

St. Robert Bellarmine

Religious Education Registration 2016-2017

Information /Procedures

In order for us to adequately build on the faith values that you share with your children at home, **we ask that you read this form in its entirety** and to please contact us if you have any questions or concerns about our Religious Education Program. Submitting the completed registration forms signifies that you have read and will comply with all policies of the Religious Education Program.

We are aware that our program may be a new experience to some of you and we extend a special **Welcome!** We need everyone's help to make this a meaningful program for the students and therefore it is important that we all do our part to make it successful!

General Information

1. You must be a Registered Parishioner to be eligible to participate in the Religious Education Program.
2. Students must be re-registered each year to remain in our program. **Registration is not automatic.**
3. Each completed application will be processed based on the date and time received in accordance with the registration instructions.
4. Class assignments for students will be communicated with your paid tuition statement which will be mailed in August.
5. **Baptismal Certificates** are **required** for each newly (first time) registered student. You may be asked to supply a copy for Sacrament years (2nd and 8th) as well. You will be advised if we are in need of a copy.

Religious Education Class Schedule

Monday or Tuesday....4:15pm to 5:30pm.....Grades K, 1, 3 – 6

Monday or Tuesday....5:45pm to 7:00pmGrades K, 1, 3 - 6

Wednesday4:30pm to 6:00pm.....Grade 2 only

Monday or Tuesday.....7:15pm – 8:30pm.....Grades 7 & 8

What is needed for Registration?

- **Completed Cover Sheet.** Check off list of enclosed Registration Materials and Day/Time Session Preference. One per Family please note each child individually.
- **Completed registration form.** One per student. **Please make sure all information on the form is correct.**
- **Completed Volunteer Form.** One per Family. **Please note that all families are required to volunteer for the program. You must schedule a volunteer assignment on VolunteerSpot and confirm the day and time you are scheduled for at the bottom of the Volunteer Form. Failure to schedule and confirm a volunteer assignment will delay the processing of your registration.**
- **Signed Code of Conduct Form.** One per student.
- **Payment.** Check or Money Order. **Note:** Anyone experiencing financial difficulties should still register & contact Msgr. Sam at Ext. 119.
- It is preferred that all Registration Materials may be mailed. Any registrations that are dropped off should be placed in the designated box in the gathering area of the Parish Center. These forms will be checked in daily, after the previous day's mail has been checked in.

- Completed forms and payment should be in an envelope addressed to St. Robert Bellarmine, 61 Georgia Rd. Freehold, NJ 07728 Attn: Religious Education Office.

All forms necessary for registration will be sent as an email attachment and will be available on the website for you to download and print.

What is the Tuition cost?

Single Student: \$150.00/ Family: \$200.00

For 8th Grade Registration, please add an additional fee of \$25.00 is added to 8th grade registration for Retreat expenses.

- Registrations postmarked May 15th – June 29th: Single \$150/ Family \$200
- Registrations postmarked on or after June 30th: Single \$150/ Family \$200 **PLUS \$50 Late Fee.**

When does Registration begin?

- REGISTRATION FORMS WILL BE EMAILED THE WEEK OF **MAY 15TH** .ALL FORMS WILL BE AVAILABLE ON THE ST. ROBERTS WEBSITE, AS WELL.
- **YOU MAY BEGIN MAILING YOUR REGISTRATIONS NO EARLIER THAN MAY 18TH. Any Registrations postmarked PRIOR to May 18th will be held until the registrations submitted with a postmark of May 18th have been checked in.**
- **IT IS PREFERRED THAT ALL REGISTRATIONS BE MAILED. ANY REGISTRATIONS DROPPED OFF WILL BE HELD UNTIL THE FOLLOWING DAY'S MAIL HAS BEEN PROCESSED.**

FIRST TIME REGISTRANTS: Please go to www.strobert.com and download the 2016-2017 Registration Packet information. All forms, including blank registration forms and instructions are posted there.

PLEASE NOTE: Registration will be suspended effective August 15th in preparation for the beginning of Religious Education classes. Registration will resume September 15th. **NO registration materials will be processed during this time.** Any classes missed due to late registration will have to be made up.

Please make sure that all registration materials are completed and signed as required. Please make sure your payment is enclosed and your volunteer assignment has been scheduled and confirmed. Failure to do so will result in the delayed processing of your registration!