

## K – 5<sup>th</sup> Grade

Saint Bede Catholic Church

### Children's Faith Formation Enrollment K – 5<sup>th</sup> Grade

Hello K - 5<sup>th</sup> Grade Families,

**Please read this entire page carefully.** Thank you for choosing to enroll your child in our Children's Faith Formation (CFF) Program. Sessions are held on Sunday mornings from 9:00 a.m. - 10:10 a.m. at Walsingham Academy, located at 1100 Jamestown Road in Williamsburg. **Our 2016-2017 sessions will begin on Sunday, September 11, 2016.**

The requested information will help us to communicate with and to serve you. Please print carefully and clearly in ink. Register with the parish if you have not yet done so. You may find the parish registration form online at [www.bedeva.org](http://www.bedeva.org). Print out and complete the parish registration form; mail it to or drop it off at the main church office, 3686 Ironbound Road, Williamsburg, VA 23188.

Registration checklist: \*\*\* **DUE BY FRIDAY, AUGUST 26** \*\*\*

- 2015-2016 Parent Information Form (**One completed form per family**)
- Child Registration Form (**One completed form per child**)
- Annual Medical Release (**One completed form per child**)
- Pickup Authorization Form (**One completed form per child, K-5<sup>th</sup> Grade only**)
- Parent Participation Form
- Payment of \$40.00 per child (max \$110 per family) – Pay via our website or **Make checks payable to: Saint Bede Catholic Church. Mail completed forms and payment to:**

Saint Bede Catholic Church  
ATTN: CFF Registration  
4551 John Tyler Hwy  
Williamsburg, VA 23185

Your child's group/room assignment, the 2016-2017 session calendar, general information, and instructions will be emailed to you approximately one week before formation sessions start. Please DO NOT bring your child to Walsingham Academy on Sunday, September 11, unless you have received their group/room assignment. \*\*\* **If we receive your child's registration after August 26, you will not receive your child's group assignment until after sessions begin September 11** \*\*\* Thank you for your understanding. We look forward to seeing everyone in September!

Peace,  
Judy Hemler

Saint Bede Catholic Church  
Children’s Faith Formation (CFF) **2016-2017**  
**PARENT/GUARDIAN Information Form for Kindergarten – 5<sup>th</sup> Grade**

The information you provide to us on this form will be used exclusively within our parish office and the Saint Bede Children’s Faith Formation Program. **You must be registered at Saint Bede parish** for your child to participate in the K - 8<sup>th</sup> Grade Children’s Formation Program. Parent participation is extremely important and necessary. Ways to help are listed on the Parent Participation form.

Please complete **ONE Parent Info Form AND ONE Parent Participation Form** PER FAMILY

Family ID/Envelope #: \_\_\_\_\_ (If known; you are given this number when you register with the parish)

Total number of children you are enrolling in the CFF Program: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Best Cell Phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

***Our primary communication with you is via email. We will share your email address with your child’s catechist so they may communicate with you directly.***

***If you DO NOT want us to share your email address with Catechists, please check here \_\_\_\_\_***

**Parent/Guardian #1**

Name (Last, First): \_\_\_\_\_ Religion: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Send all CFF email to this address: **Yes / No**

**Parent/Guardian #2**

Name (Last, First): \_\_\_\_\_ Religion: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Send all CFF email to this address: **Yes / No**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

Date: \_\_\_\_/\_\_\_\_/2016 Check# \_\_\_\_\_ Cash  Amount \$ \_\_\_\_\_ Stewardship Aid  Family ID#: \_\_\_\_\_  
Rev. 6/28/2016

Saint Bede Catholic Church  
Children’s Faith Formation (CFF) **2016-2017**  
**CHILD Enrollment Form** for Kindergarten – 8<sup>th</sup> Grade

