



Office of Religious Education Notre Dame of Easton

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Dear Parent:

Please read this letter carefully since it details several aspects of the Religious Education program and the registration process. This is our seventh year with pre-printed registration forms. Hopefully, you will find it easier to correct the form we sent home (if in the program last year) than to deal with blank forms from this site or available at the parish. A blank registration may be found on this website under the same tab where you found this letter for the 2011-2012 Religious Education Program. If you have a child to register who is not listed on the pre-printed form that you may have received in the mail, please provide complete data in any blank child space on the front of that form. New family registrations will use a blank form. **A good number of e-mail addresses have changed. Please pay particular attention to this section and provide current information.** Thank you.

Of note, we are keeping the registration deadline established three years ago. It is Thursday, June 30, 2011. **We have found that it is less likely for the forms to be set aside and “saved for another day” when we have a June 30 deadline. It is suggested that you register now, before vacations start. Not only will you avoid late fees imposed per child after June 30, but the registrations are dated when received back at the office. This date will be used to determine who is in class and who must be home-schooled if we are not able to recruit enough teachers. Thank you for your understanding and timely help with this matter.**

If the forms are completed and returned before any vacations beginning in July, it is easier **for each** of us. What we had been doing in earlier years did not work. Very many registrations came in a month or two after the deadline and we were "behind-the-eight-ball," that is, not having recruited enough teachers, not having arranged for enough classrooms, and having to make additional book purchases at higher air-carrier or expedited ground shipping rates in contrast to bulk shipping by common ground carrier. We also needed to continually revise class lists and make multiple binder page replacements with corrected documents for our teachers.

To register for the upcoming academic year, please return the corrected/completed form with a check made out for the appropriate amount to “Notre Dame of Easton” **no later than Thursday, June 30.** . If the Registration is submitted after June 30 for any Religious Education program, a late fee of \$30 **per child** must be added to the other tuition fees. *(A signed registration form must be returned to complete the registration process regardless of how long a family has been in the program; there is no automatic registration. Teachers must register their families. Signatures are needed to prove registration to our insurance carriers that a child is covered (if needed) and also, to identify relevant parental permissions.)*

Tuition for the 2011-2012 academic year for grades Pre-K through grade eight is \$175 for the (continued . . .)

first child from a family, \$275 for the first two children and a maximum of \$325 for three or more children. These fees are for either the home-schooling or the classroom programs. There also are Sacramental-prep material fees of **\$25 each Sacrament** (that is, a **\$50 total**) for children celebrating First Reconciliation and First Communion in the current academic year.

The fee for grade nine pre-Confirmation activities, retreat and materials is \$150. **This fee is separate from the tuition schedule for other family children. Please note that those to be confirmed do not add to the count of children in the scale for a family's regular tuition.**

All tuition and fees do not cover program costs and the parish subsidizes the program. Nonetheless, please be aware that no child will be turned away for an inability to pay. Please speak with the Director to inquire about scholarships and/or other arrangements. For example, one option is to teach as our teachers receive scholarships for their children

If you home-schooled your child(ren) for the 2010-2011 academic year, all unit tests need to be submitted to the office so that we may advance your child(ren) to the next grade level.

Registration will not be complete until all tuition fees are paid in full or other arrangements have been established with the Director. As mentioned above, tuition aid is available and confidential for any family needing assistance.

As last year, K-9 registrations will be on the same form. Blank forms for those new to the program are available on line at this website, in the Religious Education Office (M-Th, 10am-4pm), in the church vestibule, and at the rectory office (M-F, 9:00am-3:30pm).

Beginning July 1, the Office of Religious Education will begin assembling those students registered into classes of 15 each. We expect to have at least four classes per elementary grade level and three for the middle grades; however, the total number of classes will depend upon the number of volunteer teachers we have. As we assemble each class, first priority will be given to registered, contributing parishioners of Notre Dame in the order of date of receipt of the registration. Second priority will be given to registered, contributing members of other Catholic parishes. Third priority will be all other individuals. (If you are attending Mass at Notre Dame, but are not registered or not using envelopes or scheduled electronic fund transfers or checks, you will need to contact the Rectory Office to register as a parishioner. If you are a registered, contributing member at another parish, you will need to provide the Office of Religious Education with a letter from that parish identifying your financial support.)

Once we fill the classes (based on registration date and the aforementioned prioritization), those not assigned to a class will be placed on a waiting list and/or will be offered home-schooling. **To encourage more volunteer teachers, and thus more – and even smaller classes – we will waive the tuition for any parent who volunteers to teach. We also will offer a \$50 discount to those who serve as teacher's aides or regularly assigned babysitters.**

If you have questions regarding the registration process, please contact the Office of Religious Education at 261-5596.

Cordially,

Deacon Vincent J. Heidenreich