

14th April 2010

Dear Sacred Heart Parish Family,

We write this letter hoping that you and your family had a blessed Easter. As this year's Religious Education year draws nearer to its end, it is once again time to Re-Register your child(ren) for Religious Education Classes at Sacred Heart of Jesus Parish for the 2010-2011 School Year. As in years past, we will have one class of each grade level meeting on either Wednesday evenings or Thursday evenings, from 6:15 pm until 7:25 pm.

Attached you will find a Re-Registration form for your child. Please fill it out in its entirety and return it either by sending it in with your child to class, via US Mail, or by dropping it off in person at the Rectory. Please note that classes fill up quickly, and we will do our best to accommodate your schedules – but classes will be assigned on a first-come, first-served basis. Once a class fills (20 maximum), your child will have no other option than to be assigned to the class night with fewer students. An important note regarding the attendance policy and start date is on the back of this letter. *Please read it thoroughly.*

We are asking you to assist us in having a well-planned program by registering on time. When registrations are received late, it is difficult to plan appropriately. We have to staff and order supplies for the year well ahead of time. If there is a reason you foresee delaying your registration on time, *please contact us before the deadline.* Unless other arrangements are made, students will not be admitted to class until the fee is paid.

Tuition for the program for 2010- 2011 is as follows:

One Student: \$60.00
Two Students: \$110.00
Three or more Students: \$150.00

Late Registration Fees will be assessed on a per child basis as follows:

Re-Registrations received July 15th - September 13th - \$10.00 per child
Re-Registrations received after September 13th - \$20.00 per child

Please note that an authentic Baptismal Certificate (with the visible seal present) is required to be on file in our Religious Education office for each child enrolled in our program. Unless it is already on hand in our office, please attach the certificate to your child's registration form. If you have a child in your family who is new to our program, please call the Religious Education office to request a "New Student Registration Form", or it can be found on our website.

Sincerely yours,

The Reverend Monsignor Francis A. Nave
Pastor

Mrs. Rose Prentice
Director of Religious Education

Sacred Heart Religious Education Attendance Policies
2010-2011

Classes for the 2010-2011 Religious Education program will begin on Wednesday September 15th and Thursday September 16th. There have been some changes made for the attendance policy for this year, so please read carefully.

- ❖ Once the year begins, you may not at any time during the year, for any reason, switch class nights. Due to class pace and content varying from teacher to teacher, temporarily changing nights to make-up a missed class is not permitted.
- ❖ If a child misses class, it is the child's responsibility to complete and make-up the missing work.
- ❖ When a child is absent, an e-mail to the Director of Religious Education is the preferred method of notification. A written excuse is to be sent in by the next class.
- ❖ When a child is absent three (3) times, a parent will be contacted by the teacher or the Director of Religious Education.
- ❖ When a child is absent five (5) times, a parent will be called for a meeting with the Pastor and/or the Director of Religious Education.
- ❖ When a child exceeds 6 absences, they **will not** be advanced to the next grade level.
- ❖ A final exam must be taken for the student to advance to the next grade level.
- ❖ Students must satisfactorily pass the course to advance to the next grade level. If there is an academic issue during the year, a parent will be notified.
- ❖ Promptness is a necessity. A student will be marked tardy if they arrive after 6:15PM. Students are to report directly to their classrooms at that time. If a student is tardy three (3) times, it will count as one absence.
- ❖ If a student misses more than 20 minutes of class time for any reason, it is considered an absence.
- ❖ In the event of cancellation of class, an e-mail will be sent. In the event of cancellation due to inclement weather, an e-mail will be sent and the information will be on WFMZ-TV Channel 69 and on their website at *wfmz.com*.
- ❖ Please be here to pick up your child on time. Classes end at 7:25PM. Please come to the back door of the school to pick up your child. We will not dismiss them unless there is an adult there to pick them up. They will not be allowed to dismiss from the front of the building.

If you have any questions regarding these policies, please call Rose Prentice, DRE at 610-837-7874, Ext. 26. Thank you.



SACRED HEART OF JESUS PARISH
RELIGIOUS EDUCATION PROGRAM
Re-Registration Form 2010 – 2011 School Year

STUDENT'S NAME: _____ GENDER (CIRCLE ONE): M F

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

PARENTS' NAMES: _____

PARENT'S EMAIL ADDRESS: _____ CHECK HERE IF NEW HOME ADDRESS / PHONE NUMBER _____

EMERGENCY CONTACT: _____ PHONE NUMBER _____

FATHER'S CELL PHONE: _____ MOTHER'S CELL PHONE: _____

SCHOOL GRADE IN 2010-11: _____ SCHOOL NAME: _____ RELIGIOUS ED GRADE 2009-10 _____

PREFERRED CLASS NIGHT (CIRCLE ONE): WEDNESDAY 6:15 – 7:30 PM THURSDAY 6:15 – 7:30 PM

PLEASE LIST ANY OTHER CHANGES TO THE CHILD'S RECORD (E.G. EMERGENCY CONTACT, SPECIAL HEALTH NEEDS, WORK PHONE NUMBER, ETC.)

Please Note – Separate Forms are required for Each Child in the Program
Academic Grade will not necessarily correspond to Religious Education Grade

For Office Use Only:

Date Received: _____

Payment Method: Cash _____ Check _____ Check Number _____ Amount \$ _____

Class Assignment: Wednesday _____ Thursday _____