WARM GREETINGS!

Welcome! Our office proclaims the Gospel of Jesus Christ by planning and providing opportunities for children and their families to strengthen their faith.

Our mission statement, rooted in the Great Commission, Christ’s command to His followers to “Go therefore and make disciples of all the nations...teaching them to observe all that I commanded you...” (Mt 28:19-20) is at the center of our ministry. These words touch upon the essential educational mandate in Christ’s command: Making and teaching disciples.

Religious education is much more than teaching or passing on facts ~ it is about every Catholic, from childhood to adulthood being formed in the image of Christ. The family is the first forum in which the mission of evangelization takes place. For this reason, parents and guardians are recognized as having the primary responsibility for raising their children in the practice of the faith (Vatican II, The Church in the Modern World.) The ministry of our office attempts to build on a child’s faith experience and to enhance what the child has already learned from you, the primary teachers.

The Archdiocesan approved instructional program we use is Pflaum Gospel Weeklies Faith Formation Program which flows from the words of Jesus Christ in the Sunday Gospels. Children learn their faith – through instructions in doctrine, sacraments, commandments, and prayer – within the rhythms and seasons of the liturgical year, encouraging a growing participation in the life of the parish community.

One hour and fifteen minutes of instructions simply is not enough for formation. The primary instruction of the Catholic family takes place at the Sunday liturgy. It is the Eucharist that defines us, nourishes us in our walk with Jesus and helps us grow closer to God. Attending Sunday liturgies, daily prayer, conversation about Jesus and reading Scripture with their family is essential for a child faith development.

Classes begin the 3rd week of September and run through May. Your Choice options are:
- **Sunday Class: 8am-9:15am**
- OR
- **Wednesday Class: 4pm-5:15pm**

**Basic Faith Course** is for 3rd-5th year students seeking the sacraments of First Reconciliation & First Eucharist. It requires a weekly attendance during the Sunday Class from 8am-9:15am.

**Fee Breakdown**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee per child:</td>
<td>$130.00</td>
</tr>
<tr>
<td>Out of parish Tuition Fee:</td>
<td>$175.00</td>
</tr>
<tr>
<td>Basic Faith Course Tuition</td>
<td>$180.00</td>
</tr>
<tr>
<td>Sacramental Prep Fee:</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

We look forward to serving your children and your family. May our eyes behold God’s gracious hand in all your works!

Colette Villegas
Director of Religious Education and Formation
Holy Family Catholic Church
Office of Formation and Religious Education
Grades 1st – 5th and Sacramental Preparation
1301 Rollin Street, South Pasadena, CA 91030
Office (626) 403-6118

Part I: Family Information

LAST name of child(ren): ___________________________ Primary Phone: ( ) __________________

Address: ________________________________________

City: ___________________________ Zip: ________________

FAMILY PRIMARY EMAIL (for all RE correspondence): ____________________________ @

☐ Parent/Guardian:  ☐ Parent/Guardian:
Full Name: ___________________________ Full Name: ___________________________
Religion: ___________________________ Religion: ___________________________
Employer: ___________________________ Employer: ___________________________
Occupation: ________________________ Occupation: ________________________
Work Phone: ( ) ___________ Ext ___________ Work Phone: ( ) ___________ Ext ___________
Cell Phone: ( ) ___________________________ Cell Phone: ( ) ___________________________

If a child is living with someone other than the parents(s) or guardian, permission from either parent(s) or guardian must be obtained before the child may receive 1st Eucharist. In cases of joint custody, permission of both parents must be secured beforehand in writing.

Child lives with: ☐ Both Parents  ☐ Mother only  ☐ Father only  ☐ Guardian (verification required)  ☐ Other ____________

1. Our family is registered and worshipping members of Holy Family: ☐ Yes ☐ No

2. My child has previously participated in Religious Ed/Faith Formation Program? ☐ Yes ☐ No

3. This is our first year in Religious Education: ☐ Yes ☐ No

Emergency Contact:

Name: ___________________________ Phone Number: ( ) ___________________________

Relationship to child(ren): ___________________________

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>FEES:</th>
<th>DOCUMENTS:</th>
<th>FORMS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per child $130.00</td>
<td>☐ BAPTISMAL CERTIFICATE</td>
<td>☐ P3S</td>
</tr>
<tr>
<td>Out of parish tuition $175.00</td>
<td>☐ ADULT GUIDELINES</td>
<td>☐ W EMAIL</td>
</tr>
<tr>
<td>Basic Faith Course $180.00</td>
<td>☐ PHOTO RELEASE</td>
<td>☐ ALLERGIES</td>
</tr>
<tr>
<td>Sacramental Prep $60.00</td>
<td>☐ EMERGENCY FORM</td>
<td>☐ OTHER</td>
</tr>
<tr>
<td>Total Fees Due:</td>
<td>☐ VIRTUS</td>
<td></td>
</tr>
</tbody>
</table>

Amount Received $ ___________________________
<table>
<thead>
<tr>
<th>Part II: Student Information. Please use one box per child.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Baptismal Name:____________________________________</td>
</tr>
<tr>
<td>Date of Birth:____________________________________________</td>
</tr>
<tr>
<td>Catholic Baptismal Date:___________________________________</td>
</tr>
<tr>
<td>1st Eucharist Date:_______________________________________</td>
</tr>
<tr>
<td>Class Preference:</td>
</tr>
<tr>
<td>☐ Sunday, 8:00 am - 9:15 am (Grades 1 - 5th)</td>
</tr>
<tr>
<td>☐ Monday, 4:00 pm - 5:15 pm (Grades 1 - 5th)</td>
</tr>
<tr>
<td>☐ Sacramental Preparation (must have completed 2017-2018 in a RE Program to enroll)</td>
</tr>
<tr>
<td>☐ Basic Faith Course, Sunday, 8:00 am - 9:15 am (designed for 1st year RE children in grade 3rd - 5th)</td>
</tr>
</tbody>
</table>

As we prepare to welcome your child, please respond candidly to the following questions. Your response does not influence participation.

Gospel values, Catholic doctrine and beliefs are expressed and taught at home:  ☐ Yes   ☐ No

Our family attends mass on a regular basis:  ☐ Yes   ☐ No

My child knows the common prayer of the Church:  ☐ Yes   ☐ No

We have expressed to our child our desire for them to participate in Rel Ed:  ☐ Yes   ☐ No

About my child:

Special needs:  ☐ Yes, please describe__________________________

Allergies:  ☐ Yes, please describe______________________________

Strengths:____________________________________________________

Challenges:___________________________________________________

Special circumstances you want us to be aware of:_________________
PARENT'S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERICAL PURPOSES

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish: HOLY FAMILY CHURCH, 1527 FREMONT AVE, SOUTH PASADENA

Class/Activity: OFFICE OF RELIGIOUS EDUCATION AND FORMATION

The Archdiocese/School/Parish intends to use your child’s image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable): Holy Family Parish & Religious Education publications outlined below.

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: N/A

This section to be completed by Parent/Legal Guardian:

I, ____________________________, am the parent or legal guardian of ____________________________ (child’s name), a minor (age: ______). I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: □ yes □ no
Name: □ yes □ no
Voice: □ yes □ no
Work: □ yes □ no

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information, photographs or electronic recordings of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for the use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waives it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: ____________________________ Date: ____________________________

Print Name: ____________________________ Relationship to Child: ____________________________

Address: ____________________________ Telephone: ____________________________

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VIRTUS “Teaching Touching Safety” Children’s Program
Archdiocese of Los Angeles

TO: Parents/Guardians
FROM: Holy Family Parish, Office of Religious Education, South Pasadena
SUBJECT: Touching Safety Program
DATE: 2018-2019 Formation Year

The job of ensuring children’s safety is a challenging undertaking. The prevention of child abuse requires more than adult awareness, education, and training about the nature and scope of the problem. We must also give our children the tools they need to overcome the advances of someone who intends to do them harm. Touching Safety Program, from the creators of the Protecting God’s Children™ is a tool designed to assist parents and teachers in this important task.

The Touching Safety Program Lessons will be taught by a trained instructor and will take place during one class. It was designed for Four Specific Age Groups: Grades K through 2, Grades 3 through 5, Grades 6 through 8, and Grades 9 through 12. Each year, the program provides a theme that introduces and builds on the basic concepts of the Teaching Touching Safety Guide. The material is developmentally appropriate for each age group and includes content and activities that reinforce the message.

As a parent you have the right to decide whether or not you child can take this class. Please complete this form and return it to the Office of Religious Education with your registration.

☐ YES: I would like my child(ren) to participate in the Protecting God’s Children “Touching Safety Program”.

☐ NO: I do not want my child to participate in the Protecting God’s Children “Touching Safety Program.” PLEASE SEND ME THE “OPT OUT” FORM.

