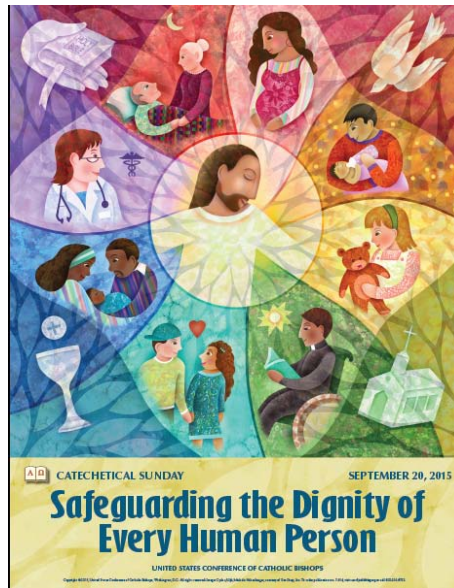


# FAITH FORMATION PARENT/FAMILY PRESCHOOL-12<sup>th</sup> GRADE HANDBOOK 2015-2016



Jesus said, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these."

**ST. MICHAEL CATHOLIC CHURCH  
208 BRANDON STREET  
PO BOX 99  
KINGSLEY, IOWA  
51028-0099**

**712-378-2021**

[stmikedre@gmail.com](mailto:stmikedre@gmail.com)

[www.westforkcatholiccommunity.org](http://www.westforkcatholiccommunity.org)

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**WELCOME** to St. Michael Catholic Parish Faith Formation program! We strive to offer a quality Faith Formation program that provides religious education for your children as well as the opportunity to pray together and form community with the other members of our program. We look forward to meeting you and working together with you to ensure a great experience for your family.

## **PARISH MISSION STATEMENT**

**MISSION STATEMENT:** The mission of St. Michael Parish is to respond to our baptismal call, serve God, congregation and community with our talents and resources. With the leadership of our pastor, our values of prayer, liturgy, stewardship, family, education and evangelization shall be the focus of this parish.

## **GENERAL INFORMATION**

**FAITH FORMATION** is what we do each Wednesday afternoon/evening with our young parishioners in order to assist the faith formation that parents/families do at home.

This parish activity is about forming our young parishioners into good citizens of God's Kingdom. This involves more than learning facts about our faith, but being able to put our faith into action.

Many people refer to this as "Religious Education" which offers the facts of our faith, while Faith Formation helps us to believe and to act as people of God. Many people refer to this as "CCD" which is actually the abbreviation for CONFRATERNITY OF CHRISTIAN DOCTRINE. This is an office in Rome that reviews and approves texts to be used by parishes and schools, including bibles, The Catechism, and the textbooks we use in our homes and in our Faith Formation programs.

Another term for Faith Formation is "Catechesis" which refers to facilitating the students' faith by Catechists, the faith guides [teachers] who share their faith with our young parishioners on Wednesdays.

**FAITH FORMATION** is the title that is being used more and more to emphasize what we must do, to be formed in our faith into the image of God.

## **BEHAVIORAL EXPECTATIONS**

### **Faith Formation General Rules**

- Everyone is to be treated courteously and with respect. This includes other children, catechists, assistants, volunteers, staff and parents.
- Students will come to class prepared to learn and willing to participate in activities in their class. No student will be allowed to interfere with the learning and participation of other students.
- No loud talking, yelling, or running in the building.
- No gum brought into the building.

- **No caps or hats are to be worn in the building.**
- **NO CELL PHONES allowed in the building.**
- Respect all property and share in the care of your classroom.

### **Faith Formation General Rules for Students**

- Attend Mass as a family each Sunday and on Holy Days of Obligation.
- Recognize the importance of Faith Formation at every grade level.
- Give priority to attendance at weekly Faith Formation classes.
- Inform the Director of Faith Formation of any special needs or circumstances that may affect their child in Faith Formation class including health and/or learning issues (i.e. ADD, ADHD, autistic, allergies, reading difficulties, etc.)

## **POLICIES AND PROCEDURES**

### **POLICY ON FAITH FORMATION**

- In accord with Diocesan policy promulgated January 2004; all students are required to participate in two years of formal preparation [religious education, faith formation] before the celebration of First Reconciliation, First Eucharist, and Confirmation.
- Catechists receive the benefit of free tuition for their children.
- Absences shall be defined as excused or unexcused.
  - Excused absences are for illness, family tragedy, or for participation in an organized event [i.e. a school sports activity during district or state games]. The school office (378-2021) is to be notified by a Parent/Guardian ahead of class session for the absence to be classified as excused.
  - Unexcused absences are for failure to attend a class session, the office is not notified ahead of time, or the absence is for an event not classified as excused.
  - The Director of Faith Formation will make determination of the type of absence, with all final decisions resting with the pastor.
- Students need to demonstrate the ability to understand the materials presented or to pass a basic comprehension test before being promoted to the next grade level.
- Students missing any grade level will be expected to understand the materials presented and to pass a basic comprehension test before being admitted to their current grade level as in public school.

### **Attendance Policy**

It is the policy of St. Michael Parish that Faith Formation students attend all classes to receive the maximum benefit from the program. Excessive absenteeism will result in a conference with the Director of Faith Formation and/or the Pastor.

### **Attendance**

To receive the maximum benefit from the Faith Formation program students are asked to arrive promptly and to attend all Faith Formation classes. If your child will be absent, please call the office at 378-2021 to inform the staff.

### **Arrival-Dismissal**

Students are expected to be in their classroom when the bell rings. Students will be dismissed from their classroom when the bell rings.

### **Cancellation of Classes**

In the event of severe weather, classes may be cancelled. If Woodbury Central or Lawton-Bronson schools are dismissed early due to weather OR have classes cancelled for the day, Immaculate Conception Faith Formation classes will be automatically cancelled as well.

Cancellations will be announced on the parish website, [www.westforkcatholiccommunity.org](http://www.westforkcatholiccommunity.org), parish Facebook page, and via e-mail and text notifications for those who have provided to the parish office with contact information and a request for such notification.

### **Discipline Policy**

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The Faith Formation staff of St. Michael's has the authority and responsibility to set discipline codes and maintain good order in the classrooms and Parish. The children in the Faith Formation program are entitled to learn and develop in a setting which promotes respect for self, others and property. Catechists, parents and students are charged with cooperating to develop mature, healthy and responsible individuals capable of self-control. It is essential that all students give the catechists their full cooperation. Notices of poor behavior may be sent home as needed if discipline problems are considered to be continual or extremely disruptive.

Students creating a disruptive environment may be dismissed from the class temporarily or permanently and the parents contacted so that corrective action may be taken for the good of all persons involved.

### **Facility Use**

Children will not be allowed in any room unsupervised. Children are expected to conduct themselves in a respectful manner. Each class is responsible for restoring the rooms to the proper order.

### **Picking Up a Child Early**

If you pick up your child before Faith Formation classes are over, you must notify the Faith Formation staff before your child may leave.

### **Visitors**

It is our policy not to allow young people who are not registered students to visit. Parents are invited to visit at any time.

### **Parental Involvement**

The Parish recognizes the supreme responsibility of parents as the first and foremost teachers of their children in the matters of faith. Your example, prayer life and participation in the weekly Sunday liturgy and other sacraments speak volumes to your children. There are many ways to be formally involved in the Faith Formation program. Parents are needed as catechists, assistants, etc. Please contact the office if you are interested.

As a parent, you are welcome to visit your child's classroom at any time. Please check in with the office. Also, please help your children learn their prayers and review any papers or materials they may bring home.

### **Grievance Procedure Guidelines**

It shall be the policy of St. Michael Faith Formation that as a Catholic faith community, open communication between parents, students, teachers, staff and administrators is encouraged in all programs. It is the intent of the St. Michael Parish Faith Formation Program that all such interaction shall be conducted in a respectful Christian manner, as we believe Christ has taught us “with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace.” In all such interactions, all parties involved shall strive to “be kind to one another, compassionate, forgiving one another as God has forgiven (us) in Christ.” We believe that in following Christ’s example, we can create an environment in all our education programs that allows our children the best opportunity to grow and achieve academic, spiritual and social success.

