

St. Elizabeth Ann Seton Faith Formation Registration Policies

Purpose

To ensure a safe, effective, and faith-filled learning environment for all students, St. Elizabeth Ann Seton maintains clear guidelines regarding class size and registration timelines for Elementary Faith Formation.

Registration Timelines

Pre-Registration for the Faith Formation year will open in late April or early May on an annual basis. Pre-Registration will be advertised through Flocknote emails as well as in the bulletin. Families who pre-register their students will receive an extra discount – 15% off your total family registration fee. Paying the registration fee is the final step to confirming your child has a spot in Faith Formation. Faith Formation spots are not guaranteed until the registration fee is paid.

Pre-Registration Fees (Before July1)

- \$63.75 for One Child (save \$11.25)
- \$106.25 for Two Children (save \$18.75)
- \$127.50 for Three Children (save \$22.50)
- \$148.75 for Four Children (save \$26.25)
- \$170 for Five Children (save \$30)
- Family maximum price for Pre-Registration is \$170

Registration Fees (July 1 or after)

- \$75 for One Child
 - \$125 for Two Children
 - \$150 for Three Children
 - \$175 for Four Children
 - \$200 for Five Children
 - Family maximum price is \$200
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Registration Deadlines*

Sacramental Preparation Classes (First Reconciliation, First Communion, Confirmation, OCIC)

- **Registration closes: First Friday of October**

Non-Sacramental Classes

- **Registration closes: Second Friday of October**

LifeTeen & Edge

- **Registration remains open year round**

***Please note that registration will close when classes hit the maximum capacity (see below). All families are encouraged to register their children in Faith Formation classes during Pre-Registration in the Spring.**

****Families who are on a waitlist for a class will be notified by email on the first Friday of October if there is not room for the student that year.**

Why Late Joining Is Not Allowed After These Dates

Late registrations cannot be accepted after the deadlines for the following reasons:

- **Curriculum pacing:** Students need sufficient time to cover required content, especially for sacramental prep which has mandatory topics.
 - **Relationship-building:** Children need time to form community and trust with their catechists and classmates.
 - **Consistency:** Adding students late disrupts routines and established classroom expectations.
 - **Safety:** Classrooms may be at or near capacity, and adding students risks exceeding safe ratios.
 - **Sacrament readiness:** Sacramental prep requires participation in specific lessons, retreats, and rites that cannot be made up effectively.
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Attendance Policies

Students who miss the first 3 consecutive classes without communication to the program coordinator will automatically be withdrawn from the program. Attendance in Faith Formation is always important, but this is especially true for Sacramental preparation classes (First Communion, Confirmation, OCIC). **Missing more than 4 classes may impact your child's ability to receive the Sacraments as scheduled.** As always, we want to support families wherever possible. Please communicate with us about any questions or concerns.

Withdrawals and Refunds

If your child is withdrawn from their program before July 1, a full refund is available to the family. If your child is withdrawn on July 1 or after, \$30 per child of the registration fee will be retained due to non-refundable costs for curriculum and materials. If your child is withdrawn after December 31, no refund will be available. Refund requests must be submitted to the Director of Religious Education through email.

Sacramental Records

- Sacramental Records such as proof of Baptism or First Eucharist will only be asked for during a Sacramental year of formation (i.e. First Communion or Confirmation).
 - This process will be separate from the registration process.
 - During the registration process for all classes, parents will be asked to select which Sacraments their children have received but will not be asked to provide certificates.
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Elementary Faith Formation Policies

- **Maximum class size:** 1:15 ratio (one catechist per fifteen children)
 - **Preferred model:** **Two catechists or volunteers per class** to support supervision, safety, and engagement.
 - These limits support:
 - A safe environment where children are appropriately supervised.
 - High-quality instruction and meaningful participation.
 - Catechists who are not overextended and can offer individualized attention.
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Catechesis of the Good Shepherd (CGS) Policies

- **Level 1 Maximum class size:** 15 children
 - **Level 2-3 Maximum class size:** 18 children
 - **Waitlist:** First come, first served**
 - These limits support:
 - A safe environment where children are appropriately supervised.
 - High-quality instruction and meaningful participation.
 - Catechists who are not overextended and can offer individualized attention,
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Adaptive OCIC (Order of Christian Initiation for Children) Policies

- **Registration closes:** First Friday of October
 - **Late Registrations:** Families who miss the deadline are encouraged to use the Late Comers Resources listed below.
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Confirmation Policies

- **Registration closes:** First Friday of October
 - **Maximum class size:** 70 students
 - Students who register after the cap is reached will be placed on a first come, first served waitlist.**
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Edge & LifeTeen Policies

- **Registration:** Open year-round
 - **Eligibility:** Open to all teens, including those who have not yet received sacraments
 - Teens seeking Sacraments may be directed to OCIC or Confirmation classes.
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Options for Families Who Miss the Registration Deadline

For families who wish to join after the deadline, we recommend the following:

1. Begin Faith Formation at Home This Year

Suggested resources:

- *Blessed* (Dynamic Catholic) — Free online sacrament prep videos and lessons
- *Faith and Life* (Ignatius Press) — Solid Catholic catechetical textbook series
- *Catholic Sprouts Podcast* — Daily short catechetical episodes for kids
- *Catholic Kids Media* (YouTube) — Weekly Sunday Gospel videos

2. Attend Sunday Mass Weekly as a Family

Parents are encouraged to:

- Discuss the readings afterwards
- Practice simple prayers daily
- Observe liturgical seasons at home (Advent, Lent, etc.)

3. Meet With the DRE for Personalized Guidance

Families may request:

- Suggested books or materials for the child's grade level
- A plan for sacramental preparation for the **following** formation year
- Support integrating the faith at home

4. Join Parish-Wide Events

Children and families are invited to attend:

- Family catechesis nights
- Parish missions
- Seasonal events (St. Nicholas Day, Stations of the Cross, Vacation Bible School, etc.)

Questions or Special Circumstances

We understand that family situations vary. If your family has a unique circumstance, please contact the Director of Religious Education. We will do our best to support your child's faith journey while maintaining the integrity and safety of our programs.

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