

May 2011 A.D.

Dear Parents and Guardians:

As we bring our Religious Education program to a close, we have already begun planning for next year. Enclosed you will find your registration form for the 2011-2012 school year. **Please read all forms carefully as changes have been made for the upcoming year!** We ask that this form be completed and returned to the Religious Education Office with the tuition fee in a timely fashion. We do request that you give the registration process priority as we are enforcing a due date of July 1<sup>st</sup>. **Any registrations received after that date will be subject to a late fee.** (See registration form for additional fees.)

***The Religious Education office will be closed for the month of August. Any registrations not processed by the end of July will be handled in September when the office reopens on 9/6. Classes will begin the week of Sunday, September 18<sup>th</sup>.***

1. **The tuition is \$210.00 per child grades K-9** which includes all sacramental costs. As in the past, full tuition is due at the time of registration or it is considered incomplete and ***cannot be processed.*** (Please note that in cases of financial hardship, scholarships may be granted.) Please note the following: There is a tuition cap of \$650.00 per family. Tuition is required for **ALL students: pre-K through 9<sup>th</sup> including Home-Schooled students!**
2. The **schedule of the class times and hours** being offered for the 2011-2012 school year ***has changed.*** Please take note of the class sessions and times on page 3.
3. The **Confirmation students** will meet on a monthly basis starting in September. A schedule will be sent to all registered Confirmation candidates over the summer. The program will consist of meetings, masses, on-going service activities, a culminating service experience pot luck supper and a retreat. ***Please note that the tuition for the Confirmation students of \$210. 00 is the same as K-8 and the same registration due date is in effect!***
4. **Volunteer Sign-up form:** Your commitment to help in these areas is a vital part of your children's religious education. We will offer training and guidance to all prospective catechists. **For the safety and security of your children, we will assign Hall Monitor Volunteers to hall monitor duty during their child's class time.** If you can spare the time, please consider volunteering for hall monitor.

***\*\*\* Catechists are the heart of our program. You may consider sharing a teaching position with another person if you can't commit to a weekly schedule.***

- 5. Absence policy: Our attendance policy concurs with the Byram Hills School District in that if your child is absent, we require a phone call from you to alert us that he/she will not be attending that day (914-273-8226). Our program has grown to almost 600 students and if 20 students are absent in one session, it is not beyond the realm of possibility that our phones could remain tied up for an extended period of time as we try to contact parents to address their child's whereabouts. These calls keep us from receiving other important incoming calls as well as bringing all other office activities to a halt. Please help us with this issue! Thank you.**
- 6. Early release from class: If you need to pick up your child early, please come into the office. We will bring your child to you. Due to security concerns, please do not go to the Classroom.**
- 7. Absences: Grades 6-8 are allowed 3 absences before make-ups are required. Makeup classes are held during Friday evenings in Lent. Contact our office if further information is required.**
- 8. If during the school year your child experiences a scheduling conflict, parents are responsible to contact your child's teacher to make up all work missed. Students will not be permitted to switch classes in such instances.**
- 9. Remember to obtain a transportation form from your child's school if bus transportation is used!!**

***Thank you for your time and attention to these very important matters. We are looking forward to the opportunity of working with you and your children in the coming school year!***

***The Religious Education Office***

# HOME SCHOOLING

St. Patrick's Religious Education Home Schooling Program for non-sacramental grades (3 & 5) is designed to involve the entire family in the learning process and promote a meaningful form of family catechesis. Students in this program will return to the classroom the following year. Parents who want to pursue the traditional classes have that option on Sunday morning when all classes will be taught.

Parents and students in the Home Schooling Program will be provided books and a link to online support. Students will be required to come in on prescheduled dates to take quarterly exams (tentatively Saturday afternoon at 4PM). If they do not pass at first, they can retake it as many times as necessary. There will be some family activities for the home-schooled students on Saturdays such as pot-luck dinners, instructional masses, etc., throughout the academic year.