### **Grievance Procedure for Parents**

It shall be the policy of St. Michael Faith Formation that if an occasion arises that a parent feels a problem has occurred at Faith Formation, the parent will use the following procedure:

1. Contact the Catechist to discuss the problem.
2. Catechist will contact the Director of Faith Formation.
3. The parent may be asked to attend a meeting with the catechist, Director of Faith Formation and/or pastor to reach a solution.
4. The Pastor makes the final decision.

### **Volunteer Screening**

All volunteers who have contact with children must complete a screening form annually. This screening is for the safety and well being of our children and the protection of the parish and volunteer. Our Volunteers also take part in Virtus Sessions to protect your child and themselves.

### **Blood-Borne Pathogens**

Blood and other bodily fluids will be considered infectious. Reasonable precautions (rubber gloves, disinfecting with bleach) will be used.

### **Accidents and Illness**

If your child becomes ill or has an accident during Faith Formation classes, the parent or guardian or emergency reference will be notified. An accident report will be filed and basic first aid applied.

### **Health Information**

Please inform the office regarding any health concerns (allergies, special diet needs, learning disabilities, chronic health issues, etc.) that may affect your child during Faith Formation classes. This information will be shared with your child’s catechist.

## **SACRAMENTAL PROGRAMS**

The Parish recognizes parents as the primary educators of their children as they are the first teachers in their children’s lives. According to the United States bishops, parents have the “right and duty” to be intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child’s baptism to form them in the Catholic faith.

Preparation for the sacraments of **Reconciliation** and **Eucharist** is offered during the second grade year.

**Confirmation** preparation is offered every two [2] years. All parents of children preparing to celebrate sacraments are expected to participate in all parent meetings, family experiences, and the celebration of the Sacrament. On 1 May 2013 a request was made for the age to be lowered to 9-10<sup>th</sup> grade. This was approved at the 18 June 2013 meeting of the Parish Council. This year, students ready for Confirmation in the 9-10<sup>th</sup> grades will be prepared for Confirmation to be celebrated on Sunday 17 April 2016, 10:30 a.m. at St. Michael Church in Kingsley.

### **Enrollment for Special Circumstances**

It is the policy of St. Michael Parish that there be an evaluation of any students entering grades two through eight who were not associated with a Faith Formation program or Catholic school in prior years. The pastor will be contacted for more information.

### **Rite of Christian Initiation of Children (RCIC)**

Children who are age seven [7] or above and have not yet celebrated the sacraments of Baptism, Reconciliation and Eucharist are to participate in the Rite of Christian Initiation of Children (RCIC). Separate preparation classes will be held during the year so they may celebrate these sacraments when they are ready. Please contact the Pastor or Director of Faith Formation for more information.

### **Communal Reconciliation**

Students will have the opportunity to celebrate the sacrament of Reconciliation at two communal services during the year. These celebrations will occur during class time. Parents are asked to help prepare the children for Reconciliation by reviewing the Act of Contrition found later in this handbook.

## **TEXTBOOKS**

- *Allelu* by Our Sunday Visitor: Preschool
- *We Believe and Coming to Faith* by Sadlier: K-6 classes.
- *We Live Our Faith as Disciples of Jesus* by Sadlier: 7<sup>th</sup> Grade
- *We Live Our Faith as Members of the Church* by Sadlier: 8<sup>th</sup> Grade
- *Chosen* by Ascension Press: 9<sup>th</sup> and 10<sup>th</sup> Grade
- *Speakers, Projects, and Field Trips & Decision Point* (Bible Study): 11<sup>th</sup>-12<sup>th</sup> grade

## **REGISTRATION INFORMATION FOR 2015-2016**

The Faith Formation program meets on Wednesday for grades preschool-12. Sessions are held on Wednesdays from 4:00–5:00 P.M. for grades preschool-4 and 7:00–8:00 P.M. for grades 5-12. The program begins the first Wednesday in September and ends the last Wednesday in April.

If you are registering a child in second grade and above who has not had any previous Faith Formation or Catholic School, you will need to schedule an appointment with the pastor to discuss your situation.

Registration forms are available in this handbook, at the Faith Formation Center Office [220 Brandon Street, Kingsley; and at the parish office [419 Jones Street, Menville]. Please call the Faith Formation Office, (712) 378-2021, or the Parish Office [712-873-3644] for more information.

