

**St. Matthew Faith Formation Department**  
**Registration Form for 2023 - 2024 Grades PreK/K - Gr. 5**

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Family Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother's Information: \_\_\_\_\_ Religion: \_\_\_\_\_

First Name \_\_\_\_\_ Maiden Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (if different than above) \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone/Work Phone \_\_\_\_\_

\_\_\_\_\_ **YES** I am in compliance and have taken the course, ***Virtus Training Protecting God's Children***, a diocesan requirement for volunteering in the parish.

\_\_\_\_\_ **NO** I have not taken ***Virtus Training Protecting God's Children*** and would like information about the course.

Father's Information: \_\_\_\_\_ Religion: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address (if different than above) \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone/Work Phone \_\_\_\_\_

\_\_\_\_\_ **YES** I am in compliance and have taken the course, ***Virtus Training Protecting God's Children***, a diocesan requirement for volunteering in the parish.

\_\_\_\_\_ **NO** I have not taken ***Virtus Training Protecting God's Children*** and would like information about the course.

**Emergency Contact Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Are you a registered member of St. Matthew Parish-?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If not, you **must** register at the Parish Office before you can register your child in the St. Matthew Faith Formation Program.

**Parent Signature Required**

We typically take pictures of the children participating in various activities during Faith Formation classes. The photos may be used for the parish bulletin, parish bulletin boards, parish website and end of the year slide show. Please sign the appropriate line below:

\_\_\_\_\_ OR \_\_\_\_\_

Parent signature (Photos may be used)                      Parent signature (Photos may **NOT** be published)  
(If this section is not signed we will assume that permission HAS been given).

**Volunteer Information:** Each family is requested to volunteer in the Faith Formation Program. Please select at least one:

- Catechist                       Substitute                       Classroom Aide
- Baker for special                       Classroom Coordinator                       Hall Monitor
- Events- Confirmation & (classroom phone chain, contact                       Help with Service
- First Communion                      bakers & volunteers for special events)
- Projects                       Help with Service
- Volunteer for parish events                       Hospitality Committee

\_\_\_\_ (Help to organize and run Sacrament receptions and end of the year party)

**Student Information & Class Times:**

**Classes will return to a weekly schedule. Class will be held every Sunday from 10am-11am unless it is a holiday weekend. A Faith Formation Calendar will be provided.** Once per month, there will be a Faith Formation Sunday Mass at 9am with class to follow.

Schedule of Faith Formation Masses is as follows:

***Faith Formation Mass Dates – All Masses will be the Sunday 9am Mass***

- ***September 17<sup>th</sup>***
- ***October 22<sup>nd</sup>***
- ***November 19<sup>th</sup>***
- ***December 17<sup>th</sup>***
- ***January 21<sup>st</sup>***
- ***February 25<sup>th</sup>***
- ***March 17<sup>th</sup>***
- ***April 21<sup>st</sup>***
- ***May 5<sup>th</sup>***

**1<sup>st</sup> Child's Full Name** \_\_\_\_\_ **Grade in Sept.** \_\_\_\_\_

Date of Birth \_\_\_\_\_ School attending \_\_\_\_\_

Allergies or sensitivities? (i.e. foods, insects, chemicals?) No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Special medical needs? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Does your child use an Epi-pen? No \_\_\_ Yes \_\_\_

\*If yes, please contact us if your child requires an Epi-pen.

Any special modifications or support needed to be successful in the classroom? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

**2<sup>nd</sup> Child's Full Name** \_\_\_\_\_ **Grade in Sept.** \_\_\_\_\_

Date of Birth \_\_\_\_\_ School attending \_\_\_\_\_

Allergies or sensitivities? (i.e. Foods, insects, chemicals?) No \_\_\_ Yes \_\_\_ Explain: \_\_\_\_\_

Special medical needs? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Does your child use an epi-pen? No \_\_\_ Yes \_\_\_

\*If yes, please contact us if your child requires an Epi-pen.

Any special modifications or support needed to be successful in the classroom? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

**3<sup>rd</sup> Child's Full Name** \_\_\_\_\_ **Grade in Sept.** \_\_\_\_\_

Date of Birth \_\_\_\_\_ School attending \_\_\_\_\_

Allergies or sensitivities? (i.e. Foods, insects, chemicals?) No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Special medical needs? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Does your child use an Epi-pen? No \_\_\_ Yes \_\_\_

\*If yes, please contact us if your child requires an Epi-pen.

Any special modifications or support needed to be successful in the classroom? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

**4<sup>th</sup> Child's Full Name** \_\_\_\_\_ **Grade in Sept.** \_\_\_\_\_

Date of Birth \_\_\_\_\_ School attending \_\_\_\_\_

Allergies or sensitivities? (i.e. Foods, insects, chemicals?) No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Special medical needs? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

Does your child use an Epi-pen? No \_\_\_ Yes \_\_\_

\*If yes, please contact us if your child requires an Epi-pen.