**You must be registered at Saint Bede parish** for your child to participate in the K - 8<sup>th</sup> Grade Children’s Formation Program. The fee is **\$40.00 per child (maximum \$110.00 per family)**. No one is turned away for not being able to pay the fee. If this is a concern, please call Judy at 757-603-6989, x2303. **(One form per child; PLEASE PRINT CAREFULLY WITH PEN).**

Family Envelope #/ID: \_\_\_\_\_

Child's Name (Last, First, Middle or MI): \_\_\_\_\_

DOB (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Child’s Gender:        **M**        **F**

**Child’s Sacraments Information** (Circle “Yes” for sacraments received)

Baptism:

Roman Catholic?    **Yes**    **No**        Byzantine or Eastern (non-Orthodox) Catholic?    **Yes**    **No**  
Other Christian?    **Yes**    **No**        Other Christian Denomination: \_\_\_\_\_

If baptized in another Christian denomination, has the child made a Profession of Faith?    **Yes**    **No**

First Reconciliation:    **Yes**    **No**    First Communion:    **Yes**    **No**    Confirmation:    **Yes**    **No**

\_\_\_\_\_ (x) **I wish to enroll my child in the preparation program for First Reconciliation and First Communion** (Your child must be at least **7 years of age by September 1<sup>st</sup>** to prepare for the sacraments). Please also complete a Sacramental Preparation Program Enrollment Form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Use of Pictures and/or Video**

\_\_\_\_\_ (x) **I DO NOT** give permission for pictures and/or video of my child engaged in Children’s Faith Formation sessions and/or related activities to be published in Williamsburg’s local newspapers, and/or Saint Bede parish’s publications or website, and/or any Diocese of Richmond publications or websites.

Parent/Guardian Signature (for Media Exception): \_\_\_\_\_

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



Saint Bede Catholic Church – Children’s Faith Formation  
Authorization for Pickup Form 2016-2017 (K – 5<sup>TH</sup> Only)

Saint Bede Catholic Church Children’s Faith Formation will not release your child to anyone who you have not included on this authorization for pickup form. *We know that emergencies and unusual situations happen, however, we ask that you please try to limit the people who pick up to the ones on the Authorization for Pickup Form.*

**If the pickup person is not on your authorized list:** We will require a written note be given to the teacher when the child is brought to class, with your signature authorizing the non-listed person to pick up. We cannot accept phone call pickup changes if it will be someone not on your authorized list. You will be notified immediately if someone not on your list comes to pick up your child and we have not received a written note with your authorization.

**Picture I.D. Required:** Please notify the people on your list that a picture I.D. will be asked for by the teacher prior to releasing your child, so be sure to bring it in with them. This also applies to anyone authorized in a written note to pick up.  
**Please Note:** If a child of a person listed below comes in to pick up your child, we will not release the child to another child. Your child will only be released to the adults named on your list with picture I.D.

*All these precautions for releasing students are to insure your child’s safety and are not meant to cause intentional inconvenience for parents. We very much appreciate your understanding and cooperation with our policies on picking up students.*

If changes need to be made to this list during the course of the school year, please come by the Saint Bede Children’s Faith Formation office at Walsingham Academy during Sunday sessions to complete a new form.

**Student’s Name:** \_\_\_\_\_  
*Last, First*

Parent/Guardian #1: \_\_\_\_\_ Parent/Guardian #2: \_\_\_\_\_

List those people who are allowed to pick up your child (other than parent or guardian)

\_\_\_\_\_  
Name Cell Phone Relationship

\_\_\_\_\_  
Name Cell Phone Relationship

\_\_\_\_\_  
Name Cell Phone Relationship

**By signing below, I verify that I have read and agree to the student pickup policies described above, and authorize Saint Bede Children’s Faith Formation to release my child to the above listed persons.**

LIST PERSONS WHO YOU **DO NOT** WANT PICKING UP YOUR CHILD(REN)? (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature** **Date:** \_\_\_\_\_

Saint Bede Catholic Church  
Children’s Faith Formation (CFF) Program 2016-2017  
**Parent Participation**

As church community, we are called to give time, talent, and treasure in support of one another. The foundation of our Children’s Faith Formation program is people; the program requires *many* people to function. Parent participation is extremely important and necessary. Parents cooperatively work to provide an engaging and safe faith formation program for their children.

