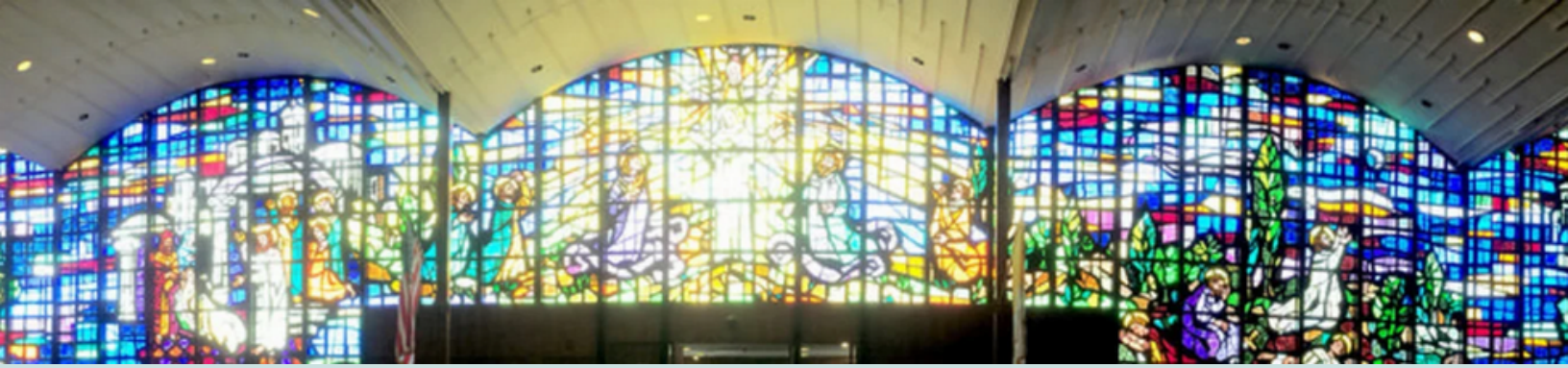




St. James the Apostle Religious Education

**St. James the Apostle Religious Education Program
14 Gleneida Avenue
Carmel, NY 10512**



**Phone: (845) 225-6504
Email: religioused@stjamesapostle.org**

Welcome to our Religious Education Program and parish family!

Our program mission is to assist parents in handing down the Catholic faith and forming lifelong Disciples of Christ.

This mission is important because we know and believe the family to be the first and primary form of religious education, formation and experience. We are here to help assist in this by offering a community in which the family can grow in love for one another and serve one another.

We believe in opportunities for shared faith experiences that will help keep the whole family connected with the faith and form lifelong disciples of Jesus Christ.

The Religious Education program at St. James the Apostle and Our Lady of the Lake offers instruction to students in elementary and middle school who are members of our Parish.

The program offers eight years of study for students in the public schools beginning in 1st Grade and completing with the Confirmation program in 8th Grade.

Our program reflects an integrated learning experience comprised of Catechesis, prayer, sacramental preparation (First Reconciliation, First Holy Communion and Confirmation) traditional Catholic doctrine, Biblical studies, liturgy, community building, community service and other dimensions of vibrant church life.

The program is intended to complement each Catholic parent's responsibility to foster his/her child's Christian character in our Catholic Faith.

Faith Formation Program Overview

We offer a variety of different Faith Formation Program Styles to meet the diverse needs our Parishioners. You may choose from the following options:

- **In Person Faith Formation Classes** – All Grades 1-8
- **Family Faith Formation** – Grades 1-6
- **Online Homeschool Faith Formation** – Non-Sacrament Prep Years
- **Out of Sequence Programs** – For Students who have missed some years of formation
- **Special Needs Programs** – For Special Needs students with Learning Differences that require an adapted learning program

Sacramental Preparation Years

We feel that it is very important for our students and their families to be in person either with our traditional or Family program during Sacramental Prep years.

Communion Program: Grades 1 & 2

Our Communion program is a two-year program that is traditionally started in 1st Grade and completed in 2nd Grade. Faith Formation Levels 1 & 2 are offered in person on weekly basis or on Saturdays we offer a longer class that meets on avg twice per month.

Confirmation Program: (Grade 7 & 8) (90 Min)

Our Confirmation Program is a two-year program with preparation that begins at Faith Formation Level 7 and is completed at Faith Formation Level 8.

Confirmation Preparation Levels will be offered in person. Confirmation Retreats are required in 7th and 8th Grade. Additional requirements will be in the Confirmation Parent Agreement distributed at Initial Student Meeting & Parent Meeting.

Non-Sacramental Preparation Years

Faith Formation continues in **Grades 3-6** and we offer a wide variety of Program Styles to meet the needs of today's families. Families may choose to continue in a traditional weekly In Person model, a Family Faith Formation model or Online Homeschool Faith Formation.



St. James the Apostle Faith Formation

Faith Formation Schedule 2025-2026

In Person Faith Formation Classes – All Grades 1-8

- Mondays 4:30 PM – 5:45 PM Grades 1-6
- Mondays 6:30 PM – 7:45 PM Grades 7
- Mondays 6:30 PM – 8:00 PM Grade 8
- Tuesdays 4:30 PM – 5:45 PM Grades 1-6
- Tuesdays 6:30 PM – 7:45 PM Grades 3-7
- Tuesdays 6:30 PM – 8:00 PM Grade 8
- Wednesdays 4:30 PM – 5:45 PM Grades 1-6

Online Homeschool Program – Grades 3, 4, 5, 6

- At your own pace remotely **Grades 3, 4, 5, 6**

Family Faith Formation Classes – Grades 1-6

- Saturdays (2x/month) 8:30 AM – 10:00 AM Grades 1, 3, 4, 5, 6
- Saturdays (2x/month) 8:30 AM - 10:30 AM Grade 2
- Students attend Catechist led classes in person 2x/month
- Catechist will assign activities for families to do at home in the weeks in between sessions for ongoing meaningful instruction throughout the calendar year.

Out of Sequence Formation – Communion Program Makeup – Grades 3-6

- Students are enrolled to attend in person classes for their current Grade Level during the week Grades 3-6
- Students attend a Catch-up Catechism class 2x per month to prepare for First Penance and First Holy Communion
- Saturdays (2x/month) 10:30 AM – 12:00 PM – Grades 3-6

Special Needs Programs – all ages

- Customized programs available for students who are not able to attend in person or remote options customized based on child's needs.

Please note that all classes are filled on a first come first serve basis.

Faith Formation Program Styles

In Person Faith Formation Classes (Grades 1-8)

This is a traditional parent drop off program. Classes are taught by trained Catechists using Scripture, prayer, textbooks, worksheets, videos, projects, etc.

Schedule: Classes meet on a weekly schedule and are based on the day of the week you choose to enroll. Parents choose the day of the week that works best for your child to regularly attend every week. Weekly classes are offered after school on Monday, Tuesdays and Wednesdays and on Monday and Tuesday Evenings. Times are adjusted by Faith Formation Level needs.

Requirements:

1. Must be registered members of the parish,
2. Must regularly attend Sunday Mass (or Saturday evening Vigil Mass)
3. Invited to attend Parish Community Events and Liturgies designed to enhance your families Faith Formation experience.

Family Faith Formation (Grades 1-6)

Our Family Faith Formation program is perfect for the family that wants to grow in faith together as a family. Classes are a combination of online learning and regularly scheduled catechist led instruction. This program consists of a balanced hybrid approach including both instructor led in person classes and independent online learning. Classes include Scripture, Sacred Art, Prayer, Videos and interactive assessments tools. Parents agree to work together with their child to help them understand the curriculum and take the assessments.

Structure and Schedule: Students will come to an in-person Catechist led class two Saturdays per month. In between these catechists led sessions, students are expected to complete an assignment at home under the supervision of their parent.

Requirements:

1. Must be registered members of the parish,
2. Must regularly attend Sunday Mass (or Saturday evening Vigil Mass)
3. Attend four (4) parish events* as a family over the course of the year.

Online Homeschool Faith Formation (Only non-sacrament prep years)

This is a self-paced parent led program option. Classes are offered through an online platform and content is broken down into lessons which incorporate Scripture, Sacred Art, Prayer, Videos and interactive assessments tools. Parents agree to work together with their child to help them understand the curriculum and take the assessments.

Schedule: Students complete 3-4 Lessons per month online. This program is not meant to be completed by the child alone, but rather together with a parent so that meaningful discussions and faith formation can take place in the home. 50% of the work must be completed by January to stay in the program.

