

Our Lady of Guadalupe Parish

Faith Formation Office

40374 Fremont Boulevard Fremont, California 94538

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

July 1, 2020

Dear Parents/Guardians of Children in Grades First through Eighth and Confirmation age,
Welcome to the 2020 – 2021 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) Service Time Sheet Form

We understand you are concerned about health risks with the current Covid-19 situation. Here at OLOG we have taken great strides in providing a safe environment for your children including: **PLEASE SEE BACK PAGE FOR DETAILS**

- a. Screening and temperature checks for children and staff
- b. Mask use at all times along with proper hand sanitation before all sessions
- c. We have added more classes so that the groups can remain small
- d. Social distancing in classroom as well as other areas of the campus
- e. We have removed all shared supplies from the classrooms
- f. We have restricted bathroom and water fountain use
- g. Schedule changes to allow for less time in groups, proper cleaning, and screening time

We are sure with these changes and your support as responsible parents we can provide our children with their faith in a secure environment.

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

(OVER)

Discounts available

Registration fees for the 2020 – 2021 are:

Registration fee for one child:	\$100.00	Registered family discount-
Fee per additional sibling:	\$85.00	\$10 per family
(Fourth or more siblings)	FREE	Early registration
Baptismal Fee	\$75.00	Month of July
*First Communion Fee per child:	\$60.00	\$10 per child
Confirmation 1 st year Retreat Fee	\$60.00	Returning for 2 nd year sacrament-
Confirmation 2 nd year Retreat Fee	\$175.00	\$10 per child

*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 2021

*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 4:30 - 5:30 p.m.: (Spanish) Grades 1st - 5th

Tuesdays 6:00 - 7:00 p.m.: (English) Grades 1st - 8th

Saturdays 9:00 - 10:00 a.m.: (English) Grades 1st - 8th

Saturdays 10:30 - 11:30 a.m.: (Spanish) Grades 1st - 5th

Saturdays 12:00 - 2:00 p.m. First Year English & Spanish Confirmation Sessions

Saturdays 2:30 - 4:30 p.m. Second Year Confirmation Sessions

Sundays 1:30 - 4:00 pm (Vietnamese) varied sessions

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 Faith Formation Program, please call the office. Once again, WELCOME to Our Lady of Guadalupe Faith Formation program 2020 – 2021.

Yours in Christ,

Juan Jose Suarez P.

Faith Formation Coordinator
Our Lady of Guadalupe Parish

For office use only: Class Code _____ Primary Language: _____ XV _____
<input type="checkbox"/> Baptism <input type="checkbox"/> First communion <input type="checkbox"/> Confirmation Envelope# _____ Reason _____

Our Lady of Guadalupe Parish Faith Formation or CCD 2020 – 2021 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: _____ Sex: _____ Age: _____ Confirmation only - Email: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ Who is Primary Contact _____

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

Mother's Name: _____ Maiden Name: _____

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

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

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

Names of other children in program _____

CHOOSE A CLASS:

Tuesday Faith Formation	Saturday Faith Formation	1 st Yr Confirmation	2 nd Yr Confirmation
<input type="checkbox"/> Spa. 4:30 pm - 5:30 pm 1-5	<input type="checkbox"/> Eng. 9 am - 10 am 1-8	<input type="checkbox"/> En 12 pm - 2 pm <input type="checkbox"/> Sp 12 pm - 2 pm	<input type="checkbox"/> En 2:30 - 4:30 pm <input type="checkbox"/> Sp 2:30 - 4:30 pm
<input type="checkbox"/> Eng. 6:00 pm - 7:00 pm 1-8 <input type="checkbox"/> Continued FF	<input type="checkbox"/> Spa. 10:30 am - 11:30 am 1-5 <input type="checkbox"/> Continued FF		<input type="checkbox"/> Viet. 1:30 pm - 3:30

Registration Tuition: 1 Child \$100.00 _____ 2 Children: \$185.00 _____ 3 or more \$270.00 _____
Continued FF \$60.00 per child _____

- Baptism if needed \$75.00 _____ (Due no later than December)
- First Communion Preparation \$ 60.00 _____ (Due no later than December)
- 1st yr. Confirmation Retreat \$ 60.00 _____ (Due no later than December)
- 2nd yr. Confirmation Retreat \$175.00 _____ (Due no later than Feb. 2020)

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 _____

Proof of diagnosis submitted? _____ Date _____

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 foods (i.e. peanuts, dairy, seafood)? _____

Is your child taking 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: _____

Faith Formation 2020 – 2021
Sacramental Guidelines

Child Name _____

Initial lines below after reading.

- **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 on designated date.
 - Parents complete registration form and interview with pastor.
 - Copy of **Birth Certificate** is submitted to FF office with registration form and at interview.
 - Parents must complete **10 service hours by March 31, 2021.**
 - Complete RCIC program with special sessions, rites, scrutiny's and visits to cathedral
 - Parents and Godparents will attend necessary Pre-Baptismal sessions, retreats and turn in forms
 - Baptism if needed – donation \$75.00

- **FIRST EUCHARIST:**
 - Child must be enrolled in Faith Formation and complete a minimum **two-years** in the program including the following:
 - Parent will make sure child knows following prayers by February of each year. Children will be checked monthly until done.
 - **1st year** - Sign of the Cross, Our Father, Hail Mary, Glory Be
 - **2nd Year** - Act of Contrition, Nicene Creed, 10 Commandments
 - Child will attend sessions, generally weekly (calendar will be available online only)
 - 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) before sacrament is given. Hours must be completed, and form turned into Faith Formation office no later **than March 31, 2021.**
 - Sacramental Fee of \$60.00 must be paid for second year child by December.
 - Fundraising activities may be required.
 - Children must be on time. If child is late parent must walk them into office. **3 late days will be counted as an absence.**
 - Children must bring materials to class and do work. Failure to do may result in lost days.
 - Parent must register and log into Remind communication app and provide valid email.
 - Attend mass weekly and comply with verification process.

- **CONFIRMATION:**
 - Child must be enrolled in Faith Formation and complete a minimum two-year program including the following:
 - Candidate must attend sessions, generally twice a month (a calendar with specific dates will be available online)
 - Student **must not** be absent more than **8 hours of class or** will have to repeat the year.
 - Attend mass weekly and comply with verification process.
 - All candidates and parents must be logged in to **Remind communication app.**
 - Candidate must attend the following retreats:
 - **1st year candidates – February 2021** **\$60.00 (due no later than Dec. 2020)**
 - **2nd year candidates – April 2021** **\$175.00 (due no later than Feb. 2021)**
 - Candidate must complete at least **10 hours of service to OLOG Parish** (See attached form) per year. Including Liturgical Hours must be completed, and form turned into FF office **no later than March 31, 2021.**

- All candidates will be involved in group projects outside of their service hours. (1st year in plays, 2nd year acts of mercy, etc.)
- **All 1st year candidates must present basic prayers by first day.** If not presented will not get to go to retreat and will not receive credit for completing year
 - **Sign of the Cross, Our Father, Hail Mary, Glory Be, act of contrition, Creed**
- All 2nd year candidates must present mass responses as outlined on registration by first day. If not presented will not get to attend retreat and will not get credit for completing year
- All first year or new candidates must complete letter to Pastor to ask for confirmation by **October 31**
- Saint papers are due on all Saints day First year rough draft, Second year final draft.
- 2nd year candidates will have an 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.**
- Comply with mass attendance verification.
- Complete all necessary Faith Formation forms. Special care in health form.
- Be Safe Environment certified to be able to help in class.
- Be logged in to Remind communication app.
- Turn in a copy of student's **Baptismal /First Communion Certificate by 10/30.**
- Pay all fees by due date. 50% of registration fee must be paid upon registration (Registration closes once a group is filled. This might be **prior to Sept. 6, 2020.** Your child is **not** registered until this fee is paid, all forms and certificates are turned in.)
- Reimbursements.
 - Before first session 100%
 - Before 12/31 50%
 - Retreats or sac prep fees 100% if cancelled 30 days before event.

➤ **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

I agree with the requirements of the program. I have read and understand that if for some reason the requirements placed before us are not correctly fulfilled, the Faith Formation office may request that the catechetical year be repeated without any reimbursement.

Parent(s)/Guardian Signature _____ Date _____

Candidate 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

Covid-19 safety implementations

We understand you are concerned about health risks with the current Covid-19 situation. Having your children get involved in group activities can be a great experience. Here at OLOG we have taken great strides in providing a safe environment for your children including:

- **Screening and temperature checks for children-** before each session children will be checked for high temperatures. We ask that you as a parent check them for any symptoms and use common sense in having them stay home if necessary.
- **All staff, catechists and volunteers** will be going thru a more extensive screening and temperature check.
- **Mask use at all times along with proper hand sanitation before all sessions-** All children once screened will be provided hand sanitizer before going into the school. We rely greatly on your donations to help with this. Remember donations are counted toward your service hours. Children will only be screened if they have a mask and should be taught the importance of keeping it on during the time here at Faith Formation.
- **We have added more classes so that the groups can remain small-** To make sure you and your children are comfortable and able to keep the required the social distancing we have added classes in the age brackets that are the most crowded. These groups will never be mixed.
- **Social distancing will begin outside** with marks on floors during screening.
- **We ask that parents do not bring toys or sporting equipment** as kids tend to share before and after class. During these times it is best for parents to bring their child to the line and take them to the car after the session is over.
- **Social distancing in classroom as well as other areas of the campus-** Working with the school we have set all the desks facing forward and at the correct distance. The children by grade will be separated and allowed to enter and exit by class and thru different doors to maximize distancing
- **We have removed all shared supplies from the classrooms-** We will no longer be providing shared utensils (pencils, crayons, scissors). We highly recommend you talk with the catechist at the beginning of the year to see if these things will be needed so that you may supply them for your child. Catechists are currently working on their lesson plans no avoid the need. Children should always have their books.
- **We will have restricted bathroom and water fountain use-** We recommend you have your child be ready for class by taking care of these needs at home. These things will only be provided for emergency use. If your child is not well it is better for them to stay home.
- **Schedule changes to allow for less time in groups, proper cleaning, and screening time-** We have changed our schedules for proper cleaning with efficient disinfecting measures before and after your child is here. We have shortened session time to avoid prolonged exposure to each other. With these changes we can also properly screen everyone.

With these changes and the support of all the parents we will provide the safest environment possible for your children. If you have any question or suggestion, please feel to connect.