All of the opportunities are at Walsingham Academy on Sunday mornings. Look over the list of Children’s Formation Team positions below. Consider where your talents and time would best serve the community and please **choose one Tier A position PER FAMILY. (Please print)**

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

Phone No.: \_\_\_\_\_

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

**Tier A Team Positions** (See “Ways You Can Help Us” page for descriptions)

\_\_\_\_ Lower School Parking Lot Assistant / Crosswalk Guard

\_\_\_\_ Hall Monitor

\_\_\_\_ Sunday Morning Assistant Coordinator

\_\_\_\_ CFF Sunday Office Assistant

\_\_\_\_ Substitute Catechist    **Circle grade(s):**    K    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>

\_\_\_\_ Substitute Assistant    **Circle grade(s):**    K    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>

\_\_\_\_ Catechist or Co-Catechist    Grade preferred \_\_\_\_\_    Partner Request: \_\_\_\_\_

\_\_\_\_ Co-Op Catechist    **Circle grade(s):**    K    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>

\_\_\_\_ Assistant    Grade preferred \_\_\_\_\_    Partner Request: \_\_\_\_\_

*(This position does not involve teaching or lesson prep)*

\_\_\_\_ Co-Op Assistant for your child’s group    **Circle grade(s):**    K    1<sup>st</sup>    2<sup>nd</sup>    3<sup>rd</sup>    4<sup>th</sup>    5<sup>th</sup>

*(This position does not involve teaching or lesson prep)*

**Tier B Team Positions**

\_\_\_\_ Help with Advent Activity for children

\_\_\_\_ Help with the CFF Food Pantry Challenge Service Project (November)

\_\_\_\_ Help with CFF Lent Soup Supper & Stations of the Cross

Saint Bede Catholic Church  
Children's Faith Formation (CFF) Program 2016-2017  
**Parent Participation - Ways you can Help Us**

**Lower School Parking Lot Assistant** (Occasional or Weekly opportunity)

- Arrive early to set out traffic cones; guide drivers to form the parking structure as cars arrive
- Return traffic cones to storage closet after parking structure has been established

**Crosswalk Guard** (Occasional or Weekly opportunity)

- Coordinates with Parking Lot Assistants. Monitor one of the crosswalks at end of sessions; stop traffic for pedestrians to cross safely

**Hall Monitor** (Occasional or Weekly opportunity) - *Requires background screening and VIRTUS certification* - Monitor movement of children in the hallways during sessions

**Sunday Morning Assistant Coordinator** (Weekly when in session, or less frequently if more than one person helps with this position) - *Requires background screening and VIRTUS certification*

- Arrive at 8:15 a.m. to help staff Coordinator unlock building, check the facilities
- Assist staff Coordinator in checking classrooms beginning at 8:45 a.m. to make sure catechists are present as children are arriving
- Monitor hallways and movement of children in the hallways during sessions when hall monitors are not present
- Assist staff Coordinator in checking to make sure rooms and facilities are left orderly and locked
- With training, be prepared to coordinate Sunday morning program should the staff Coordinator be absent

**CFF Sunday Office Assistant** (Weekly when in session, or less frequently if more than one person helps with this position) - *Requires background screening and VIRTUS certification.*

- Assist the staff Coordinator on Sunday mornings in the CFF "Office" at Walsingham Academy
- Set out catechist name tags and class envelopes, and any supplies that catechists may have requested
- Assist parents with locating their child's classroom using the computer program provided
- Receive paperwork from parents, and take messages if the Coordinator is not in the office
- Monitor hallways and movement of children in the hallways during sessions when hall monitors are not present
- Retrieve group envelopes outside classrooms at 9:15 a.m.
- Organize and return group envelopes and catechist name tags to the portable bin(s)