

*SAINT LEO THE GREAT
OFFICE OF RELIGIOUS EDUCATION AND FORMATION
550 NEWMAN SPRINGS ROAD
LINCROFT, N.J. 07738
732-530-0717*

March 2011

Dear Parents,

As our current Religious Education year is ending, we must begin our preparations for next year. Please review the enclosed materials thoroughly, and return them to our office by May 31, 2011.

FORMS ENCLOSED

- Registration Form
- Family Participation Form: Please read information carefully, consider your availability, and indicate your first and second volunteering choice.
- Emergency Card: Please return card with the Registration Form (one card per family unless information is different for each child)
- Vacation Bible School Registration Form

REGISTRATION REQUIREMENTS

- You must be a registered active member (come to Mass on Sunday) of our Parish to place your child in our Religious Education program.
- If you are registered with another Parish, you must also provide a letter from that Parish that they are aware your child is receiving the necessary religious education from our Parish program, and that the child will receive their sacraments with us.

CLASS SCHEDULE

- Grades Kindergarten through 5th - Tuesday or Wednesday, 4:15PM- 5:30PM
- Grades 6 & 7 - Thursday, 6:30PM-8:00PM

REGISTRATION FEES

1. Parishioners:

- Early Bird Registration through May 31, 2011: \$115.00 one child, \$230.00 for two children, \$335.00 for three or more children.
- Late Registration after June 1, 2011 (add 15% surcharge): add \$17.50.

Non- Parishioners:

- In addition to the Registration Fee listed above, an additional fee of \$50.00 per family is required.

2. Debt Reduction Fee

In addition to the Registration Fee above, each family is asked to pay an additional tax-deductible gift for debt reduction on the mortgage for the new wing of the school. This addition has allowed us to maintain our current class sizes and schedule as our program includes approximately 1100 children in over 700 families.

- Returning Families: \$50.00 per family
- New Families: \$100.00 per family.

ADDITIONAL PROGRAM REQUIREMENTS

- Grade Level Retreats and children's Liturgies – The schedule of retreat dates and Sunday Mass children's Liturgies will be indicated in the Parent-Student Handbook when you receive your child's class assignment in the beginning of September. Second grade students receiving The Sacrament of First Eucharist have two special Sunday's of which they will come to class followed by the Celebration of the Mass.

VOLUNTEERING

Without volunteers our program would not be able to run. Please complete the enclosed Family Participation Form and consider volunteering to meet our most critical needs:

- Teachers: Please consider sharing your faith with our children...They need YOU! By joining our teaching staff you will receive training and you will find that you will grow in your faith as you share yours with our children.
- Adult Aides: It is such a big help for a teacher to have an Adult Aide with them in the classroom.
- Substitutes: When a teacher is absent, the substitutes will serve on a rotating basis to cover the class. The more volunteers we have, the fewer times you will be scheduled. WE NEED YOU!
- Hall Duty Monitors: It is important that we have proper coverage on Hall Duty to secure the safety of our children. We have 5 stations to cover and your job is very important. Hall Monitors are also on a rotating basis – the more we have the fewer times you will have to come.
- Medical Volunteers: We have many children with food allergies and we feel it is important for a medical volunteer to be with us each day while Religious Education is in session.
- Traffic Monitor: In order to ensure that our children arrive and depart safely we are asking for volunteers to direct traffic before and after classes. We need people to make sure the cars are obeying the traffic pattern given out in the package with class assignments in September.

We had a very good year and we hope that both you and your child enjoyed our Grade Level Retreats as well as the children's Liturgies. We are trying to make each grade special. It was very refreshing to see more families sharing these special moments with their children.

Sincerely yours in Christ,

Margaret Lang

Director of Religious Education and Formation