Requirements:

1. Must be registered members of the parish,
2. Must regularly attend Sunday Mass (or Saturday evening Vigil Mass)
3. Attend four (4) parish events* as a family over the course of the year.



Church of St. James the Apostle *Office of Religious Education*

New Family Letter & Checklist

Dear New Family:

Welcome to our Religious Education Program and parish family! Our program mission is to assist parents in handing down the Catholic faith and forming lifelong Disciples of Christ. This mission is important because we know and believe the family to be the first and primary form of religious education, formation and experience. We are here to help assist in this by offering a community in which the family can grow in love for one another and serve one another. We believe in opportunities for shared faith experiences that will help keep the whole family connected with the faith and form lifelong disciples of Jesus Christ.

Families enrolled in our program must be registered parishioners of St. James the Apostle parish, for your convenience this can be done through our office or the parish office. All children must be baptized Catholics before entering religious education classes. The Archdiocese of New York also requires that children, not attending a Catholic school, be enrolled in Religious Education consecutively from grades 1-8. And in our program the Sacraments of Communion and Penance are received in 2nd grade, and Confirmation in 8th grade.

We require the following information to be completed prior to student registration:

- ☐ Register with St. James the Apostle Church Parish (forms included in this packet)
- ☐ Complete New Family Information Record
- ☐ Provide Baptismal Certificate or copy, Communion Certificate or Copy (depending on ages and grades of your child(ren))
- ☐ Provide a transcript of previous religious education formation and a letter of transfer from either a Parish Religious Education Program/Catholic School.
- ☐ A letter stating the reason for transferring from another parish.

These documents should be returned to the Religious Education Office. Once received our office will add you to all of our mailing lists, including Flocknote and provide you with student registration documents. You will be notified of your completed enrollment via email. Please contact our office with any questions or concerns,

We look forward to welcoming you and your family into our Faith Formation Community and to working together to foster the formation of your child's faith!

Yours in Christ,

Kathleen Ife

Director of Religious Education

St. James the Apostle Church

& Our Lady of the Lake/Mt. Carmel

14 Gleneida Ave. | Carmel, NY 10512

[845] 225-6504 | Kathleen.ife@stjamesapostle.org

WEB: <http://religioused.stjamesapostle.org>



New Family Information Record

Last Name: _____ **Home Phone:** _____ **Email:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Mailing Address (If different than above): _____

Father's Name: _____ **Mother's Name (Maiden):** _____

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

Father's Work Phone: _____ **Mother's Work Phone:** _____

Father's Cell Phone: _____ **Mother's Cell Phone:** _____

Father's email: _____ **Mother's email:** _____

Child(ren) lives with: _____

School child(ren) attend: _____

Custodial Documents Y/N _____ (If Yes please provide as appropriate &/ necessary)

Are you registered Parishioners of St. James/Our Lady of the Lake Parish? Yes / No

***** **If No** – Family must also register with the Parish. Please complete the Parish Registration documents and return to our office or the Parish Office.

New Student Information

Student Name	Date of Birth	Grade 9/23	Sacraments Received	Learning Needs or Medical Needs ***
			☐ Baptism ☐ First Communion	☐ Learning Needs ☐ Medical Needs
			☐ Baptism ☐ First Communion	☐ Learning Needs ☐ Medical Needs
			☐ Baptism ☐ First Communion	☐ Learning Needs ☐ Medical Needs
			☐ Baptism ☐ First Communion	☐ Learning Needs ☐ Medical Needs

*** If you have indicated that your child(ren) have learning needs/medical needs please provide us with additional information.

Sacramental Information

For each of your child, (as appropriate) you must supply:

- 1) Copy of Baptismal Certificate (if applicable)
- 2) Copy of 1st Eucharist Certificate (if applicable)

- ☐ Enclosed
☐ Enclosed

Transfer Information

Please fill this out if you are transferring from another Religious Education Program.

Student Name	Grade Levels Completed	Parish Name	Parish Address
1.			
2.			
3.			
4.			

In Case of Emergency:

Emergency Contact (Person to Contact if Parent/Guardian Cannot be reached:

Emergency Contact: _____ Phone: _____ Cell Phone: _____

Relationship: _____ Address: _____

Doctor's Name: _____ Phone: _____

In case of accident or illness, I request that the representative of the parish catechetical program contact me. If I am unable to be reached, I hereby authorize this representative to call the physician indicated and to follow the physician's instructions. If it is impossible to contact this physician, the representative of the parish catechetical program may make whatever arrangements seem necessary. I agree to assume the financial responsibility for any diagnosis, treatment and/ or medication deemed necessary. To the best of my knowledge all information given is accurate and complete. I hereby consent to and authorize the necessary procedures that have been stated above.

Parent / Guardian Signature: _____ Date: _____

For Office Use Only

- ☐ Copies of Sacramental Documents received are attached/included for each child.
- ☐ Transfer Request Form if appropriate.
- ☐ Copies of IEP or other appropriate documentation attached or included.
- ☐ Copies of Custodial documents, where appropriate are attached or included.

Notes: _____

Reviewed by: _____ Date: _____

St. James the Apostle Church

Religious Education Program
Student Registration 2025 - 2026



14 Gleneida Avenue, Carmel, NY 10512

(845) 225-6504

Family Faith Formation Registration

Last Name: _____ Home Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Father's Name: _____ Mother's Name: _____

Father's Cell Phone: _____ Mother's Cell Phone: _____

Are any of your children new registrations 2025-2026 year? **Yes/No** Copy of Baptism attached ☐

How Many Children are you registering? _____

Student Enrollment Choice

Student enrollment is on a first-come, first serve basis. We will do our best to accommodate all families first and or second choice for enrollment. For each individual child please indicate your 1st and 2nd Choice of Day.

Student Name:	Grade (9/2025)	FFL	Class Day & Time 1 st Choice	Class Day & Time 2 nd Choice	Learning Needs	Medical Needs
1.					☐	☐
2.					☐	☐
3.					☐	☐
4.					☐	☐

Faith Formation Levels and Options for 2025 – 2026

Traditional Weekly In-Person

Faith Formation Level	Days & Times			
First Communion FFL 1 & 2	Mondays 4:30 – 5:45 PM	Tuesdays 4:30 – 5:45 PM	Wednesdays 4:30 – 5:45 PM	Saturdays (2x/month) 8:30 – 10:00 (FFL 1) 8:30 – 10:30 (FFL 2)
FFL 3 - 6	Mondays 4:30 – 5:45 PM	Tuesdays 4:30 – 5:45 PM	Tuesdays 6:30 – 7:45 PM	Wednesdays 4:30 – 5:45 PM
Confirmation Program (2 Year Program)				
Confirmation Yr 1 - FFL 7	Mondays 6:30 – 7:45 PM	Tuesdays 6:30 – 7:45 PM		
Confirmation Yr 2 - FFL 8	Mondays 6:30 – 8:00 PM	Tuesdays 6:30 – 8:00 PM		

Family Faith Formation

Faith Formation Level	Day & Times (meets 2x per month)
FFL – 1, 3, 4, 5, 6	Saturdays 8:30 AM – 10:00 AM (Family program where students meet with Catechists in person 2x/month and parents teach lessons in between at home.)
First Communion FFL 2	Saturdays 8:30 AM – 10:30 AM (2 Hr. Session with short break mid-class)
Out of Sequence L2	Saturdays 10:30 – 12:00 Students Grades 3-6 who are making First Penance and First Holy Communion.

Photo Consent & Communication Statement

Photography in the Program: Our Program does encourage catechists to take pictures of the students finished work and sometimes takes group or candid pictures of the class. Pictures are intended to be shared with other parents through our portals and sometimes highlighted in our church bulletin. I consent to my child(ren) being photographed and shared within the program and parish. Y/N Initial _____

Tuition Payment

Registrations must be paid in full at time of submission or payment plans arranged.

Registration Fee:

- ☐ \$ 300 One Child
☐ \$ 400 Two Children
☐ + \$25 each additional child
☐ \$25 Bible Fee (6th only)

Registration Subtotal: \$ _____

Sacramental Fee(s):

- ☐ First Communion \$75
☐ 7th Gr Retreat \$50
☐ 8th Gr Confirmation \$100

Fees are per child/sacrament.

Sacramental Subtotal: \$ _____

***Sacramental Fees cannot be part of payment plans. Must be paid at time of registration.

Discounts

- ☐ \$ 25 discount if registration is paid in full 5/1/2025

Late Fees

- ☐ \$50 Late fee if registered after July 1st (\$0 if your switching)
☐ \$25 switch fee if registered after Sept 15th and only if space allows

◆ Donations welcome ◆ Payment Plans Available ◆ Financial Hardship Aid Available ◆ We accept, Cash, checks and payments via WeShare ◆ Checks Payable to: St. James the Apostle Religious Education Program



PAY ONLINE: <https://stjamesapostle.churchgiving.com/ws/opportunities/REpayments>

Please let us know if you need a payment plan. Additional paperwork is needed to be approved.

← Scan the code to pay online using a phone or smart device.

Registration Submission: Please sign below

I affirm that this form is filled out accurately and that I understand my registration/payment will be placed on hold if any documentation or pertinent information is missing. I also understand that I will have to make a full or partial payment and set up a payment plan if I cannot afford all the fees due right away.

Full Name: _____

Date: _____

Signature: _____

Academic Year: 2025 - 2026 (For Office Use Only)

Balance from 24 – 25	\$	Date received	
Registration Fee 25-26	\$	Paid by:	☐ Cash ☐ Check ☐ We Share ☐ Payment Plan
Sacramental Fee	\$	Amount Paid:	
Discounts	\$	Volunteer:	Catechist _____ Teacher Aid _____
		Y/N	Substitute _____ Hall Monitor _____
Late Fees	\$	Switch Fee:	
☐ Parishsoft ☐ Flocknote ☐ Sacramental Check ☐ Invoiced		Initialed:	

Religious Education Volunteer Form

Dear Families,

God has given each of us a talent to be used and not wasted. Please consider how you can help our program. If every family gives even just a few hours then imagine what we can do with our program. As your child's first catechist, we ask each family to model the program's community service requirements by volunteering to help out.

Name: _____ Email: _____ Phone: _____

Volunteers Needed 2025-2026 (Check all that you would like to be considered for):

_____ Catechist Preferred Grade: _____ Program: Weekly / 2x Monthly

_____ Catechist Asst. Preferred Grade: _____ Program: Weekly / 2x Monthly

***** Consider partnering with a friend and be Co-Catechists

_____ Substitute Catechist (should be available on a regular basis)

_____ Greeter/Hall Monitor Afternoon _____ Evening _____

_____ Office Assistant Afternoon _____ Evening _____

Sessions:

Afternoons: Mon. 4:30-6pm Tues. 4:30-6pm Wed. 4:30-6pm

Evenings: Mon. 6:30-8pm Tues. 6:30-8pm

Mornings: Sat. 8:30 – 10 / 10:30

Financial Benefits:

- ☐ **Catechists** with child(ren) in program, total tuition waived, not including Sacrament Fee.
- ☐ **Substitute Catechists** – half tuition waived - to qualify for reimbursement, you must have subbed at least 4 times, which will be paid back on or before March of 2025.

Additional Benefits:

- You will be actively participating in the ministry of the Church
- You will serve as a model for your child, who sees you living out your faith
- Your own understanding of the faith will be enriched
- Will deepen your own relationship to the Lord

All volunteers are required to complete an application, background check and safe environment training which will be reviewed with you when we



Parent Understanding for Students enrolling in weekly class

Parents have the first responsibility for the education of their children. Catholic Catechism(2223)
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Dear Parents,

Please take a few moments to read and sign this understanding.

- I understand that the role of St. James the Apostle Religious Education Program is to assist rather than replace my personal responsibility to nurture the faith of my child.
- I understand weekly Mass attendance is essential to our spiritual life as Catholics. We will attend Mass each week.
- I will teach my child to pray by praying with my child.
- I will attend all parent meetings or send a responsible representative in my place.
- I will ensure my child is on time for his/her class.
- I will ensure that my child is dressed properly for class (no inappropriate words or images on clothing.)
- I will ensure my child will be respectful of the sanctity of the church and for the class setting.
- I will become familiar with the contents of our Parish Religious Education Website, Calendar, and my child's Google Classroom.

By signing below, I acknowledge that I have read the requirements as outlined above and will support my child/children in this program. Any student who disrupts a class with inappropriate words or actions will be asked to leave immediately and sent to the Director of Religious Education who will contact the parent. The Director and parent will agree on a time when the student is admitted back to class. Repeated offenses will result in permanent dismissal from the program.

Parent's Printed Name

Child's Printed Name

Parent's Printed Name

Child's Printed Name

Parent's Signature

Date

*Our Religious Education program assists parents in handing down the
Catholic Faith and forming lifelong Disciples of Christ.*

Payment Plans require approval.

In order to be approved for a payment plan, the following paperwork must be completed. The payment plan is very flexible and you can choose to make payments in various increments. This helps hold all parties accountable to ensure tuition is paid for. We are very good working with people in any situation.

We will not hound you like a billing company, but we do send friendly reminders a couple of times throughout the program year to let you know of your balance. Balances should be paid by January 30th. Unpaid balances may result in you your registration will being held until the past due is paid or settled). We dislike doing this, but as stated, we want to ensure all parties are held accountable for their payment.



CHURCH OF ST. JAMES THE APOSTLE
OFFICE OF RELIGIOUS EDUCATION

14 Gleneida Avenue | Carmel, NY 10512 | (845) 225 6504
religioused@stjamesapostle.org

Mrs. Kathleen M. Ife
Director of Religious Education

Payment Plan Agreement

Dear Religious Education Family: _____

We are happy to process your registration received on ____/____/____.
Please double check with us that we have received a copy of the Baptismal for all of your registered children or your registration will remain incomplete until we receive them.

Regarding payment, the process we are using with parents who are having difficulty paying the full registration fee all at once is simply developing an open account whereby parents can pay by installments throughout the year.

Therefore, your open account can be paid weekly, bi-weekly, monthly, or all at once if your financial situation allows.

We require that the entire tuition be paid by the end of the religious education program year: April 30th.

Failure to comply with this agreement may result in a postponement of a sacrament or registration for the next program year.



One time or recurring payments may be completed via: cash, check, money order, and NOW online at:

← Scan the code to pay on phone or go to: <https://stjamesapostle.churchgiving.com/REpayments>

Total Amount Due: \$ _____ First Installment: \$ _____ Paid on: ____/____/____

Frequency of payments:

☐ Weekly @ Amount: \$ _____ ☐ Bi-Weekly @ Amount: \$ _____

☐ Monthly @ Amount: \$ _____ ☐ Other: _____

Reason for Payment Plan:

☐ I choose to volunteer my time in order to receive a discount on my tuition: _____

Agreement Signature:

☐ Approved ☐ Denied:

Signature Date: _____

Mrs. Kathleen M. Ife
Director of Religious Education

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the Catholic faith and forming lifelong Disciples of Christ.

Attendance Policy

The best way to begin addressing attendance is through the lens of the Catholic Community. St. Paul reminds us that though we are one body, we are many parts. Each of us has a God given role to play in our communities even as young people!

Society and culture today emphasize individualism so strongly today, that in some ways we are isolating ourselves from others. It is important to know that the Church is still THE HOME for Catholics and Christians. **ATTENDANCE IS IMPORTANT.**

We work with families on a case by case basis, of course - but it is important - AND we assume that religious education for your child is a priority. We also assume your family attends Mass. Please help make this program successful by communicating with us if your child will be absent. It is as simple as writing us a note and handing it in to their Catechist. Writing an email to religioused@stjamesapostle.org and keeping us in the loop.

The more we can help hold you accountable for, the easier it will be in preparing your child for the next level of religious education.

Otherwise we have a rule of 4 absences or more with missing/NO communication will cause us to evaluate the preparedness of your child and see if a course of action must be taken.

We do ask that if you move or decide not to send your child, **PLEASE LET US KNOW.** Do not be embarrassed, please communicate with us so we can help you if possible and have up to date, correct information so that we can remove your child from the rosters and email lists.

Can my child make up a missed class?

We do not offer any in person "make up" classes if your child is absent from any class. In most cases, it is simply a matter of communicating with the catechist on the chapter/session missed, completing the pages in the workbook, and participating at Mass and the usual prayer life.

Absent is absent. You can make up the work, but you can not undo the fact that the student was not present in class. When attendance is taken, we are recording whether or not they were present in the class. This is important to distinguish for legal reasons and safety reasons. It does not mean the work cannot be made up, which is always an option. We just cannot UNMARK someone absent who is not physically present at that time.

An Absent note is always required so that it counts as excused. Unexcused absences could lead to penalization in your child's ability to move onto the next grade level and will require much more extra work depending on how many classes are missed. We hope to avoid this, but we expect that when a parent registers they have taken into account all of the commitments in their family's life and made Religious Education the priority (this does not count personal and medical situations - we mean sports, vacations, etc...). We are always here to help, but we can only accommodate so much depending on the situation presented to us.

Thank you for your understanding!