

**Faith Formation Grades K-4  
Registration Form  
2019-2020  
Our Lady Queen of Peace Church  
St. Margaret of Cortona Mission Church  
210 Princetown Road  
Schenectady, NY 12306**

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Enclosed is a registration for the 2019-2020 year for Grades K-4. Registration begins on **Tuesday, March 19 at 4:00pm**. No registrations will be opened prior to this time. Registrations will be collected during class times, may be dropped off at the offices, or mailed in. Registrations will be dated and numbered in order of receipt.

**WE ENCOURAGE EVERYONE TO TAKE ADVANTAGE OF THE REDUCED RATE IF YOU REGISTER BY JUNE 1<sup>ST</sup>, 2019.**

Please register early to secure your 1<sup>st</sup> choice!

While it is our goal to accommodate everyone, please note registrations will not be processed during the month of September or on the first day of class. It is impossible to successfully ask for volunteer catechists without knowing the number of students at each grade level.

## IMPORTANT! PLEASE SAVE!

### Frequently Asked Questions

*When will I receive notification of my child's placement in class?* Letters to confirm your child's placement and a brochure listing all class sessions for the coming school year will be mailed to your home after Labor Day. Typically, those students who register by mid-April receive their first choice of class assignment.

*When do classes begin?* Classes for grades K-4 typically begin at the end of September and continue through the beginning of April.

*My child attends Jefferson School. Can my child be picked up from school to attend Faith Formation classes?* Children attending Jefferson School will be picked up by OLQP monitors on Tuesdays, Wednesdays, and Thursdays to attend Faith Formation classes at OLQP. A permission slip will be mailed to your home allowing your child to be picked up by OLQP monitors and walked over to the OLQP gym. Children will have a snack time before class begins at 4:00pm on Tuesday or 3:30pm on Wednesday and Thursday. Parents should make sure their child comes with a snack to every class.

*My child attends Mohonasen School. Can the bus drop them off at Faith Formation classes?* OLQP is outside of the Mohonasen School District boundaries. While the bus line comes within a few blocks, it is not close enough to allow the students to be transported directly to the church. Many car pools have been established, including a pick up by OLQP Staff at a neighborhood bus stop. Please indicate on your form if your child may be in need of a ride to OLQP.

*My child is ill and cannot attend Faith Formation classes. Who should I notify?* After notifying your school, or if you picked up your child early, please call 518-346-4926 ext. 121 and leave a message. If you do not notify us, we will make every attempt to call you to verify your child's safety. Please be aware that information cannot be released to us from any school as to the attendance of any child. **IT IS YOUR RESPONSIBILITY TO CALL THE FAITH FORMATION OFFICES IF YOUR CHILD WILL NOT BE ATTENDING FAITH FORMATION CLASSES.** Three absences without excuse and your child will be removed from the program until we can verify the reason for absence.

*What is VIRTUS Training and must I attend?* VIRTUS training is a sexual abuse awareness training required by the Diocese for all adults working with children. All catechists over the age of 18 have undergone a background check and attended VIRTUS training and wear a badge indicating so. All parents are encouraged to do the same so that they may also volunteer with children. Not being VIRTUS trained does not stop you from visiting your child's classroom, however you will not be allowed to be in a position where you are working unsupervised with other children.

*When should my child begin Faith Formation?* Your child begins having his/her faith formed by you at birth! Formal Faith Formation classes begin in Kindergarten and are often a natural extension of Nursery School. Children must attend two years of classes prior to the reception of the sacraments of Reconciliation and Communion, which are first offered in second grade.

*For various reasons my child has not attended Faith Formation classes and is now beyond second grade. How should I begin?* Children (and adults) can begin formal Faith Formation classes in a variety of entry points. Please call our offices and we will work with you and your child's individual needs.

**Our Lady Queen of Peace and St. Margaret of Cortona Mission Church**  
**2019-2020 Elementary Registration Form for Faith Formation (Grades K-4)**  
**PLEASE COMPLETE ONE FORM PER CHILD**

**Student Information**

Child's Full Name _____	Home Phone # _____
Street Address _____	
City _____	NY Zip Code _____
Date of Birth _____	Health problems, allergies, or other _____
Child's SCHOOL as of Sept 2019 _____	Child's Baptism Year and Church _____
	Child's 1 Communion Year and Church _____