## Class Sessions for 2011-2012

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**Sunday** – 9:20 to 10:20 AM - Grades – K, 1, 2, 3, 4, 5, 6, 7, 8

10:45 to 11:45 AM - Grades – 1, 2, 3, 4, 5, 6, 7, 8

**Monday** – 3:30 to 4:45 PM – Grades 4

3:45 to 4:45 PM – Grades 1, 2

6:00 to 7:00PM – Grades 6, 7, 8

7:30 to 8:30 PM – Grades 6, 7, 8

**Wednesday** - 3:30 to 4:45 PM – Grades 4

3:45 to 4:45 PM – Grades 1, 2

**Home School** – Grades 3, 5

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- Please enroll early if you must have a particular time and day. Registrations are entered as they are received in mail or in person.
- If you wish to car pool, we can only *try* to accommodate you if complete registrations are handed in together.
- Safety reasons will determine the size of classes being offered.
- The class times for the Monday and Wednesday afternoon classes are governed by the Byram Hills class dismissal schedules and will be adjusted if necessary. *Please note: If there is a scheduled early dismissal from school that is not weather related, there will be no afternoon classes because there would be no bus service available. However, unless otherwise stated, evening classes will continue as usual.*
- Because of scheduling complexities, when classes are finalized your class selection will be emailed to you. If your 1<sup>st</sup> selection is not available, you will be contacted immediately otherwise your classes will be e-mailed to you prior to the start of classes.
- Please save this information on your computer so it will serve as a reminder of your child's class throughout the summer months.
- Class size constraints limit the viability of switching classes because of sports schedules.

# THANK YOU FOR YOUR COOPERATION WITH EARLY ENROLLMENT!

## Tuition:

Before July 1: \$210 per child; Max \$610 per Family

July 1 – Sept. 1: \$225 per child; Max \$630 per Family

After Sept. 1: \$250 per child; Max \$650 per Family

## **Important Notice to all parents regarding our attendance policy at St. Patrick's**

**Our attendance policy concurs with the Byram Hills School District in that if your child is absent, we require a phone call from you to alert us that he/she will not be attending that day. Our program has grown to over 600 students and if 20 students are absent in one session, it is not beyond the realm of possibility that our phones could remain tied up for an extended period of time as we try to contact parents to address their child's whereabouts. These calls keep us from receiving other important incoming calls as well as bringing all other office activities to a halt. Any call which we make to you concerning your child's attendance is out of courtesy and a concern for your child's well-being but does not change the requirement for you to notify our office of the absence prior to the beginning of class. The phone number for the Religious Ed Office is 273-8226. Please help! Thank you!**

***Your signature on the registration form assures your compliance with this policy.***

# **Important Information** **about** **Class Cancellations**

**When classes are cancelled at the Byram Hills School District, our Religious Education classes are automatically cancelled. If schools are open but snow arrives during the day and is forecast to continue, afternoon and/or evening classes will be cancelled. And when all after-school activities are cancelled by Byram Hills, Religious Education afternoon classes are also automatically cancelled. You will be notified about whether evening classes will take place.**

**Listen to WFAS (103.9 FM, 1230 AM) or WHUD (100.7 FM) or Channel 12. You can also log onto Channel 12 which will give you a listing of school cancellations.**

**CHURCH OF ST. PATRICK - Religious Education**

**VOLUNTEER SIGN-UP**

**2011 - 2012 SCHOOL YEAR**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: HOME \_\_\_\_\_

WORK \_\_\_\_\_

CELL \_\_\_\_\_

E-MAIL \_\_\_\_\_

**VOLUNTEER OPPORTUNITIES: PLEASE CHECK ALL THAT APPLY**

	<u>Day(s)</u>	<u>Grade(s)</u>
TEACHING*	_____	_____
SUBSTITUTE TEACHING**	_____	_____
CLASS AIDE	_____	_____
CLASS PARENT	_____	_____
RELIGIOUS ED HALL MONITORS**	_____	_____
COMMUNION COMMITTEE	_____	_____
CONFIRMATION COMMITTEE	_____	_____
CHRISTMAS PAGEANT	_____	_____
BAKE SALES	_____	_____
FUND RAISERS (any ideas?)	_____	_____
OTHER (please specify)	_____	_____