**Faith Formation Program Tuition** (Tuition is due with registration)

\$25/child

\$75/family maximum

Tuition for Catechists and/or Classroom Aides and their families is free

No one is ever denied Faith Formation due to financial hardship. Please contact the Director of Faith Formation to discuss options

**PRAYERS**

**SIGN OF THE CROSS** (Grades K-12)

In the name of the Father, and of the Son, and of the Holy Spirit. Amen  
(Touch forehead, chest, left shoulder, the right shoulder while saying the above)

**OUR FATHER/THE LORD'S PRAYER** (Grades K-12)

Our Father, who art in heaven, hallowed be thy name,  
Thy kingdom come, Thy will be done, on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses as we forgive those who trespass against us,  
and lead us not into temptation, but deliver us from evil.  
Amen.

**HAIL MARY** (Grades K-12)

Hail Mary, full of grace. The Lord is with thee.  
Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.  
Amen.

**GLORY BE TO THE FATHER** (Grades K-12)

Glory be to the Father, and to the Son,  
and to the Holy Spirit:



As it was in the beginning, is now,  
and ever shall be,  
world without end.  
Amen.

**GRACE BEFORE MEALS** (Grades K-12)

Bless us, O Lord,  
and these your gifts  
which we are about to receive from you goodness.  
Through Christ our Lord.  
Amen.

**GRACE AFTER MEALS** (Grades K-12)

We give you thanks  
for all the gifts we have received  
through the bounty of Christ our Lord.  
Amen.

**PRAYER TO THE GUARDIAN ANGEL** (Grades K-12)

Angel of God,  
My Guardian Dear  
to whom God's love  
entrusts me here.

Ever this day  
be at my side  
to light and guard  
and rule and guide.

**MORNING OFFERING (MORNING PRAYER)** (Grades K-12)

My God, I offer you today  
All that I think and do and say,  
Uniting it with what was done  
On earth, by Jesus Christ, your Son.

My God, I offer you all my prayer,  
Works, and sufferings of this day  
For all the intentions  
Of your most Sacred Heart.  
Amen.

**ACT OF FAITH, HOPE AND LOVE** (Grades K-12)

Jesus, I believe in you.

Jesus, I hope in you.

Jesus, I love you.

**ACT OF CONTRITION** (Any one of these or another. Version A is taught in preparation for First Reconciliation) (Grades 2-12)

A. My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

B. O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, Who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to sin no more and to avoid the near occasions of sin.

C. O my God, I am sorry for my sins because I have offended you. I know I should love you above all things. Help me to do penance, to do better, and to avoid anything that might lead me to sin. Amen.

**THE TEN COMMANDMENTS OF GOD** (Grades 3-12)

- I. I am the Lord your God; you shall not have strange gods before me.
- II. You shall not take the name of the Lord your God in vain.
- III. Remember to keep holy the Lord's day
- IV. Honor your father and your mother.
- V. You shall not kill.
- VI. You shall not commit adultery.
- VII. You shall not steal.
- VIII. You shall not bear false witness against your neighbor.
- IX. You shall not covet your neighbor's wife.
- X. You shall not covet your neighbor's goods.

**THE SEVEN SACRAMENTS** (Grades 3-12)

Sacrament of Baptism  
Sacrament of Confirmation  
Sacrament of Holy Eucharist  
Sacrament of Penance  
Sacrament of Anointing of the Sick  
Sacrament of Holy Orders  
Sacrament of Matrimony

**APOSTLE'S CREED (PROFESSION OF FAITH)** (Grades 3-12)

I believe in God,  
the Father Almighty,  
Creator of Heaven and earth,  
and in Jesus Christ, his only Son, our Lord,

[BOW]

who was conceived by the Holy Spirit,  
born of the Virgin Mary,

suffered under Pontius Pilate,  
was crucified, died, and was buried;  
he descended into hell;  
on the third day he rose again from the dead;  
he ascended into heaven,  
and is seated at the right hand of God the Father Almighty;  
from there he will come again to judge the living and the dead.

I believe in the Holy Spirit,  
the Holy Catholic Church,  
the communion of Saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting.  
Amen.

**THE MYSTERIES OF THE ROSARY** (Grades 4-12)

**Joyful Mysteries:**

The Annunciation  
The Visitation  
The Nativity  
The Presentation  
The Finding of Jesus in the Temple

**Luminous Mysteries:**

The Baptism of the Lord  
The Wedding of Cana  
The Proclamation of the Kingdom  
The Transfiguration  
The Institution of the Eucharist

**Sorrowful Mysteries:**

The Agony in the Garden  
The Scourging at the Pillar  
The Crowning With Thorns  
The Carrying of the Cross  
The Crucifixion

**Glorious Mysteries:**

The Resurrection  
The Ascension  
The Descent of the Holy Spirit  
The Assumption  
The Coronation

**THE SPIRITUAL AND CORPORAL WORKS OF MERCY** (Grades 6-12)

**The spiritual works of mercy:**

To instruct the ignorant  
To counsel the doubtful  
To admonish sinners  
To bear wrongs patiently  
To forgive offences willingly  
To comfort the afflicted  
To pray for the living and the dead

**The corporal works of mercy:**

To feed the hungry  
To give drink to the thirsty  
To clothe the naked  
To harbor the harborless  
To visit the sick  
To ransom the captive  
To bury the dead

**THE BEATITUDES** (Grades 6-12)

Blessed are the poor in spirit, for theirs is the Kingdom of Heaven.  
Blessed are the meek, for they shall possess the earth.

Blessed are they who mourn, for they shall be comforted.  
Blessed are they who hunger and thirst for justice, for they shall be satisfied.  
Blessed are the merciful, for they shall obtain mercy.  
Blessed are the clean of heart, for they shall see God.  
Blessed are the peacemakers, for they shall be called children of God.  
Blessed are they who suffer persecution for justice sake, for theirs is the Kingdom of Heaven.  
Blessed are you when men reproach you, and persecute you, and speaking falsely, say all manner of evil against you, for my sake.

**MEMORARE** (Grades 7-12)

Remember, O most gracious Virgin Mary,  
that never was it known that anyone who fled to your protection,  
implored your help, or sought your intercession was left unaided.

Inspired by this confidence, I fly to you,  
O Virgin of virgins, my mother.  
To you I come; before you I stand, sinful and sorrowful.  
O Mother of the Word Incarnate,  
Despise not my petitions, but in your mercy,  
Hear and answer me.  
Amen.

**ACT OF FAITH** (Grades 9-12)

O my God, I firmly believe all the truths that the Holy Catholic Church believes and teaches; I believe these truths, O Lord, because Thou, the infallible Truth, hast revealed them to her; in this faith I am resolved to live and die.  
Amen.

**ACT OF HOPE** (Grades 9-12)

O my God, relying on Thy promises, I hope that, through the infinite merits of Jesus Christ, Thou wilt grant me pardon of my sins, and the graces necessary to serve Thee in this life and to obtain eternal happiness in the next.  
Amen.

**ACT OF LOVE** (Grades 9-12)

O my God, I love Thee with my whole heart and above all things, because Thou art infinitely good and perfect; and I love my neighbor as myself for love of Thee.

Grant that I may love Thee more and more in this life, and in the next for all eternity.  
Amen.

### **THE HOLY DAYS OF OBLIGATION** (Grades 9-12)

In addition to Sunday, the days to be observed as holy days of obligation in the Latin Rite dioceses of the United States of America, in conformity with canon 1246, are as follows:

January 1, the solemnity of Mary, Mother of God;\*  
August 15, the solemnity of the Assumption of the Blessed Virgin Mary;\*  
November 1, the solemnity of All Saints;\*  
December 8, the solemnity of the Immaculate Conception;  
December 25, the solemnity of the Nativity of Our Lord Jesus Christ.

\*Whenever January 1, the solemnity of Mary, Mother of God, or August 15, the solemnity of the Assumption, or November 1, the solemnity of All Saints, falls on a Saturday or on a Monday, the precept to attend Mass is cancelled.

### **THE NICENE CREED** (Grades 9-12)

I believe in God,  
the Father, the Almighty,  
maker of heaven and earth,  
and all things visible and invisible.

I believe in one Lord, Jesus Christ,  
the only Begotten Son of God,  
born of the Father before all ages.  
God from God, Light from Light,  
true God from true God,  
begotten, not made, consubstantial with the Father;  
through him all things were made.

For us men and for our salvation  
he came down from heaven,

[BOW]  
and by the Holy Spirit was incarnate of the Virgin Mary,  
and became man.

For our sake he was crucified under Pontius Pilate;  
he suffered death, and was buried,  
and rose again on the third day  
in accordance with the Scriptures.  
He ascended into heaven  
and is seated at the right hand of the Father.  
He will come again in glory

to judge the living and the dead  
and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son is adored and glorified,  
who has spoken through the prophets.

I believe in one holy catholic and apostolic Church.  
I confess one baptism for the forgiveness of sins  
and I look forward to the resurrection of the dead  
and the life of the world to come.  
Amen.

### **THE STATIONS OF THE CROSS** (Grades 9-12)

The First Station: Jesus is condemned to die.  
The Second Station: Jesus Carries His Cross.  
The Third Station: Jesus Falls the First Time.  
The Fourth Station: Jesus Meets His Mother.  
The Fifth Station: Simon Helps Jesus Carry His Cross.  
The Sixth Station: Veronica Wipes the Face of Jesus.  
The Seventh Station: Jesus Falls the Second Time.  
The Eighth Station: Jesus Meets the Women of Jerusalem.  
The Ninth Station: Jesus Falls the Third Time.  
The Tenth Station: Jesus is Stripped.  
The Eleventh Station: Jesus is Nailed to the Cross.  
The Twelfth Station: Jesus Dies On The Cross.  
The Thirteenth Station: Jesus Is Taken Down From The Cross.  
The Fourteenth Station: Jesus Is Laid In The Tomb.

### **HAIL, HOLY QUEEN** (Grades 9-12)

Hail, holy Queen, Mother of mercy, hail, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O merciful, O loving, O sweet Virgin Mary!  
Amen.

### **GIFTS OF THE HOLY SPIRIT** (Confirmation grades and grades 9-12)

Wisdom, Understanding, Counsel, Fortitude, Knowledge, Piety (godliness), and Fear of the Lord. [Isaiah 11:1-2]

- The gift of **wisdom**, by detaching us from the world, makes us relish and love

only the things of heaven.

- The gift of **understanding** helps us to grasp the truths of religion as far as is necessary.
- The gift of **counsel** springs from supernatural prudence and enables us to see and choose correctly what will help most to the glory of God and our own salvation.
- The gift of **fortitude** is the gift of courage to overcome the obstacles and difficulties that arise in the practice of our religious duties.
- The gift of **knowledge** points out to us the path to follow and the dangers to avoid in order to reach heaven.
- The gift of **piety** inspires us with a tender and filial confidence in God and makes us joyfully embrace all that pertains to His service.
- The gift of **fear** fills us with a sovereign respect for God, and makes us dread, above all things, to offend Him.

### **FRUITS OF THE HOLY SPIRIT** (Confirmation grades and grades 9-12)

Love, Joy, Peace, Patience, Kindness, Generosity, Faithfulness, Gentleness, and Self-control. [Galatians 5:22-23]

### **VIRTUES OF THE HOLY SPIRIT** (Confirmation grades and grades 9-12)

Faith Hope Charity [1 Corinthians 13:13]



**PARENT ACKNOWLEDGEMENT FORM**

*(Sign and return to the Director of Faith Formation)*

This is to acknowledge that we have received the Immaculate Conception Faith Formation Handbook. **We understand and agree to cooperate with the parish policies set forth in the handbook.**

Print Child's Name	Grade
Print Child's Name	Grade
Print Child's Name	Grade
Print Child's Name	Grade
Print Child's Name	Grade
Print Child's Name	Grade
Print Child's Name	Grade
Print Child's Name	Grade

**Photo Release**

Throughout the year, video and photographs may be taken, and possibly used for publication in the Church Bulletin, bulletin boards, local papers, and on the parish website including Facebook.

\_\_\_Yes\_\_\_ No: I give consent for my child(ren) named above to be photographed during Faith Formation classes and events during the 2015–2016 school year.

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

Date: \_\_\_\_\_