**Family Information**

Other Children in the program (list name and grade) _____		
Child resides at the above address with (First and last name) _____		
Relationship to Child (ex: Parents, mother and stepfather, grandparent, guardian, etc.) _____		
Marital status of child's parents _____		
Registered parishioner at OLQP _____	SMOC _____	Other (Please note) _____
1 <sup>st</sup> Emergency Contact and Pick Up Person _____	Cell Phone #/Telephone # _____	Relationship to Child _____
2 <sup>nd</sup> Emergency Contact and Pick Up Person _____	Cell Phone #/Telephone # _____	Relationship to Child _____
3 <sup>rd</sup> Emergency Contact and Pick Up Person _____	Cell Phone #/Telephone # _____	Relationship to Child _____

**Child's Religion Grade in September 2019 (This Coming Fall) \_\_\_\_\_**

Mark 1<sup>st</sup> choice with 1 and 2<sup>nd</sup> choice with a 2

**Please note class sizes are limited! Early registration is required to secure a spot in a class.**

- ☐ Tuesday 4-5pm Grades K-4
- ☐ Wednesday 3:30-4:30pm Grades 1-4
- ☐ Thursday 3:30-4:30pm Grades K-4
- ☐ Homeschool (Grades K, 3,4)

**▼ Important!**

**TO SAVE OUR RESOURCES, YOU MUST PROVIDE YOUR E-MAIL ADDRESS FOR REGULAR COMMUNICATIONS:**

Name \_\_\_\_\_

The above information is not a guarantee for any session or grade. Our goal is to accommodate all requests, however insufficient volunteers and class sizes may prohibit us from doing so. If this occurs, you will be contacted over the summer to discuss options. We are asking all families to prayerfully consider donating at least one hour of time to your child's Faith Formation program. Some options may be:

**I am interested in or would like to find out more about**

- ☐ Teaching Religious Education
- ☐ Teaching Religious Education with a partner
- ☐ Being a Classroom Aide
- ☐ Being a Substitute Teacher
- ☐ Being a Hallway Monitor
- ☐ Adult Faith Formation

**I could occasionally help as:**

- ☐ Hallway Monitor
- ☐ Classroom Aide
- ☐ Serve or clean up at events

**I could occasionally supply:**

- ☐ Paper goods for a classroom activity
- ☐ Baked goods (homemade or purchased)
- ☐ Other foods (ex: juice, pizza, candy)

**I know of or work with:**

- ☐ Local establishments that would be willing to make donations or reduce prices of goods (ex: baked goods, paper supplies, etc.)
- ☐ People or organizations that may need our help (ex: nursing homes, food pantries, homebound, etc. )
- ☐ Other \_\_\_\_\_

**Don't forget to include check for correct fee made out to OLQP Faith Formation, Baptismal certificate if child is new to program or is entering 2<sup>nd</sup> grade and was not baptized at ICC, OLA, OLQP, or SMOC and other family member's forms if you have more than one child in the program.**

**Our Lady Queen of Peace and St. Margaret of Cortona Mission Church Parish Communities**  
**K-4 Faith Formation**

Complete one form for every child who will be attending in September 2019.  
Make your check payable to 'OLQP Faith Formation'.

Fee schedule for 2019/2020 is as follows:

Registered/active parishioner	1 child \$85
of OLQP or other Parish in Diocese	2 children \$135
(Please indicate)	3+ children \$175

**To encourage early registration, we are offering a reduced rate until 6/1/19:**

<b>Early registration fee</b>	<b>1 child \$60</b>
<b>for registered/active parishioners</b>	<b>2 children \$110</b>
<b>of OLQP and SMOC</b>	<b>3 + children \$150</b>

Retreat fees additional.

No one will be turned away due to the inability to pay the fees associated with the program. If there are financial difficulties, please contact the Faith Formation Office and alternative arrangements will be made. These arrangements may include a monthly payment plan, a request for a reduced fee, or a request for a full scholarship. All information will be held in the strictest of confidence.

- Registrations will be dated and numbered as they are received. First come, first served. Classes fill quickly. Class sizes are limited and are subject to teacher availability.
- 1<sup>st</sup> Communion and Reconciliation are 2 year programs with additional Immediate Preparation required.
- **No registrations will be processed during the month of September or on the first day of class.**

**Please complete the following:**

Office of Evangelization and Catechesis  
Roman Catholic Diocese of Albany

**PERMISSION FOR PHOTOGRAPHS/VIDEOTAPES/FILM**

I hereby authorize and give my consent for the taking of pictures (moving or still) of \_\_\_\_\_ and further give their reproduction for:

1. Teaching purposes only
2. News release
3. Publication
4. Community awareness programs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship