

OFFICE OF RELIGIOUS EDUCATION  
SAINT DUNSTAN PARISH

1150 Magnolia Avenue  
Millbrae, California 94030  
(650) 697-7451 email: stdunstanccd@att.net

July 2019

Dear CCD Families:

*Welcome and thank you for enrolling your child (or children) in our Religious Education Program!*

Materials to register for the upcoming 2019-2020 St. Dunstan Religious Education are enclosed in this packet. Our program is open to all students who have been baptized in the Catholic faith **or** are in the process of Catholic Faith Formation. ***In order to process your child's registration, we must have the following:***

1. **Completed Registration Form-Part I** (please complete both sides). Please note: you do not have to live in Millbrae to attend Faith Formation classes at St. Dunstan Parish, therefore, please provide us with your correct home address, email and telephone number on the form. **The information that is provided on this form should be kept current at all times. Please contact the office to update information.**
2. **Completed Registration Form-Part II** (please complete both sides – one per family). As in any educational setting, we rely on volunteers to help us with our students. **Your registration will not be processed without this form being completed indicating the areas in which you are able to assist with our program or parish. We count on you fulfilling your commitment to assist in the areas you mark your availability.**
3. **Medical Release and Emergency Information Form** (please complete both sides – one per family). This form will be used in the event of a medical emergency with your child. **The information that is provided on this form should be kept current at all times. Please contact the office to update information.**
4. **Internet and Information Waiver Form** (one form per family).
5. **Baptismal Certificate** (for new students only!) – We need to have a copy of your child's Baptismal Certificate on file. Please enclose a *photocopy*; we cannot be responsible for originals sent to our office. These copies are kept on permanent file in the Faith Formation Office. Registrations will not be processed without a copy of your child's Baptismal Certificate.
6. **Payment** (registrations will not be processed without payment). Please note: no student will be denied admittance due to inability to pay. Monthly payment plan is available. Please contact the Director to discuss payment plan options—all discussions are confidential.

**TUITION SCHEDULE**

1 child .....	\$100.00
2 children .....	\$125.00
3 or more children.....	\$150.00

**Sacrament Fees (see notes below)**

First Communion.....	\$40.00
Confirmation I.....	\$60.00
Confirmation II*.....	\$60.00

**\*\*LATE FEE (for registrations received after 8/23/19): \$25.00**

**\*\*Please include with your payment\*\***

**\*Confirmation II Sacrament Fee does not include additional retreat fee.**

**FOR NEW STUDENTS (GRADES 3 THROUGH 8 ONLY):** If your children have received their First Eucharist and/or Reconciliation—please complete this information on the Registration Form where indicated (including the church and date received) and provide us with copies of the certificates.

### **SACRAMENTAL PROGRAMS**

All Sacrament Programs are a two-year program. Students must complete one (1) **immediate** previous year of formal religious instruction either through a Religious Education Program or Catholic School. Students must be baptized Catholic and have a consistent class attendance record to be eligible to receive Catholic sacraments.

Copies of certificates of completion, report cards or letters from the previous program coordinator will be required in order for a new student to be placed directly into a sacrament class.

The Confirmation Program is a two-year program. **Confirmation I** (for first year Confirmation students) is designed to explore our Catholic faith and begins the preparation for Confirmation including commitment, service and attendance at a retreat. **Confirmation II** (for second year Confirmation students) is designed to finalize the preparation for Confirmation through commitment, service and attendance at a retreat.

**For students enrolled in our Confirmation I and Confirmation II Programs**—a separate class schedule will be sent to you in late September. Classes will start in October and are held on Tuesday evenings. Classes are from 7:00-8:30 p.m.

**SPECIAL SACRAMENT PROGRAM (GRADES 3 THROUGH 8 ONLY)**: Students in Grades 3-8<sup>th</sup> who **have not** received the Sacraments of Baptism, First Holy Communion and/or Reconciliation, will be admitted into our Special Sacrament Program and will receive their Sacraments through a two-year program. This program will prepare them to receive these Sacraments. Please call the Director of Religious Education for information.

### **REGISTRATION INSTRUCTIONS**

All registration materials and tuition payments must be returned **no later than August 23, 2019**, by either mail or dropping it off in our office mail slot which is located on the first door of our office. Registration packages received after 8/23/19 will be assessed at \$25.00 Late Fee. **Please enclose all information needed including certificates and payment.** Your canceled tuition check is your receipt. Applications will be returned that are not complete and do not have all information enclosed. Our mailing address is: St. Dunstan Office of Religious Education, 1150 Magnolia Avenue, Millbrae CA 94030.

***For your convenience, the CCD Office will be open for walk-in registration during summer and the following times: Tuesday, September 3<sup>rd</sup> (10:00-3:00 & 5:00-7:00); Wednesday, September 4<sup>th</sup> (10:00-3:00) and Thursday, September 5<sup>th</sup> (10:00-3:00 & 5:00-7:00).***

We will attempt to accommodate all applications; however, our class size is limited. **Please register early.** Priority will be given to students who have attended our program last year (if registered before August 23<sup>rd</sup>) and to those who are members of our Parish.

**FAITH FORMATION CLASSES FOR GRADES 1<sup>st</sup>—6<sup>th</sup> STARTS  
Tuesday, September 10, 2019  
3:45—5:00 p.m.**



**CLASS SCHEDULES FOR GRADES 1<sup>st</sup>—6<sup>th</sup> WILL  
BE GIVEN OUT ON FIRST DAY OF CLASS AND ARE  
AVAILABLE ON WEBSITE ([www.saintdunstanchurch.org](http://www.saintdunstanchurch.org))**



**CLASS SCHEDULES FOR CONFIRMATION I AND  
CONFIRMATION II WILL BE SENT HOME UNDER  
SEPARATE COVER. CLASSES WILL BEGIN  
OCTOBER 1, 2019.**

Please review all information included with the registration package—and be sure to visit our Religious Education website at: [www.saintdunstanchurch.org](http://www.saintdunstanchurch.org). Important information and Faith Formation class schedules are available online. We ask that you review the St. Dunstan School of Religious Education Handbook as well as the Student Guidelines that are available online. We will review these policies with students on our first day of class.

In closing, please remember that all families must complete the volunteering portion of the Registration Form—Part II regardless if you are registered in the parish or not. Volunteers are needed in the areas of catechists, classroom aides, and the Faith Formation Office—just to name a few areas. Volunteering for a few hours really helps to make a difference.

Have a wonderful and safe summer. See everyone on September 10<sup>th</sup> !

Sincerely,

**Sheree A. Leone**

Sheree A. Leone  
Director of Religious Education

***DID YOU REMEMBER TO COMPLETE & RETURN THE FOLLOWING:***

- ❖ Registration Form Part I
- ❖ Registration Form Part II
- ❖ Medical Release and Emergency Information Form
- ❖ Internet and Information Waiver Form
- ❖ Baptismal and/or First Communion Certificate copies (if needed)
- ❖ Payment