

Our Lady of Guadalupe Parish

Faith Formation Office

40374 Fremont Boulevard Fremont, California 94538

Tel. 510-651-4966 ologff@olog.church

July 5, 2017

Dear Parents/Guardians of Children in Grades First through Eighth and Confirmation age,

Welcome to the 2017 – 2018 Faith Formation (FF) program. Registration materials for the upcoming catechetical year are enclosed in this packet. We look forward to partnering with you in building and strengthening your child's relationship with the Holy Trinity, the Catholic Church, and our parish community of Our Lady of Guadalupe.

This packet includes the following forms. Please complete and return the ones with an *:

- a) *Faith Formation Registration Form
- b) *Emergency Health Information Form/Photo Release Form
- c) *Sacrament Guidelines Form
- d) *Parental Permission and Release of Liability Form
- e) Student drop off and parking policy
- f) Service Time Sheet Form

Completed forms may be sent by email to **ologff@olog.church** or turned in to OLOG Faith Formation Office (address above) *Monday through Saturday*. Please submit the appropriate registration fees with your forms.

Registration fees for the 2017 – 2018 classes are as follows:

| | |
|---|-----------|
| Registration fee for one child: | \$100.00 |
| Fee per additional sibling: | \$ 85.00 |
| (Fourth or more siblings) | FREE |
| Baptismal Fee | \$ 75.00 |
| *First Communion Fee per child: | \$ 60.00 |
| Confirmation 1 st year Retreat Fee | \$ 60.00 |
| Confirmation 2 nd year Retreat Fee | \$ 175.00 |

*The First Communion fee is applicable to children in the First Communion class who will be preparing to receive the sacraments of First Reconciliation and First Eucharist in the spring of 2018.

(OVER)

Please make checks payable to OLOG PARISH (Please write Faith Formation on check). Feel free to call us if you need to discuss deferred billing. Every child is entitled to catechesis regardless of their family's ability to pay registration fees.

Session Schedules:

Tuesdays 4:00 – 5:00 p.m.: (Spanish) Grades 1st – 3rd

Tuesdays 5:15 – 6:15 p.m.: (English) Grades 1st – 8th

Saturdays 9:00 – 10:00 a.m.: (English) Grades 1st – 6th

Saturdays 10:15 – 11:15 a.m.: (Spanish) Grades 1st – 3rd

Saturdays 3:00 - 6:00 p.m. (English) Confirmation Sessions

Saturdays 5:00 – 8:00 p.m. (Spanish) Confirmation Sessions

Sundays 4:00 - 7:00 pm (English) Confirmation Session

If you have any questions regarding registration, please do not hesitate to call us. Also, if you are aware of any families who may be interested in receiving information about the FF program, please call the office. Once again, WELCOME to Our Lady of Guadalupe Faith Formation program 2017 – 2018.

Yours in Christ,

Juan Jose Suarez P.

Faith Formation Coordinator
Our Lady of Guadalupe Parish

For office use only: Class Code _____ Primary Language: _____

Our Lady of Guadalupe Parish Faith Formation or CCD 2017 – 2018 Registration Form

PLEASE PRINT (FILL OUT CHILD AND PARENT INFORMATION AS IT APPEARS ON BAPTISMAL CERTIFICATE).

Student Names: _____ Last Name: _____
As on Baptismal/ Birth Certificate As on Baptismal/ Birth Certificate

Date of Birth: _____ Place (city, state): _____ Current School: _____

Grade: _____ Gender: _____ Age: _____ Ministries involved in: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ Who is Primary Contact _____

Phone (cell/ home/work): _____ Email: _____

Parish Ministry: _____ Profession: _____

Mother's Name: _____ Maiden Name: _____

Phone (cell/ home/work): _____ Email: _____

Parish Ministry: _____ Profession: _____

Mother's Religion: _____ Father's Religion: _____

Parish/Mass - family attends: _____ Registered? Yes, No

Sacraments child has received: Baptism, First Communion, None Years in program: _____

Family Envelope No. _____

CHOOSE A CLASS:

| Tuesday Faith Formation | Saturday Faith Formation | Saturday Confirmation | Sunday Confirmation |
|--|--|---|---|
| <input type="checkbox"/> Spa. 4 pm - 5 pm 1-3 | <input type="checkbox"/> Eng. 9 am - 10 am 1-5 | <input type="checkbox"/> Eng. 3 pm - 6 pm | <input type="checkbox"/> Eng. 4 pm - 7 pm |
| <input type="checkbox"/> Eng. 5:15 pm - 6:15 pm 1-8 | <input type="checkbox"/> Spa. 10:15 am - 11:15 am 1-3 | <input type="checkbox"/> Spa. 5 pm - 8 pm | |

Registration Tuition: 1 Child \$100.00 _____ 2 Children: \$185.00 _____ 3 or more \$270.00 _____

| | | | |
|--|----------|-------|-------------------------------|
| Baptism if needed (donation) | \$75.00 | _____ | (Due no later than December) |
| First Communion Preparation Fee | \$ 60.00 | _____ | (Due no later than December) |
| 1 st yr. Confirmation Retreat Fee | \$ 60.00 | _____ | (Due no later than December) |
| 2 nd yr. Confirmation Retreat Fee | \$175.00 | _____ | (Due no later than Feb. 2018) |

Diocese of Oakland
Office of Youth and Young Adult Ministry
PARENTAL PERMISSION, HEALTH AUTHORIZATION, RELEASE FORM
THERE MUST BE A COPY OF THIS FORM AT ALL YOUTH MINISTRY ACTIVITIES

Child's Name _____ Parish _____

Address _____ Phone _____
(street, city, zip)

School _____ Grade _____ Birth Date _____

Parent/Guardians Name _____ Home Phone _____

Address _____ Cell Phone _____
(street, city, zip)

IN CASE OF EMERGENCY, NOTIFY PERSON OTHER THAN PARENT/GUARDIAN:

Name: _____ Relationship: _____ Phone _____

Name: _____ Relationship: _____ Phone _____

HEALTH AND MEDICAL INFORMATION

Family Physician _____ Phone _____

Address _____

Medical Plan _____ Plan Number _____

Does your child have any special needs or learning disabilities? If so, which _____

Do you authorize the adult leader to authorize medical treatment for your child in an emergency,
as considered necessary by the attending physician? Yes No

State any reasons why you do not want medical care given to your child in an emergency: _____

Is your child allergic to any particular foods (i.e. peanuts, dairy, seafood) _____
ongoing medication and state the type and frequency of medication given:

Has your child had difficulty with the following (circle all that apply):

| | | | | |
|--------|-----------------|-------------|----------|------------|
| Asthma | Fainting Spells | Convulsions | Diabetes | Heart Eyes |
| Ears | Nose | Throat | Lungs | Digestion |

Other _____

List any physical restriction or restriction for any activity based on medical condition: _____

State the date of your child's last physical examination: _____

Our Lady of Guadalupe
Faith Formation 2017 - 2018
Sacramental Guidelines

Student Name _____

- **BAPTISM:** Child who is not baptized between the ages of 7 and 17, but is currently enrolled in Faith Formation can be baptized.
 - Child must complete one year of Faith Formation.
 - Will be baptized in Easter season.
 - Parents complete registration form and interview with pastor
 - Copy of Birth Certificate is submitted to FF office.
 - Parents must complete 10 service hours by March 31, 2018.
 - Complete RCIC program with rites and scrutiny's
 - Parents and Godparents attend Pre-Baptismal classes
 - Baptism if needed – donation \$75.00

- **FIRST EUCHARIST:**
 - Child must be enrolled in Faith Formation and complete a two-year program including the following:
 - Parent will make sure child knows basic prayers.
 - **1st year** - sign of the cross, Our Father, Hail Mary, Glory Be
 - **2nd Year** - Act of contrition, Creed, 10 Commandments
 - Child will attend sessions, generally weekly (calendar will be available online)
 - If child is absent more than 5 sessions will need to repeat the year.
 - Parents will complete at least 10 hours of service to OLOG Parish (See attached form). Hours must be completed and form turned into FF office no later than March 31, 2018.
 - Sacramental Fee of \$60.00 must be paid for second year child by December.
 - Fundraising activities required.

- **CONFIRMATION:**
 - Child must be enrolled in Faith Formation and complete a two-year program including the following:
 - Candidate must attend sessions, generally twice a month Saturdays or Sundays of each month (a calendar with specific dates will be available online)
 - Candidate must attend Mass and class at each session for a total of 3 hours
 - Student **must not** be absent more than 9 hours of class or Mass or will have to repeat the year.
 - Candidate must attend the following retreats:
 - **1st year candidates – February 2018 \$60.00 (due no later than Dec. 2017)**
 - **2nd year candidates – April 2018 \$175.00 (due no later than Feb. 2018)**
 - Candidate must complete at least 10 hours of service to OLOG Parish (See attached form). Hours must be completed and form turned into FF office no later than March 31, 2018.
 - All candidates will be involved in group projects outside of their service hours.
 - All candidates must present basic prayers or will repeat year.
 - Sign of the cross, Our Father, Hail Mary, Glory Be, act of contrition, Creed
 - Must complete letter to bishop to ask for confirmation.
 - 2nd year candidates will have exit interviews before confirmation.
 - Fundraising activities required.

➤ **PARENTS ARE REQUIRED TO:**

- Attend mandatory meetings
- Support your child in their faith journey **by attending Mass weekly with child.**
- Help get signature on bulletin or mass passport weekly. Fee if mass passport is lost.
- Complete all necessary Faith Formation forms.
- Be Safe Environment certified
- Turn in a copy of student's **Baptismal /First Communion Certificate.**
- Registration fee of \$100.00 (Registration closes once a group is filled. This might be **prior to Sept. 8, 2017.** Your child is **not** registered until this fee is paid, all forms and certificates are turned in.)

➤ **GODPARENTS ARE REQUIRED TO:**

- Be fully initialized Catholic - Baptized, Confirmed, Communion
- If married, must be in church
- Must be 18 or older
- Sacramental certificates to be turned in by end of January to be considered. If not, will not be Godparent - **this is your responsibility, we will not follow up with this.**
- Must be practicing Catholic Receiving Communion regularly
- Must attend mandatory meetings and retreat to be eligible
- Fill out sponsor form by sacrament year

Parent(s)/Guardian Signature_____Date_____

Child Signaure_____Date_____

Name of child _____

Parental Permission and Acknowledgement of Conditions for Participation in Program

1. I/we, parent or authorized guardian of the child named above give permission for his/her participation in **The Our Lady of Guadalupe Faith Formation program**, and all related activities, including but not limited to transportation to and from this youth ministry event.
2. I/we agree to direct my/our child to cooperate and comply with reasonable directions and instructions from Youth Ministry staff or adult volunteer leaders.
3. I/we agree to be responsible for all medical expenses relating to injury of my/our child as a result of his/her participation in this event, whether or not caused by the negligence of parish, youth ministry program employees, agents or volunteers or other participants.
4. I/we understand that youth participating in youth ministry events risk injury to the body, psyche or property damage to themselves and others. Such injuries can be caused by other persons or accidentally or intentionally self-inflicted, faulty equipment or facilities, conditions of recreational facilities, vehicle accidents while in transport or through the activity itself.

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

In consideration for being permitted to participate in **The Our Lady of Guadalupe Faith Formation program**, use the equipment provided and to enter the premises or facilities of the Diocese of Oakland (Diocese) for any purpose including observation and participation in activities, the parent or guardian for him or herself and any successors in interest and on behalf of the minor child agrees:

1. To release, waive, discharge and promise not to sue the Diocese of Oakland, and its affiliated entities, its officers, directors, employees, agents and volunteers (hereafter referred to as "Releasees") from all liability for any loss or damage, and any claim or demands therefor on account of serious or mortal injury to the body, injury to psyche or property of the minor child, or undersigned parent or guardian, whether caused by negligence or other conduct by the Releasees while the minor child, parent or guardian is participating in this event or in, upon or about the premises of the Diocese or any of its facilities or equipment.
2. To indemnify and hold harmless the Releasees from any loss, liability, damage or cost it may incur due to the presence of the minor child, parent or guardian in, upon or about the premises of the Diocese, its facilities or equipment, or while participating in any youth ministry activities whether caused by the negligence of Releasees or otherwise.
3. That the parent or guardian has read this Agreement, voluntarily signs the Agreement and that no oral representations, statements or inducements apart from the contents of this written Agreement have been made.

MODEL RELEASE STATEMENT

I give consent for pictures or video taken of my child during Faith Formation activities/events to be published or broadcast for OLOG purposes only.

I have read this Agreement and understand everything written above.

Date _____

Signature of Parent or Guardian

Date _____

Signature of Parent or Guardian

