

April 14, 2011

Dear Parents:

The registration packet for the 2011-12 Religious Education school year is attached. Please read it carefully, complete **both sides** of the registration form; one form please for each child in your family. **We encourage you to send the registration to us through the mail or drop it off at the SRE office.** You need to send the completed forms, along with your check, a self-addressed, stamped business-size envelope, and a copy of your child's baptismal certificate for new students, as well as sacramental preparation students (if you have not given us one already.) **No new registrations will be accepted without a copy of the child's baptismal certificate!** Families must be registered in the parish in order to have their child enrolled in our program, otherwise there is an "out-of-parish" fee. Registration is on a first-come, first-served basis. **Classes fill up early, so please send in your registration quickly in order to get the day and time of your choice.** There is a \$15 discount for all families who complete their registration by June 23, 2011. **Classes will begin the week of September 19, 2011.**

"Early Bird" Registration will start on May 1. We will appreciate receiving all registration forms **no later than June 23** to give us enough time for planning, purchasing books and supplies, having catechists assigned to respective grade levels before we leave for summer vacation.

Your **check needs to be attached** to the registration form(s). This year, in addition to paying by check, you can select to pay by using a credit card and completing the attached credit card form. Please see the attached fee schedule. If you so indicate, your check can be put on hold until August 15 and then deposited. Early registration by June 23 is cost effective; it allows us to order student materials in bulk, save on shipping costs, and you benefit by taking advantage of the "Early Bird" registration. **Please note: Registration forms will not be processed if package is not complete.**

Fees must be paid at time of registration. If you are unable to pay the total due at time of registration and will need to have a payment plan, please enclose an initial payment of \$30 and send us a letter advising us of the difficulty. There will be no refund after 1st week of classes. Enrollment fees include the cost of books and other materials.

When you complete the registration form (**both sides**), please circle your preferences with regard to day and time of class (bottom left side of the form). We will do our best to accommodate you. We will send you a confirmation slip in the self-addressed, stamped envelope you provided.

If a child has any special needs, i.e., wheelchair access, a learning disability, or anything which might need special attention, please make sure to complete the appropriate line on the registration form or if you need more space add a line or two to the back of the form before signing it.

Our policy is and has always been to place children on a first-come, first-serve basis. Because we have an all-volunteer teacher program, it is important for us to know as soon as possible, but in any case **before June 23**, how many volunteer teachers, co-teachers, and aides we will need. If you can volunteer please let me know and I will advise you of the diocese's requirements.

Also attached is a Volunteer form. Please look over the different ministries we have in our parish, in particular the Religious Education Program, and sign up right away. The Lord will richly bless you for your commitment to his people.

Your signature on the registration form indicates that you have read and agree to follow the School of Religion policy statements.

If you are **NEW** to our parish, please do not forget to stop by the Church office to register your family so as not to pay an "out-of-parish fee."

We highly encourage you to bring your child (or children) to Religious Education classes throughout the years **from preschool through eighth grade.** Each year builds upon the previous year and helps the child learn more about their Catholic faith in a systematic approach without any wide gaps of knowledge. It helps the child to see that their faith is the most important thing in their life and that their whole lifetime is a continual spiritual journey with

Jesus Christ. What better way is there than to combine the best of both worlds, that of loving, living, and learning about their faith with you as their parents/guardians, and in partnership with the Church in their Religious Education classes! We are very fortunate to have such faith-filled and dedicated parents and catechists! Please encourage family and friends to register their children as well.

It cannot be stressed enough that the most important thing we can do as parents is to attend Mass every Sunday or the Vigil on Saturday with our children. The Mass is the highest form of praise and worship, and it is how we come together as a family of faith to be fed with the Word of God and the Body and Blood of Jesus Christ. What can be better than that in our lives! Also, please remember that liturgy leads to faith formation and faith formation leads to liturgy. The two go hand-in-hand, supporting and strengthening one another.

The last week of class will be that of May 23 and 24. We hope and pray that you and your children had a wonderful year and are much closer to our Lord. Thank you for your cooperation during the year and your participation in our program. Please remember to continue to attend mass during the summer months as well. We cannot take a vacation from God! God bless you and have a wonderful summer.

Sincerely,

(Mrs.) Edith B. Marik
Director of Religious Education

P.S. Please mark your calendar for **our Back to School Night, which will be Wednesday, September 14 at 6:30 p.m. in the Ministry Center Hall.** All parents are asked to attend the Back to School Night with their children. You will receive important information and will have an opportunity to meet your child's teacher. **Classes will resume the week of September 19, 2011.**

Encl.

ST. NORBERT SCHOOL OF RELIGIOUS EDUCATION
PARENT VOLUNTEER PROGRAM

At registration time each family will be asked to make a commitment to participate in the Parent Volunteer Program. If you are unable to do so you will be charged the Non-service fee of \$35.00. Naturally we would prefer that you volunteer to serve.

Below is a list of the jobs needing volunteers. Please review this list and sign up for one (or more). Return the enclosed form with your registration. Any questions, call Edith Marik at the School of Religious Education Office at 998-1070.

VOLUNTEERING IN THE SCHOOL OF RELIGIOUS EDUCATION

SHARING THE FAITH:

Catechist
Assistant Catechist/Aide (not necessarily
in your child's classroom)
Substitute Teacher
Children Liturgy of the Word
(once per month on Sunday)

HOSPITALITY FOR SRE:

Hospitality Chairperson
Special Events Chairperson (Christmas party,
1st Communion, year end party, etc.)

Clean-up after an event

SUPPORT SERVICES FOR S.R.E.:

Office Help*:
Sunday mornings
Monday afternoons
Monday evenings
Tuesday afternoons
Tuesday evenings
Traffic Control (Requires 10 to 12 min
before and/or after class to direct traffic
and watch children in parking lot.)
Resource Volunteer
Run errands to and from classrooms
Telephone Tree (responsible to call about

15 families for special events, etc.
Jr. High Socials (once a month)

OTHER PARISH MINISTRIES:

Angels on Wheels
Choir
Eucharistic Minister at Mass
Eucharistic Minister to the sick
Lector
Usher
Christian Services on Saturday A.M.
Bereavement
Rite of Christian Initiation of Adults
(Sponsor for adults joining the church)

*In August/September there is a tremendous need for volunteers to help us prepare for classes such as: washing/cleaning/labeling baskets, collating material, mailings, sharpening pencils, other general office duties.

Please note: Fingerprinting and Safe Environment training will be necessary for all adult volunteers having **direct and continuous contact with young people**. A Fingerprinting form and locations where fingerprinting will take place will be provided. The cost of fingerprinting will be approximately \$15 to the volunteer. A Safe Environment training schedule is available from the SRE office or the training can be taken on-line.

PARENT VOLUNTEER FORM

NAME

ADDRESS

PHONE

SERVICE WILLING TO DO

I understand that I am required to do 10 hours of service or pay \$35.00. Fee Paid: _____

I am already serving in this Ministry: _____

I want to begin serving in this Ministry: _____

Signature

SAFETY REQUIREMENTS FOR PARENTS AND STUDENTS

Please read carefully before signing. Thank you.

THE FOLLOWING SAFETY POLICIES MUST BE ADHERED TO BY ALL PARENTS AND STUDENTS IN THE RELIGIOUS EDUCATION PROGRAM AT ST. NORBERT. FAILURE TO ADHERE TO THESE REQUIREMENTS MAY RESULT IN THE DISMISSAL OF THE CHILD FROM THE PROGRAM.

ARRIVAL AND DISMISSAL PROCEDURES:

ALL children in grades 1 – 6 must be walked to the classroom before class and met at the classroom or designated area in parking lot after class by the parent or parent-designated adult. In case of inclement weather, we would appreciate all parents coming to the classrooms to pick up their child. A parent-designated adult must be 18 years of age or older and must have signed authorization by the parent to bring and pick up the child. This signed authorization must be given to the teacher. A copy will be retained by the teacher and the office. A child will not be released to anyone other than a parent without written parental authorization.

Parents or parent-designated adults are fully responsible for supervising the behavior of their child or children on school and church grounds. Children are not permitted to run or climb on flagpoles and benches on church grounds. No bicycles, skateboards, rollerskates, or rollerblades are allowed on the school premises. Children may not leave the immediate school grounds to wander into the parking lot, field, etc.

Children are not to be left at class too early (PRIOR TO 5 – 10 MINUTES BEFORE CLASS BEGINNING) or picked up from class too late (AFTER 5 – 10 MINUTES FOLLOWING THE END OF CLASS). Please be prompt. Children may not be left in a classroom unless there is a supervising adult; a teacher or a teacher's aide, present in the room.

During school hours, the MAXIMUM speed in the church parking lot is 10 MILES PER HOUR. During these hours, the maximum speed in the immediate area of the school is 5 MILES PER HOUR. THERE IS NO PARKING NEXT TO THE SCHOOL BUILDING DURING CLASS TIME. PLEASE USE THE DESIGNATED SPACES ONLY.

I/we, The undersigned parent(s) of _____ have read and agree to abide by the rules and regulations as stated above.

PRINT NAME(S): _____

PARENT SIGNATURE(S): _____ DATE _____

SAINT NORBERT PARISH
SCHOOL OF RELIGIOUS EDUCATION
300 EAST TAFT AVENUE
ORANGE, CA. 92865
(714) 998-1070

REGISTRATION: **EARLY BIRD:** May 1 through June 23, 2011
(See fees below; after June 23 please add \$15.00 to each fee)

HOW TO REGISTER: * Register by filling in the Registration form and mailing it to our office at the above address or stopping by the SRE office. One form for EACH CHILD.

PLEASE INCLUDE THE FOLLOWING:

- | | |
|---|---|
| 1. Copy of Baptismal Certificate (if not previously sent) | 4. Emergency Card |
| 2. S.R.E. fees | 5. Student/Family Directory Form |
| 3. Volunteer Parent Form | 6. Self-addressed, stamped business-size envelope |

PLEASE NOTE: Registration can only be completed when ALL of the above items are received.

EARLY BIRD FEES: May 1 – June 23, 2011**

\$ 85.00 – 1 Child
\$ 160.00 – 2 Children
\$ 170.00 – 3 or more Children
add \$ 35.00 – 2nd Year First Comm. Fee
(includes books, certificate, retreat,
handouts, and misc.)
\$ 35.00 – Non-volunteering Fee (per family)
\$ 90.00 – Out of Parish Fee

AFTER JUNE 23, 2011:**

\$ 100.00 – 1 Child
\$ 175.00 – 2 Children
\$ 185.00 – 3 or more Children
add \$ 35.00 – 2nd Year First Comm. Fee
(includes books, certificate,
retreat, handouts, and misc.)
\$ 35.00 – Non-volunteering Fee (per family)
\$ 90.00 – Out of Parish Fee

The **per-child fee** must be returned with the registration form by June 23, 2011. There will be no refund after 1st week of classes. Check, made payable to St. Norbert SRE, or Credit Card number needs to be included with registration form. If there are circumstances that would require assistance with your fees or you would like to make monthly or quarterly payments, please contact Edith Marik at the S.R.E. Office at (714) 998-1070.

CLASS SESSIONS

PRESCHOOL (4 and 5 years old)
Sundays 9:00 – 10:00 a.m.
**CLASSES BEGIN ON SUNDAY,
SEPT. 25, 2011**

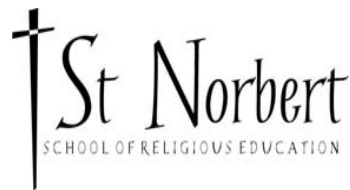
ELEMENTARY*
Grades 1 through 6
Mondays 4:00 – 5:15 p.m. **OR**
Mondays 6:15 – 7:30 p.m. **OR**
Tuesdays 4:00 – 5:15 p.m. **OR**
Tuesdays 6:15 – 7:30 p.m.
**CLASSES BEGIN THE WEEK
OF SEPTEMBER 19, 2011**

JUNIOR HIGH/Gr. 7 & 8
(Pre-confirmation **required**)
Every Mon. evening 6:15-7:30 p.m.
CLASSES BEGIN SEPT. 19, 2011

*Days & times will be offered if we have a minimum of 8 students.

