



St. Richard of Chichester Roman Catholic Church

Office for Parish Faith Formation

March 1, 2018

RE: Registration for PREP (CCD)

Dear Parents,

Thank you for your interest in Saint Richard Parish's PREP (***Parish Religious Education Program***). I have included the registration requirements, registration form, and family pledge and commitment form. Please complete the forms and return to me by way of the collection basket or mail/drop off to Rectory. Registration is being conducted March 1 through April 30, 2018. **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.**

The summer portion of the program will take place **June 18 through 22, 2018 from 8:15 AM – 2:45 PM daily**. As you can see from the requirements, the summer portion is supplemented with at-home catechesis, Sunday family formation sessions along with spiritual and service activities for the family during the academic year. Parent Orientation is scheduled for **Wednesday, June 13, 2018 at 6:30 PM**. You will be able to meet your child's teacher and will receive all necessary student and family books and information to participate in this program .

I look forward to working in partnership with you once again! The Roman Catholic Church considers the family the *Domestic Church*. It is in the home that children learn good habits and bad habits. It is our desire to give you the necessary tools to raise spiritually healthy and morally happy disciples of Jesus Christ.

Should you have any questions please contact me at 215-468-4777 or email 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 1st through 6th 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)
- 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.