



2022-2023 FAITH FORMATION REGISTRATION

It is time to renew your registration for next year. Registration for Our Lady of Mercy Parish (Notre Dame and St. Colman) Faith Formation Program for the 2022-2023 school year will take place from March 1 through April 1st, 2022.

All children who are not attending catholic school from first grade to ninth grade are encouraged to register. The exception to students at St. John Paul II in grade 3rd, and Confirmation Year-1, Year-2 (8th and 9th) will need to register for these sacramental years.

Parents may register children by going online to the parish website at www.ourladyofmercyparish.org or by printing out this registration form and returning the form to the Faith Formation office mailbox (black mail box at the front of the office door)

First time Registration:

Any child/children who are registering for the first time for Religious Education Program **MUST** present at the time of registration their child's Baptismal Certificate. (If not baptized at Notre Dame or St. Colman Churches)

Please Read Carefully and Complete the Forms Indicated Below

I realize that many parents are busy, but please take the time to read carefully all of the information included. Then, please complete and return the enclosed registration forms below as soon as possible. Registration forms must be completed for all faith formation students in grades 1 - 9.

- 1. Student Registration (1 per child)**
- 2. Family Information (1 per family)**
- 3. Faith Formation Rules and Policies (1 per child)**
- 4. Photo Permission Form (only 3rd & 9th grade, 1 per child)**
- 5. CONSENT FORM AND LIABILITY WAIVER**
- 6. Safe Environments Pamphlets (families must read all 6 topics and sign at the bottom of the first page and include it with the registration form – 1 per family)**

➔**Note:** All of these forms must be **printed out** and returned to our office with your payments. The Faith Formation fee and registration forms may be paid online or brought to the Faith Formation office or you can drop off at the Faith Formation black mailbox in front of the parish office.

At Our Lady of Mercy Parish, we are blessed with faith formation and all our volunteers at different levels. If you are considering the call to serve, please prayerfully consider offering your gifts to share your faith with the children. Please contact the faith formation office at 860-349-3059 or 860-729-2514.

Registration Fee:

The Faith Formation fee must be paid for all students in grades 1-9. These fees support our Faith Formation program and all other activities for our children. These fees support our programs to ensure that we provide a quality education in which all of our children will learn the traditions of our Catholic faith.

There are **NO Faith Formation Fees for the children of our volunteers teaching a class in 2022-2023.** If you are interested in teaching in 2022-2023, please contact the Office of Faith Formation.

NOTE: Please do not hold up your family's registration because of financial issues. We are happy to make arrangements that work for your family. All information is confidential. Please contact the faith formation office if you have with any questions.

The Faith Formation office must receive completed registration forms and full registration fees for all students (Grades 1 – 9) attending Our Lady of Mercy Parish.

Grades	1 Child	2 Children	3 or More
1,2,3,4,5,6,7,8 & 9	\$75.00	\$120.00	\$160.00

ADDITIONAL FEES FOR SACRAMENTAL YEARS (8th &, 9th)

8th grade - Confirmation Year 1, add additional \$35 per candidate (Includes Retreat & Activities)

9th grade - Confirmation Year 2, add \$50 per candidate (Includes Retreat, Gown Rental & Activities)

2022-2023 FAMILY INFORMATION

(Family **MUST** be registered members of Our Lady of Mercy Parish)

Date of Registration: ___ / ___ / ___ Fee Enclosed: Check # _____ \$ _____ Cash: \$ _____

I am a registered parishioner of “Our Lady of Mercy Parish” please circle one: (Yes, No, New family)

My child/children attended Faith Formation at “Our Lady of Parish” last year. Yes ___ No ___

If not, where did they attend: _____

Father’s Name: _____, Mother’s Name: _____
Last First Last First

Mailing Address (Please Print Clearly): _____

Contact Person Phone # _____ Cell: _____

➔ **Children enrolled in Our Lady of Mercy:** Please include all students who will be attending Faith Formation

<u>Child(ren) name</u>	<u>Faith Formation Grade</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

➔ **Volunteer Catechists and Assistants are needed grades 1-9.**

CATECHIST:

Are you thinking of becoming a catechist?

A catechist must have completed the **Sacraments of Baptism, First Holy Communion and Confirmation** and **must be a practicing Catholic in good standing who attends Sunday Mass on a regular basis**. A catechist must also have a love for children, desires to grow in faith and to share that journey with young people, and is able to relate well with others. Would you like to volunteer?

