

Middle School

Saint Bede Catholic Church Children's Faith Formation Enrollment – Middle School

Hello Middle School Family,

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.bede.va.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*)
- 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 may 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

MS

Last Name: _____

Saint Bede Catholic Church
Children's Faith Formation (CFF) **2016-2017**
PARENT/GUARDIAN Information Form for Kindergarten - 8TH 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 - 8th 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#: _____

MS

Last Name: _____

Group Assignment: _____
(Office Use Only)

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

You must be registered at Saint Bede parish for your child to participate in the K - 8th 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: **6TH** **7TH** **8TH**

Child's Gender: _____

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 1st** 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: _____

MS

Last Name: _____

Saint Bede Catholic Church
Children's Faith Formation
ANNUAL MEDICAL RELEASE FORM 2016-2017

PARTICIPANT'S NAME: _____
Last, First

Gender: **M** **F** Date of Birth: ____/____/____

Home Address: _____

Phone Numbers: _____

NAME OF PARENT/GUARDIAN: _____

Insurance Company: _____

Policy Holder's Name: _____

Participant's relationship to Policy Holder: _____

Policy Number: _____

IN CASE OF EMERGENCY NOTIFY: _____

Home Phone: (____) _____ **Work Phone:** (____) _____

Cell Phone: (____) _____

MEDICAL INFORMATION

1. Does your child have any allergies? YES ____ NO ____
If "YES," please list:

What happens to your child when they have this allergy?

2. Does your child carry an Epi-Pen or have medication of any type with them (Please List)?

3. Are there any other physical or emotional conditions of which we should be aware? Please explain.

In the event of any emergency, I give authority to the accompanying adults to authorize treatment. I understand that an attempt to notify me will be made before any treatment is authorized.

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 1st 2nd 3rd 4th 5th MS

____ Substitute Assistant **Circle grade(s):** K 1st 2nd 3rd 4th 5th MS

____ Catechist or Co-Catechist Grade preferred _____ Partner Request: _____

____ Co-Op Catechist **Circle grade(s):** K 1st 2nd 3rd 4th 5th MS

____ Assistant Grade preferred _____ Partner Request: _____

(This position does not involve teaching or lesson prep)

____ Co-Op Assistant **Circle grade(s):** K 1st 2nd 3rd 4th 5th MS

(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

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)