



# St. Richard of Chichester Roman Catholic Church

Office for Parish Faith Formation

March 1, 2018

**RE: Registration for CCD**

Dear Parents,

Registration for St. Richard PREP is now underway. The summer portion of the program will take place June 18 through 22, from 8:15 AM – 2:45 PM daily. As in previous years, the summer portion will be supplemented with at-home assignments, Sunday family formation sessions and participation in both spiritual and service activities during the academic year. Registration is being conducted March 1 through April 30. Parent Orientation is scheduled for **Wednesday, June 13, at 6:30 PM. All children need to come to class on Monday, June 18, prepared with books, folder and whatever else is required.**

I have enclosed a pre-printed registration form for your convenience. A single form is provided for each child you have enrolled in our program. Please review the information, complete the sections on both sides, and make any changes to phone numbers, emails, etc, directly on the form. Sign it and return it to my attention via the address below along with the tuition fee and Family Commitment Form by **April 30, 2018**. If you need to register a new child for the program, additional forms may be obtained on our parish website using the link below, by contacting the parish office, or by emailing me directly.

**Tuition is due in full at the time of registration unless other arrangements have been made. For information about our deferred payment option, please contact me.**

I look forward to working in partnership with you once again! Should you have any questions please contact me at 215-468-4777 or email [dre@strichardchurch.org](mailto:dre@strichardchurch.org).

Sincerely,

Maryellen Carroll  
Director of Faith Formation

**Registration Requirements for  
Saint Richard  
Parish Religious Education Program (PREP)  
for 2018-19 school year**

Enrollment in Saint Richard PREP is currently available to those **registered families** of St. Richard Parish. We do not accept new registrations from other non-registered families at the current time.

Students who will be entering into 1<sup>st</sup> through 6<sup>th</sup> grade in the fall are eligible for enrollment (i.e., are currently in grade K through 5 at the time of registration).

Parents/Guardians must provide the following documentation at the time of enrollment:

- A completed Registration Form
- A valid email address (supplied on the Registration Form)
- A completed Family Commitment Form
- A completed Waiver & Release Form, if the student will walk home from the summer sessions unaccompanied by an adult (available at [www.strichardchurch.org/prep.htm](http://www.strichardchurch.org/prep.htm))
- A copy of the student's baptismal certificate, if **NOT** baptized at St. Richard Parish (**New Students ONLY**. If you've previously submitted this certificate in the past then you do not need to submit it again.)
- A copy of any court ordered agreements, if applicable
- A copy of any Medical Management Plan (or equivalent), if applicable
- Tuition Fee for grades 1 – 6 is \$130.00/ child, \$260.00/2 children & \$300.00 max. family.

If a registered family of St. Richard Parish is transferring their child into our program from a Catholic School or another CCD/PREP Program, the additional documents below are to be provided at the time of registration:

- A copy of the student's permanent record from his or her former Catholic school or parish religious education program.

No student will be considered fully enrolled until all of the necessary documentation and fees have been received.

**PLEASE NOTE:**

- Withdraws from the program prior to May 31, 2018, will be refunded the full amount paid.
- Withdraws occurring between June 1 – 14, 2018 will receive a refund of funds paid less a \$50.00 administrative fee per child.
- No refunds will be issued for withdraws on or after June 15, 2018.