



SAINT JOSEPH RELIGIOUS EDUCATION OFFICE

555 Saint Joseph Lane • Manchester, Missouri 63021

April 2011

Dear PSR parents,

Blessings! It is the mission of St. Joseph Parish School of Religion to promote a life-long relationship with Christ and his Church, for children and their families. In order for this program to serve its mission, it is essential that the administration, catechists and parents all partner together for the sake of the children and their families.

Enclosed in this registration packet are various forms and information. In order to register your child into the Parish School of Religion for the 2011-12 school year, the following forms must be returned.

- **Student data form**
 - Please indicate child's grade for the 2011-12 school year.
 - Please verify all information and, if necessary, make any necessary corrections.
 - Please mark your choice of session clearly on the form.
 - A blank form is included for any children that you need to register – please fill out completely
 - **Medical/learning Disabilities.** *(Please provide this information if appropriate. This information is kept confidential and is only shared with the catechist in order to enable him/her to best meet your child's needs.)*
- **Tuition payment options.**
 - **Authorization agreement for PSR**
- **Permission forms for Computer use, Media involvement, Human Sexuality (grades 4-8 only) and Safe Touch (grades 1-8).**
- **Parent witness statement.**
- **Parent Stewardship form.**
- **Payment – check payable to St. Joseph.**

In order to help your budget, as well to aide us in our planning, we continue to offer a 10% discount to all who pay in full at time of registration. I urge you to take advantage of this discount, as well as our early registration discount of \$50/family. Tuition amounts can be found on the enclosed data sheet.

Please be aware that in order to keep costs effective we must keep to our discount deadlines and criteria, therefore no discounts will be able to be applied if you do not meet the deadlines or criteria.

Please make sure you mark clearly the choice for each child you register. You must commit to only ONE session per child. No switching will be allowed, and your child will attend the choice that you make for them for every session, all year.

I look forward to another year of partnering with parents in their family's journey of faith.

Your Servant,

Michelle Foster
Coordinator of Religious Education

TUITION FACT SHEET

SUNDAY PRE-SCHOOL PSR - Age 3 (by 8/1/11) through Kindergarten

Please note that the Pre-school and the Parish School of Religion are two separate programs, and so if a family has children in both programs, two separate payments must be made.

The fee for the Pre-school must be paid in full at time of registration.

	Regular Tuition	Early Discount if paid before 5/31/11
1 child	85.00	65.00
2 children	145.00	125.00
3+ children	200.00	185.00

*****This fee includes books and all supplies and is non-refundable.

MONDAY PSR – Grades 1- 8 and Special Needs

Registration fees are shown below.

Families who register on or before May 31, 2011 are eligible for a \$ 50.00 discount.

Families have two payment options:

- 1) Full payment of tuition at time of registration – entitles families to an **additional 10% off fee**
- 2) Automatic withdrawals from your checking or savings account to be paid in four equal installments. **The first installment is due by check upon registration. The September, October, and November payments will be withdrawn from your bank account on the 17th.**

Please note that the Pre-school and the Parish School of Religion are two separate programs, and so if a family has children in both programs, two separate payments must be made.

MONDAY PSR TUITION RATES

**EARLY REGISTRATION DISCOUNT
THESE RATES APPLY ONLY IF REGISTRATION
IS COMPLETED BEFORE MAY 31, 2011**

	Tuition	Installment plan (4 payments)	Paid in full discount (10%)		Early registration discount (\$50 off if pd before 5/31/11)	Installment plan (4 payments)	Paid in full discount (10%)
1 child	200.00	50.00	180.00		150.00	37.50	135.00
2 children	290.00	72.50	261.00		240.00	60.00	216.00
3+ children	375.00	93.75	337.50		325.00	81.25	292.50

*****This fee includes books and supplies. This fee is non-refundable and the first installment is due upon registration.

PSR HOME SCHOOL FEE

	Tuition	If paid after May 31, 2011
1 child	40.00	50.00
2 children	55.00	65.00
3+ children	65.00	75.00

***** This fee includes student books, meetings with CRE and all mailings, etc. This fee is non-refundable and is due upon registration.

Last Name: _____ First Name: _____ Middle Name: _____

Wants to be Called: _____ Birthdate: _____ 11-12 Gr: _____

School: _____ Early: _____ Late: _____

Parents Names: _____ Different Surname: _____ Marital status: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Father: _____ Father's religion: _____ Email 1: _____

Work Phone: _____ Cell Phone: _____ Living/Deceased: _____ Had PGC?: _____

Mother: _____ Mother's religion: _____ Email 2: _____

Work Phone2: _____ Cell Phone2: _____ Living/Deceased: _____ Had PGC? _____

Emergency contact: _____ Relation to Student: _____ Phone Number: _____

Emergency Contact1: _____ Relation to Student: _____ Phone Number: _____

Baptism Date: _____ Bapt Parish*: _____ Bapt City: _____

Recon Date: _____ Recon Parish: _____ Recon City: _____

Eucharist: _____ Euch Parish: _____ Euch City: _____

Learning Disabilities (ADHD, language delayed/impairment, etc):

Medical conditions (allergies, asthma, physical disability, etc):

Health Info (Info that will help us know your child):

Physician: _____ Office Number: _____ Emergency Number: _____

Hospital: _____ Number: _____

Comments:

*We will need a copy of his/her baptismal certificate for the file if your child **was not** baptized at St. Joseph's church.

In case of accident or serious illness, I request the PSR to contact me. If the school is unable to reach me, I hereby authorize the PSR to call the physician indicated above and to follow his instructions. If it is impossible to contact this physician, the PSR may follow my instructions above or make whatever arrangements seem necessary.

Signature of Parent/Guardian _____ Date _____

**ST JOSEPH PSR - GR 1-8 and Special Needs
TUITION PAYMENT OPTIONS
2011-12**

Please complete this form and return with your Registration

Please check one of the following Payment Options

- 4 equal payments of _____ - the first due by check upon registration *with subsequent payments being automatically withdrawn from your checking or savings account.* (automatic withdrawals will be done on the 17th in September, October, and November.)
- One full payment of \$ _____ - due by check upon registration.

Name: _____ Number of children in PSR 2011-12: _____

Signature: _____ Date: _____

**AUTHORIZATION AGREEMENT FOR PSR
PREAUTHORIZED PAYMENTS**

3 Monthly withdrawals on September 17, October 17, and November 17

_____ I will begin using Direct Withdrawal Payment Method

Company Name: St. Joseph Church

ID Number: 43-0653502

I (we) hereby authorize St. Joseph Church, hereinafter called COMPANY to initiate debit entries to my (our) () Checking () Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to debit same to such account.

Depository Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Transit/ABA No: _____ Account Number: _____

This Authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name(s) _____ Social Security _____

Date _____ Signed _____

INTERNET/COMPUTER ACCEPTABLE USE POLICY AND FORM FOR 2011-12 SCHOOL YEAR

Please read, sign, and return

The internet is available to the students and teachers at St. Joseph School. To ensure safety, guidelines are necessary and must be followed for accessing the Internet and Network.

The Internet will take the students and teachers beyond the walls of the classroom and prepare our students to be active, engaged, inquisitive, and lifelong learners. Students will be provided opportunities to apply, analyze, and categorize according to their learning styles. Technology promotes student motivation for learning and provides professional support to our staff.

The students are expected to assume responsibility as they use the Internet. St. Joseph's has taken precautions to ensure the safety of each student. Since many kinds of information can be found on the Internet, we have installed a software program, Cyber Patrol, to block information that is considered inappropriate for our students.

GUIDELINES - The use of the Internet is a privilege provided to our students. Each student must act responsibly and adhere to the following guidelines:

- ❖ Students will not post their name, address, location, or any personal information that pertains to them on the Internet.
- ❖ Students are responsible for their own actions. St. Joseph's assumes no legal or financial responsibility for the actions of the students.
- ❖ Students will use appropriate language.
- ❖ Students will notify the teacher, or person in charge, if inappropriate language or information is found.
- ❖ Students will notify the teacher if a request for inappropriate information is made.
- ❖ Students will follow copyright laws (e.g., downloading copyrighted software).
- ❖ Students will respect electronic information and/or resources.
- ❖ Students will always have an instructor in the room when accessing the Internet.

- ❖ School personnel will revoke the use of the Internet if the guidelines are broken at any time.
- ❖ St. Joseph's staff maintains the option to revise guidelines established by the St. Joseph's Technology Committee.
- ❖ All parents must agree to support the guidelines established by the St. Joseph's Technology Committee. Student's access to the Internet requires written parental permission.
- ❖ Inappropriate actions will result in the following consequences:
 - Parents will be notified of the inappropriate behavior.
 - The students may lose Internet or Network privileges.

Students in grades 1-3 will have limited access to the internet-limited to select sites chosen by the classroom teacher and/or the computer teacher.

Students in grades 4-8 will have access to the internet under supervision. Please read and discuss the guidelines with your children. Signing this permission form is agreeing to discussing these guidelines with your children.

Only students who have signed the Acceptable Use Policy Form may access the Internet.

My child and I have read and understand the Acceptable Use Policy for the use of the Internet and Network at St. Joseph's School.

Parent Signature

Date

**Student Signature

Date

*** Parent initials so that form is accepted at time of registration without student signature and understands that the catechist will have student read and sign this exact form at the first PSR class. With the understanding that it is the parents responsibility to discuss all guidelines with their children.*

parent initials

Permission Form for Student Involved in Media/Marketing Materials

Please read, sign, and return

Occasionally someone from the media contacts our parish school of religion about a feature story. It is important that we know before the media arrives if you have any objection to your child(ren) being included in these stories. Additionally, occasionally the parish school of religion will prepare a marketing or informational brochure. Signing this form authorizes the parish school of religion to photograph your child(ren) and use the photograph in brochures or other similar publications. Also, occasionally the parish school of religion class will work on media projects that will possibly include pictures or voices of your children in the project. Signing this form authorizes the parish school of religion to photograph, video or audio tape your child for a specific class project.

Please fill out and return this release. We will keep it on file for the coming school year. If the form is not returned your child(ren) will automatically be excluded from any media or marketing situations. The marketing materials would be limited to ads, brochures, or fliers and would not include anything on our website. The media class projects would be limited to projects initiated by the catechist of their class and maybe viewed by the student body in the parish school of religion program.

NOTE: This form applies only to feature stories, ads, brochures, class media projects and fliers. If reporters come to the parish school of religion for a general news story the PSR administration will make every effort to keep them from interviewing or photographing students.

Permission is granted for: _____, grade _____
(list all your children)

_____, grade _____

_____, grade _____

_____, grade _____

_____, grade _____

to be included in television, radio, or newspaper feature stories and in any marketing materials produced for St. Joseph Parish School of Religion.

Parent/Guardian Signature

Date

PARENT WITNESS STATEMENT

Please read, sign, and return

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you also be the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I will:

- ❖ **Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.**
- ❖ **Commit to speak more with my children about God and to include prayer in our daily home life.**
- ❖ **Participate in and cooperate with Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including PSR At Home lessons two times a year and sacramental preparations.**
- ❖ **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**
- ❖ **Teach my children by word and example to have love and concern for the needs of others.**
- ❖ **Meet my financial responsibilities in supporting St. Joseph Parish School of Religion.**

Signature: _____ **Date:** _____



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April 2011

Dear Parent/Guardian,

As a caring Catholic community and as part of our on-going commitment to provide a safe and healthy environment for our children, the Archdiocesan Child Safety Committee has developed a school-based curriculum for grades K-8 that contains practical, helpful information to help children protect themselves from dangers that exist today.

Now that adults who work with our children have participated in the Protecting God's Children program, the next step is to equip our students with the skills necessary for them to participate in their own personal physical safety.

The objective of this curriculum, entitled, *Safe Touch* is to teach our children self-protection skills. Children will learn body safety rules in an age-appropriate and non-threatening manner. The curriculum approaches safety issues in a respectful manner, connecting our Catholic values with information to keep our children safe. This curriculum will be presented by a trained lead teacher/volunteer, JoAnn Goehler, a PSR parent and a Rockwood counselor; will present the curriculum to your children. The curriculum consists of one class period. The *Safe Touch* program is scheduled in the final 2010-11 family calendar. We encourage you to attend with your child to these presentations.

We will offer you the chance to preview the curriculum your children will be receiving at a parent meeting that are scheduled in the 2011-12 family calendar. This meeting will have immediate opportunities for previewing and communication about the curriculum. Additionally, the actual curriculum will be available for previewing in the PSR office several weeks prior to the presentations. These dates/times will be communicated through your PSR Family Newsletters and the 2011-12 family calendar.

If for any reason you prefer your child NOT to hear this presentation you have the option of opting him/her from the program. You must fill out and return the opting out form, on the reverse side of this letter, at the time of registration for 2011-12 school year. We will then provide you with the materials, at a later date, to discuss this all important issue with your child at home if you choose.

Please do not hesitate to contact me if you have questions or concerns regarding this important piece of your child's education.

Your servant,

Michelle Foster

Coordinator of St Joseph Parish School of Religion

FILL OUT THIS FORM **ONLY** IF YOUR CHILD/REN
ARE NOT TO ATTEND THIS CURRICULUM ON SAFE TOUCH!
IF YOU CHOOSE FOR THEM TO ATTEND THEN DISCARD THIS FORM.

SAFE TOUCH PROGRAM FOR 2011-12

PARENT OPTING OUT AND TEACHING AGREEMENT

I/We have requested to have my/our child(ren) excused from attending the Safe Touch Curriculum of the Archdiocese of St. Louis. In excusing my/our child(ren) from attending this program, I/We acknowledge the following:

1. The Safe Touch Curriculum was offered to my/our child(ren);
2. I/We have decided not to allow my/our child(ren) to participate in the Safe Touch Curriculum presentation;
3. I/We have received the Safe Touch Curriculum materials.

In my/our role as parent(s)/guardian(s), and above all others, the primary educator(s) of my/our child(ren), I/we will be vigilant and take such measures, including the instruction of my/our child(ren) by me/use, as I/we determine necessary and appropriate to protect my/our child(ren) from crimes of sexual harassment and molestation.

Name(s) of Child(ren) excused: _____

Parent(s)/Guardian(s) Signature: _____ Date: _____

_____ Date: _____

Parish: St. Joseph in Manchester, MO



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April 2011

Dear parents of 4th -8th graders,

Each school year the Archdiocese requires PSR programs to teach the Human Sexuality Curriculum. Below are the details and options for parents to decide their child's needs for the 2011-12 PSR School year.

It is no surprise to any of us who watch television, listen to the radio or go to the movies that our society is sending a message regarding sexuality that is not compatible with that of the Church. This is why the St. Louis Archdiocese has requested in its guidelines that PSR programs include Human Sexuality into their curriculum (parish schools are required to include this).

This curriculum is not about the physical reproduction of humans. Rather, it addresses the relationship aspects of sexuality. The program used stresses relationship to self, God and others at age appropriate levels.

Grades 4-6 will use the written text, In God's Own Making. An overview is always available for preview in the PSR office at the time of Registration, during the month prior to the teaching of the curriculum in classes and a parent informational meeting will be held well in advance of the sessions being given in class, these dates will be posted in the 2011-12 Family Calendar and announced again in the Family Newsletter prior to teaching the curriculum in classes.

Grades 7-8 will have a presentation from the Reap Team. This presentation is offered to parents and teens. We used this program from the office of Archdiocese's Office of Youth Ministry for the past several years and it is very well received, by parents and teens alike. This too, will be announced prior to the actual event as stated above for the 4-6 grades. An explanation of the program is available in the PSR office prior to the event and at Registration.

The dates for presentations of all Human Sexuality programs will be announced and publicized well in advance of actual presentation in classes.

If you choose not to have your child attend this section of PSR curriculum, please return the enclosed form **AT THE TIME OF 11-12 REGISTRATION.**

Alternate lessons will be provided to children opting out of these lessons, so that your child does not need to miss PSR on these dates.

Michelle Foster
Coordinator of Religious Education

**FILL OUT THIS FORM ~~ONLY~~ IF YOUR CHILDREN
ARE NOT TO ATTEND THIS CURRICULUM ON HUMAN SEXUALITY!
IF YOU CHOOSE FOR THEM TO ATTEND THEN DISCARD THIS FORM.**

11-12 Human Sexuality Curriculum Opting Out Form

We understand that the PSR is including within its curriculum, a section on Human Sexuality. After prayer and review of the material offered, we as parents have decided not to have our child participate in this curriculum. We understand that for these sessions alternate lessons will be presented so that our child will not have to miss PSR.

THIS FORM IS REQUIRED AT REGISTRATION

Name of child _____ Grade _____

Name of child _____ Grade _____

Name of child _____ Grade _____

Name of child _____ Grade _____

Parents signature Date

*** If more than one of your children is not participating please include information for EACH child.
Thank you.*

PSR PARENT STEWARDSHIP

As Christian parents, our call is to be stewards of the gifts given to us by God and to use those gifts to benefit all. The Parish School of Religion relies heavily on the stewardship efforts of many parishioners, and especially parents. Please review these opportunities and indicate, with a checkmark, which ones you would like to do to serve PSR and your children. We are a community and community supports each other. We ask that you volunteer for two or more of these choices. ALL families will each have a scheduled time to serve as volunteers for the parking lot duties during PSR dismissals.

Please circle ALL 2011-12 grades of your children enrolled in PSR: PreK-K-1-2-3-4-5-6-7-8-special needs

Your Name:

1st E-mail:

easiest phone to reach you & times:

---These opportunities are for Sunday AND Monday PSR -----

[] **Catechist** - This role encompasses facilitating the classroom sessions. Lesson planning, presentation would account for about 2 hours a week. Training and support is provided. Catechists are asked to be persons who practice their Catholic faith and to be people of prayer and love for Jesus and his children. This position is given a stipend.

[] **Co-catechist** - This role is similar to catechist, but would involve working with another catechist and being responsible for sharing the preparation and presentation duties. This position is given a stipend. Time: 1-2 hours a week

[] **Classroom aide** - This role involves supporting the catechist/co-catechist in the classroom situation. This role is not responsible for lesson preparation or presentation. Time: 75 minutes a week.

[] **Substitute Catechist** - This role would encompass filling in for an absent catechist. Lesson plans will be provided. There is a stipend for this position. Need 10.

[] **Shadow for Student/s** - This role would encompass being an extra hand in the classroom to help particular student/s stay on task in class. There is a stipend for this position. Need 5.

[] **PSR Advisory Board** - This position is open for all PSR parents. The Board serves in an advisory capacity with the administration. The term is for three years with bi-monthly 90-minute meetings during PSR year. Need 5-8.

THERE'S MORE! >>>>>

---These opportunities are for Monday PSR ONLY -----

- [] **T-R-Y Program Support** - These volunteers would share roles of helping to run the TRY store, evaluate behavior at mass/services, with shopping for store items, with other needs to implement this valuable program. You must be committed to the success of this program. Possibly requires time outside of PSR hours. Need 10-15.
- [] **Photographer Support** - These volunteers would help with taking photographs of key events during PSR year. It requires that you bring a camera to use. It would also entail getting pictures processed (or sent via email) and turned into administration quickly for use in bulletin board or other venues, which any cost PSR would cover from its budget. Need 5-8.
- [] **Family Event Support** - There would be 2-4 events during the PSR year. These volunteers would share roles of shopping, being a second hand at the actual event night, and helping with preparation and clean up of event nights. Need 10-12.
- [] **Confirmation Retreat volunteer** - This role is hopefully a 7th grade parent who will be a volunteer for the 8th grade Confirmation Retreat, held in the fall. You would just help keep 8th graders on task during the retreat. The benefit of this is you would be able to witness the retreat before your own child will attend the following year! Time: Five hours. Need 5-8.
- [] **Service Project Committee** - This role would encompass preparing and planning service projects for our students during and outside of PSR hours. You will work closely with administration. Time: depends on your commitment. Need 5.
- [] **Parking Lot Director** - This role is for parents who would be interested in serving as a parking lot director for either sessions of PSR. This role would require attendance at all scheduled sessions during the dismissal time frame as leadership for the volunteer safety team scheduled each week. You will work closely with administration on dismissal needs. Time: 45 minutes every week during scheduled PSR sessions. Need 2-4.
- [] **Eucharistic Minister** - This role is for Catholic parents who would be interested in serving as Eucharistic Ministers for PSR Liturgies. Requirements: a practicing Catholic (regularly attends Sunday mass), 18 or older, & a member of St Joseph parish. Training is provided. PSR really needs this support, please consider this role. Need 8 or more.
- [✓] **Parking Lot Volunteer** - This volunteer task does not count toward the two volunteer tasks PSR asks you to fulfill. This role is scheduled by administration and mandatory for up to two times per family per school year. If you cannot keep the scheduled time you are asked to switch with another parent in PSR, on your own, and notify Debby at the PSR office of the change. If you miss your scheduled time then you will be charged a \$50 fee and also rescheduled for another date. No exceptions. Time: one or two Mondays for approximately 15 minutes before and after dismissal.