

## **REGISTRATION INSTRUCTIONS**

Registration forms for St. John Neumann **Religious Education (PK-8<sup>th</sup> Grade)**, **Youth Ministry-AGAPE (9-12<sup>th</sup> Grade)** and **Children's Liturgical/Music Ministries** are enclosed. Please read all of the instructions and complete both sides of the registration form(s) applicable to your family. Your family must be registered in the St. John Neumann Parish to participate in the Religious Education program.

- Children eligible for the Pre-Kindergarten 3-year old (PK3) class must be the age of 3 by September 30, 2010. PK4 students must be age 4 by September 30, 2010. All other children should be placed in the grade they will be attending for the 2010-2011 school year.
- Make your 1<sup>st</sup> and 2<sup>nd</sup> class choices from the **Schedule of Classes** found on the reverse side of this instruction sheet.
- Return forms to SJN by mail, or drop them off at the Christian Formation Office, in an envelope marked "**ATTN: RE/YM REGISTRATION**". **Payment must be submitted with the registration forms**, unless you have made other arrangements with the RE Office. The tuition fees remain the same - one child \$100, two children \$150, three or more children \$180.
- Registration forms will be processed on a first-come, first-served basis. Class size is limited to 16 students. Classes fill quickly, please register as early as possible.
- **Registration forms received after July 19, 2010 must include a late fee of \$10.00.**
- **Registration will close on August 16, 2010**, so that we may prepare for the first week of classes. Registration will resume on September 20, 2010 with delayed placement.
- **Notification of class placement will be sent via e-mail by August 31.** Class rosters will be posted in the Religious Education lobby after September 1, 2010. Please contact the RE Office if you have not received an e-mail class notification by Sept 1. Make sure to provide your current preferred e-mail address on the Registration form, and set up your e-mail account to include @saintjn.org as an approved sender.
- Final registration deadline for the 2009/10 school year is October 15, 2010. No students will be placed after that time.
- Tuition assistance and a payment plan are available for consideration upon request. Please visit our office, or phone (703)860-2815 for more information.