

Faith Formation Program Registration

Saint Luke's Catholic Church

Please fill out the following form, only **ONE** form per family is necessary.

Faith Formation Program fee is \$25 per child for regular classes and \$55 per child for First Communion and Confirmation classes. Please make checks payable to ST. LUKE'S Faith Formation.

Childs name: _____ Gender: _____ Age: _____ Grade: _____ Amt Due: _____

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Childs name: _____ Gender: _____ Age: _____ Grade: _____ Amt Due: _____

Total Amount Due: \$ _____ Amount Paid: \$ _____ (Cash / Check)

Father's Name: _____ Mother's Name: _____

Address: _____ Address: _____

City: _____ State: _____ Zip Code: _____ City: _____ State: _____ Zip Code: _____

Phone(s): _____ Phone(s): _____

**Parent email addresses: _____

All Faith Formation communication will be done via email, please include an email address if you have one. If you do not have an email address, please indicate NONE. **All information on this form is kept confidential, including your email address. It will ONLY be used for Faith Formation and/or CYM communications.**

Mom's Work place and phone: _____

Dad's Work place and phone: _____

Emergency Contact Information (other than yourselves):

Names: _____

Phone Number: _____

Cell Phone: _____

Please list any individuals that are not allowed to have contact with your children and should not pick them up:

If you have any children who have not received First Communion and are beyond 2nd grade please indicate their name(s) and grade(s) on the lines below:

Name: _____ Grade: _____

Name: _____ Grade: _____

If you have any children who have not received First Reconciliation and are beyond the 2nd grade please indicate their name(s) and grade(s) on the lines below:

Name: _____ Grade: _____

Name: _____ Grade: _____

PLEASE RETURN ALL OF THE FOLLOWING:

___ **Registration Form AND Fee for each child registered.**

___ **Discipline Policy**

___ **Drop-off & Pick-up Policy**

___ **Lockdown Procedure Policy**

___ **Likeness Release Form**

ALL SECOND GRADE STUDENTS AND PARENTS:

- The attendance of class, participation in 1st Penance and completion of a name/pew banner will complete the Second graders obligation and eligibility to attend First Communion.

ALL JUNIOR AND PARENTS:

- Please note ALL JUNIORS are REQUIRED to attend one of the T.E.C or Higher Ground Retreats to be eligible to be confirmed at St. Luke's the beginning of your senior year. For more information on the T.E.C. or Higher Ground Retreats, please contact the Faith Formation office or go online to <http://www.kccatholics.com/pages/faithformation.html>

QUESTIONS, PROBLEMS, COMMENTS... PLEASE DON'T HESITATE TO CALL THE FAITH FORMATION OFFICE.

Thank you and God Bless.

Discipline Policy

St. Luke's Catholic Church

Faith Formation Program

If a child's behavior is knowingly inappropriate, disruptive or disrespectful to the Catechist or another student, he/she will receive a verbal warning from the Catechist. After THREE verbal warnings, the catechist will notify the DRE and the child will be removed from class. The DRE and the child will call the parents and explain the situation. At that time, it is hoped that between the DRE, the Catechist, the parents, and the child we can work together to alleviate the problem. However, should that fail, and the child returns to class and continues their behavior, they will once again be removed and the parents will be contacted and asked to come and pick up the child. The child will not be allowed back into the class until a parent or guardian attends with the child for the entire class, each week, or until it is determined by the catechist that the child can behave on his/her own.

Please note:

- Should the child's behavior be extreme they will not get three chances to correct the situation.
- Depending on the severity of the situation, an incident report may need to be filed with the Child Protection Office at the Diocese in Grand Island.

Our Catechists are a GIFT to us. Learning to treat others with respect and courtesy are the very core of the Catholic Faith which is why we will do everything to ensure that everyone is treated with the respect they deserve. This policy has been agreed upon by the Catechists, and Father Bryan Ernest.

I have read the above policy and agree to comply with the standards of conduct set forth herein.