Any special modifications or support needed to be successful in the classroom? No \_\_\_ Yes \_\_\_

Explain: \_\_\_\_\_

**Early Bird Registration fee prior to August 30, 2023**

Payment for Pre-K and Kindergarten \$65 each child \_\_\_\_\_  
Payment for 1<sup>st</sup> child \$200 \_\_\_\_\_  
Payment for 2 children \$225 \_\_\_\_\_  
Payment for 3 or more children \$250 \_\_\_\_\_  
Catechist discount (Yes / No) FREE \_\_\_\_\_  
  
Total paid \_\_\_\_\_

\_\_\_\_\_ Cash    \_\_\_\_\_ Check # \_\_\_\_\_ (Checks payable to St. Matthew Church)

**\*\*\*\* Please note that if your child misplaces their textbook  
there is a \$25 charge for an additional book**

**Registration fee after August 30, 2023:**

Payment for Pre-K and Kindergarten \$ 75 each child \_\_\_\_\_  
Payment for 1<sup>st</sup> child \$ 230 \_\_\_\_\_  
Payment for 2 children \$265 \_\_\_\_\_  
Payment for 3 or more children \$290 \_\_\_\_\_  
Catechist discount (Yes / No) FREE \_\_\_\_\_  
  
Total paid \_\_\_\_\_

\_\_\_\_\_ Cash    \_\_\_\_\_ Check # \_\_\_\_\_ (Checks payable to St. Matthew Church) \_\_\_\_\_ Credit Card  
(see below)

**\*\*\*\* Please note that if your child misplaces their textbook  
there is a \$25 charge for an additional book**

**\*\*\* If you have a balance from the 2022-2023 school year, the balance must be cleared prior to applying payment to the 2023-2024 school year.**

**\*\* If any of your children are new to the program please supply a copy of their Baptismal certificate if not celebrated at St. Matthew Church.**

**\*\* First Reconciliation/First Eucharist is a separate registration form and will be emailed in late fall to all second grade students and older students who are eligible to receive in May 2024.**

The Faith Formation Program at St. Matthew Church consists of five parts:

1. Attendance at Mass, Holy Days of Obligation, Stations of the Cross and Adoration on First Friday. Weekly reception of the Eucharist and Reconciliation every three months for eligible members of the family.
2. Regular Faith Formation class attendance and appropriate behavior during class. Any absence requires a call from the parent/guardian. It is your child's responsibility to complete all assigned readings and homework should he/she be absent.
3. Volunteering in the Faith Formation program & family involvement in Parish life.  
(The Diocese requires all new volunteers in the Parish to attend a VIRTUS workshop. Please check the bulletin in the fall for workshops at St. Matthew Church)
4. All children are encouraged to be ministers at Mass. They may join the children's choir, altar servers, ushers and lectors.
  - Faith Formation Masses will be scheduled on a monthly basis at the 9:00 AM Mass with class directly afterward. The schedule is as follows:  
**September 17<sup>th</sup>; October 22<sup>nd</sup>; November 19<sup>th</sup>; December 17<sup>th</sup>**  
**January 21<sup>st</sup>; February 25<sup>th</sup>; March 17<sup>th</sup>; April 21<sup>st</sup>; May 5<sup>th</sup>**

By registering my child for the Faith Formation program, I agree to all the requirements as stated above and in the registration letter.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment Plan Options for 2023-2024 Class Year

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### **3 Payment Plan Options for Early Bird registration prior to August 30, 2023**

Pre K & Kindergarten only @ \$65 = 2 payments of \$32.50  
1 child tuition @ \$200 = 2 payments of \$100  
2 children tuition @ \$225 = 2 payments of \$112.50  
3+children tuition @ \$250 = 2 payments of \$125

1. \$ \_\_\_\_\_ @ Registration Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

2. \$ \_\_\_\_\_ by November 1<sup>st</sup> Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

3. \$ \_\_\_\_\_ by February 1<sup>st</sup> Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

By signing below I agree to meet this payment schedule as presented above.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

### **3 Payment Plan Options for registration after August 30, 2023**

Pre-K & Kindergarten only @ \$75 = 2 payments of \$37.50  
1 child tuition @ \$230 = 2 payments of \$115  
2 children tuition @ \$265 = 2 payments of \$132.50  
3+ children tuition @ \$290 = 2 payments of \$145

1. \$ \_\_\_\_\_ @ Registration Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

2. \$ \_\_\_\_\_ by November 1<sup>st</sup> Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

3. \$ \_\_\_\_\_ by February 1<sup>st</sup> Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

By signing below, I agree to meet this payment schedule as presented above.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date