NAME OF CHILD ___________________________ GRADE ________
NAME OF CHILD ___________________________ GRADE ________
NAME OF CHILD ___________________________ GRADE ________

Parent/Guardian (printed): __________________________________________

Parent’s Signature: __________________________________________

Date: __________________________________________

For more information on the Touching Safety program, visit the VIRTUS Online™ website at www.virtus.org.
ARCHDIOCESE OF LOS ANGELES
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS
(Replace 8/2007 Guidelines for Adults Interacting with Minors in Article 6)

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure,” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met those requirements.
ACKNOWLEDGMENT OF RECEIPT
OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS
Revised 8/2007- 1/27/10
Revised 6/8/2010

I have received and agree to comply with the Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: “All adults working or volunteering with minors are also accountable to follow all policies contained in any other ‘Handbooks’ that the parish/school may use” (i.e.: Catholic Schools Handbook, Parish ministry handbook, etc.). All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

R.E.

__________________________________________

Name (please print legibly):

__________________________________________

Signature:

__________________________________________

Date: 2018 - 2019
Holy Family Religious Education/Formation Service Opportunities

COME SHARE in the works of catechesis, formation and religious education.
To BE PRESENT with your child in the midst of this formative experience is a gift.
Volunteer and deepen our own call to BE A DISCIPLE OF JESUS!

Please indicate areas you would like to serve or participate with: 1st, 2nd & 3rd

_Catechist:_ Catechists are instrumental in introducing our children and youth to the faith and traditions of the Church. The basic work of the Catechist includes leading weekly formation lessons (textbook provided), possible use of crafts, music and/or other media. A catechist certification course, in-house formation and an aide will be provided. Fingerprinting is required at RE expense.

_Catechist Aide:_ Catechist aides work closely with their room catechist by providing support for both the catechist and the students as needed. Examples of support include: distributing handouts/supplies, classroom setup, and leading prayer. Fingerprinting is required at RE expense.

_Catechist Substitute:_ Catechists are instrumental in introducing our children and youth to the faith and traditions of the Church, but sometimes they get sick or go on vacation. The catechist substitute will step in to lead weekly lessons as needed. You will be provided with advance notice and a lesson plan. A catechist certification course, in-house formation and an aide will be provided. Fingerprinting is required at RE expense.

_Class Parent:_ Help your child’s class by volunteering to phone parents to disseminate information or provide added support for special classroom events (ex: class plays).

_Catholic Adult Formation Experience:_ CAFÉ is a wonderful opportunity that brings together RE formation leaders and parents/guardians to build community and discuss practical ways to celebrate faith at home and honor the liturgical seasons. CAFÉ leaders meet monthly to plan a monthly adult teaching piece which offers with our RE community.

Single Time Opportunities

There are many ways to serve our RE community throughout the year such as volunteering at the parish fair, RE hosted continental breakfasts or retreat and assembly support. These opportunities will be communicated to all RE households via email.

All parish volunteers, catechists, ministry leaders and personnel must be Virtus trained and fingerprinted. This is a requirement for EVERYONE serving the Archdiocese of Los Angeles.
### Holy Family Religious Education Program

**Emergency/Earthquake Information**

*This form must be on file in our office*

<table>
<thead>
<tr>
<th>Family Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Family’s Last Name:</strong></td>
</tr>
<tr>
<td><strong>Home Phone:</strong></td>
</tr>
<tr>
<td><strong>Adult 1 Name:</strong></td>
</tr>
<tr>
<td><strong>Adult 2 Name:</strong></td>
</tr>
<tr>
<td><strong>Who has legal custody of the child (circle one)?</strong></td>
</tr>
<tr>
<td>Both parents</td>
</tr>
<tr>
<td><strong>Other (please list):</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Child 1 Last Name:</strong></td>
</tr>
<tr>
<td><strong>Medical conditions/allergies/medications:</strong></td>
</tr>
<tr>
<td><strong>Child 2 Last Name:</strong></td>
</tr>
<tr>
<td><strong>Medical conditions/allergies/medications:</strong></td>
</tr>
<tr>
<td><strong>Child 3 Last Name:</strong></td>
</tr>
<tr>
<td><strong>Medical conditions/allergies/medications:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
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<tr>
<td><strong>Name:</strong></td>
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<table>
<thead>
<tr>
<th>Health Insurance Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Insurance Company:</strong></td>
</tr>
<tr>
<td><strong>Doctor’s Name:</strong></td>
</tr>
<tr>
<td><strong>Dentist’s Name:</strong></td>
</tr>
</tbody>
</table>

I understand that the school does not assume responsibility for the payment of a physician. However, in a medical/disaster emergency, the Office of Religious Education may choose a physician. In an emergency, I give the Office of Religious Education permission to have my child receive medical treatment.

**Signature:**

**Date:**