Please report to St. Norbert School patio on the first day of class. Class lists will be posted and we will be available to direct children to their classrooms. **NO LATE REGISTRATIONS WILL BE TAKEN THE FIRST WEEK OF CLASSES.**

**A non-registered parishioner is one who is registered in another parish or who has never registered with our parish. A non-contributing parishioner is one who is registered in the parish, but who does not regularly use envelopes or checks for Mass contributions or other tithing. The expenses of our program, including facilities and utilities use as well as salaries, are not covered completely by our registration fees. We are supported by the tithing and stewardship of our parishioners. It is, therefore, appropriate that those who do not tithe or who belong to another parish would be expected to pay a larger share of the expenses of our programs. We will audit parish records to verify your status, and bill the difference if not indicated on your registration.



Date _____

300 East Taft Avenue, Orange, CA 92865

714.998.1070 FAX: 714.637.4311

Envelope No. _____

STUDENT INFORMATION *Please Print*

LEGAL Last Name	First	Middle	Sex	Place of Birth	Date of Birth	Grade Applying For:
Religion	Home Address	City	Zip	Home Phone ()	Name & Address of School now attending	
SACRAMENTS Baptism	Date	Church	<input type="checkbox"/> Catholic <input type="checkbox"/> Other	City	State	Zip
Reconciliation						SRE Verification
First Eucharist						

FAMILY INFORMATION (Please circle) Living w/parents; living w/mother; living w/father; living w/guardian

Father: LEGAL Last Name	First	Middle	Religion	Place of Birth	Cell Phone ()
(IF DIFFERENT FROM STUDENT'S ADDRESS)	Name of Company/Position	Business Address		City	ZIP
	Home Address	City	State	ZIP	Business Phone ()
	E-mail				
Mother: LEGAL Last Name	First	Maiden	Religion	Place of Birth	Cell Phone ()
(IF DIFFERENT FROM STUDENT'S ADDRESS)	Name of Company/Position	Business Address		City	ZIP
	Home Address	City	State	ZIP	Business Phone ()
	E-mail				
Guardian: LEGAL Last Name	First	Middle	Religion	Place of Birth	Cell Phone ()
(IF DIFFERENT FROM STUDENT'S ADDRESS)	Name of Company/Position	Business Address		City	ZIP
	Siblings & Grade				

Emergency Information/Special Needs:
 Emergency Contact: _____ Phone: _____
 (Other than Parent)
 Student's Doctor _____ Phone: _____
 Special Education Student? YES NO Special Needs?

MEDICAL RELEASE: IN THE EVENT A PARENT OR DESIGNATED PHYSICIAN CANNOT BE REACHED, THE PERSONNEL OF ST. NORBERT IS AUTHORIZED TO USE THEIR DISCRETION TO SECURE MEDICAL AID IN CASE OF AN EMERGENCY. I UNDERSTAND THAT THE CHURCH AND SCHOOL DO NOT ASSUME RESPONSIBILITY FOR PAYMENT OF PHYSICIAN OR MEDICAL COSTS.

 PARENT/GUARDIAN SIGNATURE DATE

Preschool & Kindergarten: (4 yrs./5yrs.) Sunday 9:00 – 10:00 AM
FOR ELEMENTARY GRADES (1st – 6th) PLEASE CIRCLE PREFERENCE:
MONDAY: 4:00-5:15 PM OR MONDAY: 6:15-7:30 PM } Days & times will be offered
TUESDAY: 4:00-5:15 PM OR TUESDAY: 6:15-7:30 PM } if we have a min. of 8 students.
JR. HIGH (7TH & 8TH GRADE) MONDAY: 6:15-7:30 PM

