

Sacred Heart Church
Religious Education Program
Returning 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 (2 pages of the instructions and 3 pages of the registration form and addendum if needed.) 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*.

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. non-submission of make-up work, service hours, etc. This also includes any outstanding tuition balances. 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.

3) If there are new student/members of your family joining our program, please be sure all and any copies of required sacramental and/or additional documentation is received with your registration.

4) Students entering Grade 10 **must** be registered prior to receiving the sacrament so we may have the most up-to-date information for our records. (no fee will apply)

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-1st 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-1st 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) We **do not** guarantee class day/time selections. Students are placed on a first-come, first-serve basis based on catechist/class availability.
- 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!**

RETURNING-REGISTRATION FORM 2025-2026

GRADES K-10

FAMILY NAME (LAST): _____

MOTHER'S NAME: _____
First/Last name

Marital Status:
____ Married ____ Divorced ____ Widowed ____ Single/Other _____

FATHER'S NAME: _____
First/Last name

Marital Status:
____ Married ____ Divorced ____ Widowed ____ Single/Other _____

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 2025-2026.*

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: _____

5)STUDENT INFORMATION (PLEASE ENTER INFORMATION FOR THE 2025-2026 SCHOOL YEAR FOR RETURNING STUDENTS):

STUDENT NAME #1: _____

GRADE: _____ SCHOOL: _____
School name / City, State

STUDENT NAME #2: _____

GRADE: _____ SCHOOL: _____
School name / City, State

STUDENT NAME #3: _____

GRADE: _____ SCHOOL: _____
School name / City, State

STUDENT NAME #4: _____

GRADE: _____ SCHOOL: _____
School name / City, State

(If a new student is in a returning family, please complete the attached New Student addendum sheet at the end of this form. Please include a copy of all required documentation i.e. baptismal certificate, 1st Reconciliation, 1st Holy Communion, etc.)

SPECIAL NEEDS AND ALLERGY INFORMATION. COMMENTS, NOTATIONS:

(Please note any important information about your child(ren) especially special needs and allergies. Thank you!)

 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, 2025 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".
4. **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!

5A)STUDENT INFORMATION (PLEASE ENTER INFORMATION FOR THE 2025-2026 SCHOOL YEAR FOR NEW STUDENTS IN A RETURNING FAMILY:

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:

Please note that we will require a copy of sacramental information before processing the registration. Thank you.

ADDENDUM