

**CCE FAMILY REGISTRATION FORM
2017-2018**

PLEASE PRINT CLEARLY

Father/Guardian _____

First Middle Last

Living ___ Deceased ___ Marital Status: Married ___ Separated ___ Divorced ___

Address _____ City _____ State _____ Zip _____

Telephone (h) _____ (c) _____ (w) _____

Email _____

Religion _____ Registered member of St. Louis Catholic Church? Yes ___ No ___

If no, please list name of Parish you are a member of _____

Mother/Guardian _____

First Middle Last (maiden)

Living ___ Deceased ___ Marital Status: Married ___ Separated ___ Divorced ___

Address _____ City _____ State _____ Zip _____

(List if different than above)

Telephone (h) _____ (c) _____ (w) _____

Email _____ Email _____

Religion _____ Registered member of St. Louis Catholic Church? Yes ___ No ___

If no, please list name of Parish you are a member of _____

Child live with: Both Parents ___ Father ___ Mother ___ Father & Stepmother ___ Mother & Stepfather ___

Other (Specify) _____

List child (ren) who will be attending CCE in 2017/2018:

Child Name _____ *Grade* _____

Child Name _____ *Grade* _____

Child Name _____ *Grade* _____

Child Name _____ *Grade* _____

Child Name _____ *Grade* _____

Child Name _____ *Grade* _____

*Please be sure you have listed all phone numbers where you can be reached, in case of an emergency.

Please list the name(s) of those who have your permission to pick up your child (ren) from CCE class. Other than the parent/guardian.

Name _____ *Relation to the child* _____ *phone* _____

Name _____ *Relation to the child* _____ *phone* _____

Name _____ *Relation to the child* _____ *phone* _____

PLEASE PRINT CLEARLY

Student _____ Male _____ Female _____

First Middle Last

Date of Birth _____ Age _____ School Attending _____

Grade (2017/2018) _____

Address _____ City _____ State _____ Zip _____

Telephone (h) _____ (c) _____ (w) _____

Returning Student ___/New ___ Grade/Class completed (2016/2017) _____

Did your child attend instruction classes in the Catholic faith last year? Yes _____ No _____

If yes, where? CCE ___ Catholic School ___ Parish/School Name _____

A letter from previous parish will be needed. Your Letter must state what grade your child was previously in and his/her attendance record.

Check box if you were in the Special Sacrament class during 2016/2017 CCE School Year

Check box if this year you are to be put in the Special Sacrament Class.

Special Sacrament Classes are only for students (3rd grade or above) who are Baptized, but have NOT done their 1st Communion. You must have one year of formal Catholic Education prior to entering the Special Sacrament Class. Baptized students two year period must be concurrent.

RCIA (Adapted for Children) -this class is for students who have not been baptized and are the age of reason

WE WILL NEED:

~A PHOTOCOPY OF YOUR CHILDS BAPTISMAL CERTIFICATE (currently dated w/notations). Please contact the church of Baptism to obtain a copy.

List all Sacraments child has received

Baptism

Date _____

Church _____ City _____ State _____

1st Reconciliation

Date _____

Church _____ City _____ State _____

1st Communion

Date _____

Church _____ City _____ State _____

Confirmation

Date _____

Church _____ City _____ State _____

Family Fee for CCE **60** per family (previous outstanding balance(s) will be added on)

Amount paid at registration: _____ Date of registration _____

Registered: In person _____ email _____ phone _____ On-line _____ fax _____

Cash _____

Check # _____

Waived _____

Amount owed _____

Office Use

RCIA(Adapted for Children) SS CLASS I (middle school) SS CLASS II (Jr. High/High School)

Grade:

Payment Plan:

Note:

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR REQUIRED PAYMENT OF THE REGISTRATION FEE.

1. We encourage that the immediate family of CCE student be a registered member of St. Louis Catholic Church and attend Mass regularly.
2. A child should be enrolled for two concurrent years to be eligible for the Sacraments of Reconciliation and First Holy Communion class. He or she must also attend Mass regularly. Students enrolled in a Special Sacrament class are only allowed up to 3 absences for the year. The only reasons for an excused absence are as follows:
 - Student illness
 - Death in the family
 - Hazardous road conditions
 - Extraordinary circumstances approved by the Director of Religious Education
 (A Baptismal Certificate must be presented for each student before registration can be completed)
3. High School CCE students/Confirmation Candidates will be asked to attend Youth Nights and a Confirmation Retreat prior to being confirmed. Further instruction will be given to all candidates during Youth Nights.
4. PARENTS ARE REQUIRED TO ATTEND PARENT MEETING(S) AS EXPLAINED ON CCE CALENDAR.
5. ATTENDANCE: We strongly encourage that students attend class regularly and BE ON TIME. We ask that students be here, no later than 5:50 p.m. Classes start promptly at 6 p.m.
6. Parent/Guardian must be here (at least 5 minutes before dismissal). Classes end at 7:15 p.m.
7. Students are not allowed in a classroom without a CCE teacher being present.
8. Students are not allowed in the Chapel without a CCE teacher being present.
9. Students who are in Grades 1-6th MUST be walked into the building by a parent/guardian, upon arrival. We ask that you pick up your child in the same manner. This is a precaution we have to take in order for your child (ren) to be safe. PLEASE DO NOT DROP YOUR CHILD OFF ON THE BLACK TOP AND LEAVE. THERE MAY NOT BE ANYONE HERE IF YOU DROP OFF TOO EARLY & YOUR CHILD WOULD THEN HAVE TO WAIT OUTSIDE ALONE.
10. If an older sibling is to pick up a child that is in 1-6th grade, we ask that you let the child's teacher know at the beginning of the school year and he or she must be 18 years of age or older. Please be sure to list the name(s) of those that will be given your permission to have your child picked up. There is a section on the Registration form where name(s) may be written.
11. Appropriate behavior and common courtesy, at every grade level, are expected. NO ELECTRONICS ARE ALLOWED BEFORE OR DURING CCE CLASSES! If child does bring such items, the teacher will confiscate the item. Parent must then have to pick up the device that was taken up. Religion Director will keep item(s) until parent comes to pick it up.
 - ~First Incident: Warning
 - ~Second Incident: Student will stay after class to talk to teacher.
 - ~Third Incident: Student will be sent to talk with Religion Director. At that time parent will be called.
 - ~Fourth Incident: Parent will be called to set up meeting where the student, parent and Religion director will discuss alternatives.

12. The family registration fee for the 2017 -2018 CCE School year is \$70 per family. By signing below we have read and agree to accept and follow the CCE Policy.

Print name of parent/guardian	Parent/Guardian signature	Date
Student name	Student name	Student name