FOR OFFICE USE ONLY		
REGISTRATION FEE _____	OUT OF PARISH FEE _____	
COMMUNION FEE _____	SERVICE FEE _____	TOTAL DUE _____
AMOUNT PAID/DATE _____	CASH/CHECK# _____	BALANCE DUE _____
AMOUNT PAID/DATE _____	CASH/CHECK# _____	BALANCE DUE _____
AMOUNT PAID/DATE _____	CASH/CHECK# _____	BALANCE DUE _____
AMOUNT PAID/DATE _____	CASH/CHECK# _____	BALANCE DUE _____

**DIOCESE OF ORANGE
EMERGENCY INFORMATION
ELEMENTARY SCHOOLS**

Complete both
Sides of card

FAMILY INFORMATION

LAST NAME	TELEPHONE (Home)	SCHOOL YEAR -
ADDRESS (HOME)	CITY	ZIP
FATHER'S NAME	EMPLOYER	WORK HOURS
ADDRESS (FATHER'S WORK)	WISH TO BE CALLED AT WORK (Phone #)	TELEPHONE (Cell) ()
MOTHER'S NAME	EMPLOYER	WORK HOURS
ADDRESS (MOTHER'S WORK)	WISH TO BE CALLED AT WORK (Phone #)	TELEPHONE (Cell) ()

STUDENT INFORMATION

FIRST NAME	LAST NAME	BIRTHDATE	GRADE	PRECAUTIONS
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		
		MO / DAY / YR		

LAST NAME

STUDENT RELEASE

EMERGENCY CARE INFORMATION: ONLY GIVE NAMES OF PERSONS NOT MENTIONED ON FRONT

RELEASE TO NAME:	RELATIONSHIP TO CHILD	TELEPHONE (Home) ()
ADDRESS	CITY	CELL NO.
RELEASE TO NAME:	RELATIONSHIP TO CHILD	TELEPHONE ()
ADDRESS	CITY	CELL NO.
DOCTOR NAME		TELEPHONE ()
ADDRESS	CITY	

I understand that the school does not assume responsibility for payment. However, in an emergency you may choose a duly licensed physician or dentist to provide emergency medical or dental care for the child(ren) listed on the front of this card.	
PARENT SIGNATURE	DATE MO DAY YR / /

OFFICE USE ONLY:

This student/students was released to _____

On _____

Date/Time

Student Release Authorization Signature

ST. NORBERT SCHOOL OF RELIGIOUS EDUCATION

VISA OR MASTERCARD AUTHORIZATION

ENVELOPE #: _____

NAME: _____ (as it appears on card)

ADDRESS: _____

CITY, STATE, ZIP: _____ (zip code of card holder)

PHONE #: _____

Description:	AMOUNT \$
REGISTRATION	\$

VISA

MASTERCARD

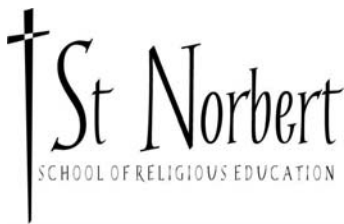
CREDIT CARD # _____ **EXP. DATE:** _____ **(MM/YY)**

Please indicate the last 3 or 4 digits on the signature space
on the back of the credit card. _____

APPLICANT SIGNATURE (CARDHOLDER)

DATE

WE CAN ONLY ACCEPT VISA AND MASTERCARD



INFORMATION FOR STUDENT/FAMILY DIRECTORY

Please indicate what information you would like to appear in the Directory.

Family Name _____
child/children last name (print)

Parent's Name _____
(print) last name if different from above

Address _____
(print) City Zip

Telephone _____ E-mail _____
(Please print) will not be published in the Directory. For office use only.

_____	_____
Student	Grade
_____	_____
Student	Grade
_____	_____
Student	Grade
_____	_____
Student	Grade

Parent's Signature

WE DO NOT WISH TO BE INCLUDED IN THE SRE DIRECTORY (however, we understand that only the child's name and grade level will appear)

Print Name _____ Signature _____

Please note the School of Religious Education directory will be distributed to all SRE families. Please return this completed form preferably with your registration material but no later than October 19, 2011. If we do not receive your form by October 19, your family will automatically be included.