Date: _____

Child's Signature

Child's Signature

Child's Signature

Parent's Signature

Child's Signature

Parent's Signature

Child's Signature

Drop-off and Pick-up Policy

Saint Luke's Catholic Church Faith Formation Program

Arrival:

- In Vehicles with parents: If your student's class is in the school, please park at the school to drop your student off. **For your child's safety and the safety of others, please DO NOT drop off your student in the middle of the street – PLEASE PULL OVER AND PARK AT THE CURB.** If their class is in the church, please drop them off at a door of the church that faces the parking lot.
- In Vehicles – student drivers: Please park in the church parking lot do not park on the street.
- On bicycles: Please park your bikes in an orderly manor at the east end of the school...in the rocks. Please do not park or drop your bikes on the sidewalk in front of the doors.

Departure:

All students will be dismissed directly from their classrooms. If your student's class is at the school, please park at the school to pick them up. If your student's class is at the church, please pick them up at the door facing the parking lot where you dropped them off.

If we all make an effort to follow these simple guidelines we will be able to eliminate congestion on the street in front of the school AND insure the safety of the students.

Please be on time!! Especially during cold weather, it is vital that you be on time during arrival and departure from the church!

Please have all adult and **student drivers** read the above policy and sign.

Parents Signature

Student Signature

Parents Signature

Student Signature

Lock~Down Procedure

Saint Luke's Catholic Church

Faith Formation Program

Classes held in the St. Luke's School Classrooms:

All entrance doors to the school will be locked at all times. It will be the catechist's responsibility to answer the door should the door bell ring.

In the event of a terrorist/hostage threat, the catechist will direct all students to stay within their designated classroom with the door to the room locked. They will gather the students away from the door and any windows and encourage them to remain as quiet as possible until the threat has been cleared.

Should the perpetrator gain access to the room and succeed in taking the class hostage, the catechist will attempt to maintain student safety and do what is demanded of them by the perpetrator.

Classes held in St. Luke's Church Basement:

In the event of a terrorist/hostage threat, catechist will direct all students to The Legion of Mary Room with the doors to the room locked. They will gather the students away from the door and any windows and encourage them to remain as quiet as possible until the threat has been cleared.

Should the perpetrator gain access to the room and succeed in taking the class hostage, the catechist will attempt to maintain student safety and do what is demanded of them by the perpetrator.

Classes held in St. Luke's Church Sanctuary:

In the event of a terrorist/hostage threat, the catechist will direct all students to proceed into the sacristy locking the door leading to the altar, the door leading to the robe room, and the door leading to the rectory/choir area. The catechist will gather the children into the hallway away from the doors and windows and encourage them to remain as quiet as possible until the threat has been cleared.

Should the perpetrator gain access to the room and succeed in taking the class hostage, the catechist will attempt to maintain student safety and do what is demanded of them by the perpetrator.

Classes held in St. Luke's Convent Basement:

The entrance door to the convent basement is to remain locked at all times. It will be the catechist's responsibility to answer the door should someone knock at the door. Should the perpetrator gain access to the room and succeed in taking the class hostage, the catechist will attempt to maintain student safety and do what is demanded of them by the perpetrator.

I have reviewed the above policy and know what to expect as a safety precaution should a terrorist/hostage threat be made while my student attends Faith Formation Classes.

Parent Signature

This policy will be reviewed with all Catechists and youth on the first night of classes.

Saint Luke's Catholic Church Likeness Release Form

I, _____, hereby grant St. Luke's Catholic Church permission to use my child/children's likeness in a visual image, including but not limited to: still photography, electronic and print publications, websites and Facebook. This likeness may be used without payment or any other consideration.

I hereby irrevocably authorize St. Luke's Catholic Church to edit, alter, copy, exhibit, publish or distribute my child/children's likeness for purposes of publicizing St. Luke's Church or School programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my child/children's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the likeness.

I hereby hold harmless and release and forever discharge St. Luke's Catholic Church from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I hereby certify that I am the parent or legal guardian of the below named child/children and do hereby give my consent without reservation to the foregoing on behalf of my child/children. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Signature: _____ Date: _____

Printed Name: _____

Child/Children's names to be included in this waiver:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |