

Sacred Heart Church  
Religious Education Program  
**New Family/Student Registration Procedures and Information**  
2025-2026

**IMPORTANT!:** *THE PARENT INFORMATION HANDBOOK DETAILING SPECIFIC INFORMATION ABOUT OUR PROGRAM INCLUDING UPDATES, FEES, PROCEDURES, REQUIREMENTS, ETC. WILL BE FORWARDED UNDER SEPARATE COVER.*

**READ THE FOLLOWING INFORMATION AND INSTRUCTIONS CAREFULLY (3 pages of instructions and 6 pages of the registration form.) THANK YOU!**

**Parish Status:** Families who register in the Religious Education program should be **active** and **participating** members of Sacred Heart Parish as defined in the *Parent Information and Registration Booklet*. If you are not registered with the parish, please go to our website at: [www.sacredheartct.com](http://www.sacredheartct.com). This is for **parish registration only**.

**NEW Registration forms must be returned to our office no later than July 31, 2025.** *A registration form and all required document(s), if applicable, must be completed/submitted for each family/child registering in our program.*

**ALL TUITION/FEES must be postmarked and/or received by our office no later than August 28, 2025.**

- Registrations received after July 31, 2025 will be assessed a \$25.00/family late registration fee.
- **DO NOT send your payment until you receive an invoice.** An invoice will be forwarded to you after your application is reviewed and the registration is processed by our office.
- All tuition/fees must be received/postmarked no later than August 28, 2025.
- Payments received/postmarked August 29, 2025 and after will be assessed a \$25.00/family late payment penalty.
- Families who would like to request a payment plan **must** do so **in writing** no later than August 28, 2025 and must agree to and honor the terms agreed upon with the Director of Religious Education. Payment plans requested August 29, 2025 and after will be subject to the \$25.00 late payment penalty charge. Payment plans begin on September 1, 2025 and are to be completed no later than March 31, 2026. *Payment plan approval is at the discretion of the Director of Religious Education.*
- Tuition and fees are non-refundable.
- Approved volunteers receive a tuition only discount for the year. All other fees are applicable.
- Please make your payments by cash or check (**payable to Sacred Heart Religious Ed**). **DO NOT** use the online donation system - that is only for weekly parish contributions and we are unable to track payments to Religious Ed accounts. **Again, please do not make payment until you have received an invoice from our office.**

1) Your parish I.D./envelope number is used at the Religious Education office for parish verification. *(Please note your registration will not be processed without this number. You may call the rectory at (860) 668-4246 and they will provide it from their records. Thank you.)*

2) Your Religious Education registration will be “pending” if there are any outstanding requirements, i.e. required documentation and/or outstanding tuition. Please be sure all required submissions are received by our office so as not to delay a student’s placement for the school year 2025-2026.

## **INSTRUCTIONS TO COMPLETE REGISTRATION FOR THE 2025-2026 SCHOOL YEAR:**

1. Be sure you are registered with the parish and have your **envelope number** handy.
2. **Complete** a new family/student registration form and include each new student information.
3. **Attach** copies of any/all necessary and requested documentation such as baptismal certificates, etc.:

- 1) **Baptismal Certificate (copy)** – All new students, grade K and up
- 2) Reconciliation Certificate (copy) – grade 2 and up
- 3) Holy Communion Certificate (copy) – grade 2/3 and up
- 4) Letter(s) and/or records from all previous Religious Education programs or Catholic school affirming that the student has successfully completed each year of Religious Education through their present grade. Each letter **must** include the following information:
  - Grades Completed in Program
  - Copy of any student progress report/report card
  - Name of Textbook used in Religious Program or Catholic School student attended (*i.e. Walking by Faith/Harcourt*)

### **REGISTRATION DUE DATES AND FEES:**

#### **June 25, 2025-July 31, 2025 (no penalty)**

- \$70 one child  
\$135 two children  
\$200 three or more  
\$25 new student processing fee (first time students-1<sup>st</sup> grade and up. Fee is per student in addition to tuition)  
\$35 Kindergarten (includes new student processing fee)

Confirmation fees (includes book fee and retreat fee) in addition to tuition:  
\$75/student – grade 9

#### **August 1, 2025 and after (late registration - \$25/family penalty included)**

- \$95 one child  
\$160 two children  
\$225 three or more  
\$25 new student processing fee (first time students-1<sup>st</sup> grade and up. Fee is per student in addition to tuition)  
\$35 Kindergarten (includes new student processing fee)

Confirmation fees (includes book fee and retreat fee) in addition to tuition:  
\$75/student – grade 9

A late fee of \$25.00 will be assessed for payments received after August 28, 2025.

Registration fees cover costs associated with books, classroom materials, and other program expenses and **does not** replace your weekly parish support to Sacred Heart Church.

- 1) Remember to include **critical information** such as medical concerns, special needs, learning disabilities, emergency contacts and **any changes** to home phone, cell phone or address.
- 2) Students are placed on a first-come, first-serve basis based on catechist/class availability. Due to room size, class size may be limited.
- 3) **AGREEMENT TO TERMS & CONDITIONS:** By registering in the Sacred Heart Religious Education program, you have agreed to the terms and conditions as set forth in the Parent Information and Registration booklet 2025-2026.

**\*\*Please be sure to read the Parent Information and Registration booklet for complete information.  
Thank you!**

**NEW-REGISTRATION FORM 2025-2026**

**GRADES K-10**

**FAMILY NAME (LAST):** \_\_\_\_\_

**MOTHER'S NAME:** \_\_\_\_\_  
First name Maiden name

**Marital Status:**  
\_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_ Widowed \_\_\_\_ Single/Other \_\_\_\_\_

**Religion (Mother):** \_\_\_\_\_ **Occupation (Mother):** \_\_\_\_\_

**FATHER'S NAME:** \_\_\_\_\_  
First name Last name

**Marital Status:**  
\_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_ Widowed \_\_\_\_ Single/Other \_\_\_\_\_

**Religion (Father):** \_\_\_\_\_ **Occupation (Father):** \_\_\_\_\_

**ENVELOPE/PARISH REGISTRATION NUMBER:** \_\_\_\_\_

*(Please note your registration will not be processed without this number. You may call the rectory at (860) 668-4246 and they will provide it from their records. Thank you.)*

***\*\*AGREEMENT TO TERMS & CONDITIONS: By registering in the Sacred Heart Religious Education program, you have agreed to the terms and conditions as set forth in the Parent Information and Registration booklet 2024-2025.***

**Please complete the following information:**

**1) ADDRESS:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

**2) PHONE NUMBERS (Please indicate whether CELL or LANDLINE:**

HOME: \_\_\_\_\_

MOM: \_\_\_\_\_

DAD: \_\_\_\_\_

**3)EMAIL (PLEASE LIST ALL EMAILS THAT INFORMATION IS TO BE SENT:**

MOM: \_\_\_\_\_

DAD: \_\_\_\_\_

**4)EMERGENCY CONTACT (MUST BE SOMEONE OTHER THAN PARENT THAT LIVES IN THE AREA):**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

\_\_\_\_ Check here if you are interested in volunteering in our program.

The DRE will contact you regarding opportunities as a catechist, co-catechist, aide or other ways to help. Thank you!

1. Please return your registration no later than July 31, 2024 to avoid a late penalty.
2. **DO NOT** send your payment until you receive an invoice. An invoice will be forwarded to you after your application is reviewed and the registration is processed by our office.
3. Once you have received an invoice, please make your payments by cash or check (**payable to Sacred Heart Religious Ed**). They may be mailed to P.O. box 626, Suffield, CT; dropped off in our outdoor mailbox or placed in the offertory basket with the envelope clearly marked "RELIGIOUS EDUCATION".

**DO NOT** use the online donation system - that is only for weekly parish contributions and we are unable to track payments to Religious Ed accounts. Thank you!

**5)STUDENT INFORMATION (PLEASE ENTER INFORMATION FOR THE 2024-2025 SCHOOL YEAR FOR NEW STUDENTS (copies of certificates must accompany registration):**

**STUDENT NAME #1:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_  
School name / City, State

**Gender:** M / F      **Birthdate:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Birthplace:** \_\_\_\_\_  
City/State

\_\_\_ **BAPTISM:**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **RECONCILIATION**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **EUCCHARIST**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **LETTER**      **Name of previous Religious Education Program or Catholic School attended:**  
\_\_\_\_\_  
Name of Parish/City/State

\_\_\_ Please check here if your student was not enrolled in a Religious Education program for the year 2024-2025.

**COMMENTS, NOTATIONS, SPECIAL NEEDS AND ALLERGY INFORMATION:**

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**STUDENT NAME #2:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_  
School name / City, State

**Gender:** M / F      **Birthdate:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Birthplace:** \_\_\_\_\_  
City/State

\_\_\_ **BAPTISM:**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **RECONCILIATION**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **EUCCHARIST**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **LETTER**      **Name of previous Religious Education Program or Catholic School attended:**  
\_\_\_\_\_  
Name of Parish/City/State

\_\_\_ Please check here if your student was not enrolled in a Religious Education program for the year 2024-2025.

**COMMENTS, NOTATIONS, SPECIAL NEEDS AND ALLERGY INFORMATION:**

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STUDENT NAME #3: \_\_\_\_\_

GRADE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
School name / City, State

Gender: M / F      Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Birthplace: \_\_\_\_\_  
City/State

\_\_\_ **BAPTISM:**      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Clergy: \_\_\_\_\_  
Church: \_\_\_\_\_  
Name/City/State

\_\_\_ **RECONCILIATION**      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Clergy: \_\_\_\_\_  
Church: \_\_\_\_\_  
Name/City/State

\_\_\_ **EUCCHARIST**      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Clergy: \_\_\_\_\_  
Church: \_\_\_\_\_  
Name/City/State

\_\_\_ **LETTER**      Name of previous Religious Education Program or Catholic School attended:  
\_\_\_\_\_  
Name of Parish/City/State

\_\_\_ Please check here if your student was not enrolled in a Religious Education program for the year 2024-2025.

**COMMENTS, NOTATIONS, SPECIAL NEEDS AND ALLERGY INFORMATION:**

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**STUDENT NAME #4:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_  
School name / City, State

**Gender:** M / F      **Birthdate:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_      **Birthplace:** \_\_\_\_\_  
City/State

\_\_\_ **BAPTISM:**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **RECONCILIATION**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **EUCCHARIST**      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                         **Clergy:** \_\_\_\_\_  
                         **Church:** \_\_\_\_\_  
                         Name/City/State

\_\_\_ **LETTER**      **Name of previous Religious Education Program or Catholic School attended:**  
\_\_\_\_\_  
Name of Parish/City/State

\_\_\_ Please check here if your student was not enrolled in a Religious Education program for the year 2024-2025.

**COMMENTS, NOTATIONS, SPECIAL NEEDS AND ALLERGY INFORMATION:**

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