are NEW to this ministry, congratulations and welcome. If you are RETURNING, congratulations on your continued support.** *We recognize that we could not do this ministry for our children without you.* If you are new to us, you must complete the PGC workshop and State of Illinois Mandated Reporter workshop (one time only) in addition to a background check (every 5 years). All these can be completed online. We will try to honor your requests but it is based on **first come, first served**. Please note: Catechists who have been teaching the same grade and wish to remain in the same grade will get priority to teach that grade. Questions: RE@holyfamilysshorewood.org or Leslie Krauledis at 815-531-3761.

CATECHIST/VOLUNTEER NAME _____

Address _____ city _____ zip _____

Email PRINT CLEARLY _____ cell # _____ home # _____

(CHECK ONE) **MINISTRY** (see separate information for descriptions)

Lead Catechist _____ Co-Catechist _____ Classroom Aide _____

Special Classroom Assistant _____ High School Aide _____

Grade for 2023-2024 _____ Day _____

Hall Monitor _____ Parking (drop-off/pick-up) _____

TUITION CREDITS should be applied to:

FAMILY NAME _____

Student Name(s) _____