**PLEASE RETURN WITH YOUR REGISTRATION FORMS TO THE  
RELIGIOUS EDUCATION OFFICE . . . THANKS !!**

**\*Teachers provide the foundation of our Program – Please be a volunteer-  
Your children will thank you!**

**\*\*Substitute Teachers provide support for the regulars!**

# Church of St. Patrick

## Religious Education Registration

Registration Year: 2011

P.O. Box 6, 29 Cox Ave., Armonk, NY 10504 (914) 273-8226

**Family Last Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Preferred Mailing:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Salutation:** ( i.e. Mr. Mrs. John Smith , Smith Family etc. ) \_\_\_\_\_ **Emergency Phone:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_ **Primary Email:** \_\_\_\_\_  
 \_\_\_\_\_ **Mom's cell / work phones:** \_\_\_\_\_ / \_\_\_\_\_  
**Father's Name:** \_\_\_\_\_ **Dad's cell / work Phones:** \_\_\_\_\_ / \_\_\_\_\_  
**Mother's Name:** \_\_\_\_\_ **Father's Religion:** \_\_\_\_\_  
**Mother's Maiden:** \_\_\_\_\_ **Mother's Religion:** \_\_\_\_\_

Child	Birthdate	Sex	Grade	Session 1st choice	Session 2ndchoice
<b>Sacrament and Date:</b> Baptism <input type="checkbox"/> _____ Catholic? <input type="checkbox"/> _____ Eucharist <input type="checkbox"/> _____ Penance <input type="checkbox"/> _____ Confirmation <input type="checkbox"/> _____					
<b>Church where Baptised:</b> _____ <i style="color: red;">First time Students: Please enclose Baptismal Certificate if baptised other than St. Patrick in Armonk</i>					

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<b>Church where Baptised:</b> _____ <i style="color: red;">First time Students: Please enclose Baptismal Certificate if baptised other than St. Patrick in Armonk</i>					

**Tuition Due \$** \_\_\_\_\_

After Sept 1: \$250 per child. Max \$650 per Family.  
 After July 1: \$225 per child. Max \$630 per Family.  
 Before July 1: \$210 per child. Max \$610 per Family.

**I have read and agree to the attendance and volunteer policies as stated in the registration materials.**  
**Signature:** \_\_\_\_\_

Contact the office for payment options. Scholarships available in case of severe financial need.  
 Billing Address if different from above: \_\_\_\_\_

**Office Use Only**

Tuition due: \$ \_\_\_\_\_ Tuition Pd: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Deposit ID \_\_\_\_\_  
 Date Paid \_\_\_\_\_

**Church of St. Patrick**

Registration Year: 2011

**Religious Education Emergency Information**

P.O. Box 6, 29 Cox Ave., Armonk, NY 10504 (914) 273-8226

Family Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

Father's Name: \_\_\_\_\_

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

Mother's Name: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Mother's Maiden: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Do you need mail sent to a second address due to divorce, separation or other special circumstances? Specify address: \_\_\_\_\_

**Emergency Contact 1:**

**Emergency Contact 2:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

**Medical Information**

Doctor's Name: \_\_\_\_\_

Doctor's Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Child	Age	Birthdate	Sex	Grade	Session
Special Needs ( medical, learning disabilities, physical disabilities, allergies): _____ Please update carefully. use other side if needed					

Child	Age	Birthdate	Sex	Grade	Session
Special Needs: medical, learning disabilities, physical disabilities, allergies: _____ Please update carefully. use other side if needed					

Child	Age	Birthdate	Sex	Grade	Session
Special Needs: medical, learning disabilities, physical disabilities, allergies: _____ Please update carefully. use other side if needed					

Child	Age	Birthdate	Sex	Grade	Session
Special Needs: medical, learning disabilities, physical disabilities, allergies: _____ Please update carefully. use other side if needed					

In Case of accident or illness, I request that the representative of the parish catechetical program contact me. If I am unable to be reached, I hereby authorize this representative to call the physician indicated and to follow the physician's instructions. If it is impossible to contact this physician, the representative of the parish catechetical program may make whatever arrangements seem necessary. I agree to assume the financial responsibility for any diagnosis, treatment and or medication deemed necessary. To the best of my knowledge, all information given is accurate and complete. I hereby consent to and authorize the necessary procedures that have been stated above.

Parent / Gaurdian Signature: \_\_\_\_\_

Date: \_\_\_\_\_