Catechist: Yes ___ Grade ___
Catechist Assistant: Yes ___ Grade ___

2022-2023 STUDENT REGISTRATION

(For All Students In Grades 1-9)

NOTE: PLEASE ENCLOSE A COPY OF THE BAPTISM CERTIFICATE FOR 1ST GRADE AND
TRANSFER STUDENT IF NOT BAPTIZED AT OUR LADY OF MERCY PARISH

Student's Name: _____, _____, _____, Male or
Female

Last First Middle Sex

Home Phone: _____ Birthplace: _____ Birthday: ____/____/____

School: _____ Faith Formation Entering Grade: _____

Contact E-mail (Please print clearly): _____

Father's Name: _____

Address: _____

Phone: _____ Cell: _____

Mother's Name: _____

Address: _____

Phone: _____ Cell: _____

Mother's **Maiden** Name (Please print clearly): _____

Are there any medical conditions, disabilities or special needs we should aware of?

If yes, Please Explain: _____

Emergency Contact Name: _____ Phone # _____

Please indicate the Sacraments the student has received:

__ Baptism	Name of Church _____
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__ Reconciliation	Name of Church _____
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__ First Communion	Name of Church _____
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Faith Formation Rules and Policies

We are delighted that your children will be studying with us this year. With your encouragement, they will be a part of many exciting and rewarding experiences as we journey together in faith.

Since lifelong success depends, in part, on learning to make responsible choices, our parishes have developed a discipline plan which affords every student guidance in making good decisions about their behavior and thus an opportunity to learn in a positive, nurturing environment. Your child deserves the most positive educational climate possible for his/her growth, and we know that together we will make a difference in this process. The “**Faith Formation Rules and Policies**” outline our expectations for appropriate behavior and the consequences for inappropriate behavior.

1. Show respect for priests, sisters, teachers, assistants and classmates. Rude, offensive or foul language will not be tolerated.
2. Students should behave appropriately in the classroom, at Mass and at any Faith Formation event, including retreats. Students should cooperate and participate in all activities.
3. Students should be prepared for class and bring their books to every class.
4. Listen to what teachers and classmates are saying. Class discussions are an important part of Faith Formation classes. Do not ridicule or criticize another student.
5. Students are not allowed to write or draw on the blackboards, whiteboards, walls or desk in the classrooms/school.
6. Hats and caps are not to be worn in the rectory or school classrooms.
7. No food, candy, chewing gum or beverages are allowed in either the rectory or school classrooms.
8. Phones and other electronic devices must be turned off during class time.
9. Students who attend Strong School during the school day are not allowed to enter their classrooms or lockers on Thursday evenings.

To encourage students to follow these rules, we will recognize appropriate behavior with praise, “good news” notes, and positive phone calls home. However, if a student chooses to break a rule, the following steps will be taken.

Discipline Procedures: Our goal is to maintain an atmosphere in which students can form a learning community and hear the Gospel message.

First: When students’ behavior problems occur, the catechist will attempt to correct the situation directly with the student.

Second: A call home from the catechist or brought to the CRE.

Third: A parent must attend class with their child or they will be expected to pick the child up. **This is a must.**

Fourth: A conference will be arranged with the student, parent, catechist, the CRE and the Pastor. The student will not be permitted to return to class until the problem has been resolved and an agreement reached about how the child will behave and make up missed work.

Be assured that our goal is to work with you to ensure the success of your child this year. Please read this “**Religious Education Rules and Policies**” with your child. Then sign and return this form for each of the children you are registering.

I have carefully read and signed the discipline procedures and the Faith Formation Rules for Behavior. I understand these rules and have discussed it with my child, and I do agree with this policy.

Students Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

3rd and 9th Grade Only

**Yearly Parental Consent Form Photographs & Photos Posted on
Our Lady of Mercy Parish Website Photos**

The two paragraph statements below are excerpts from the Diocese of Norwich Office of Safe Environments policy regarding *Electronic Communications, Internet, and Computer Use Policy, effective March 1, 2013*. Please read, check and complete next to the appropriate box and sign.

1. No image of a minor who is involved in a parish/school/institution, may be posted on a webpage associated with that parish/school/institution, without the written permission of the responsible administrator of the program and the minor's parent. Such images must be removed immediately if the minor's parent refuses or withdraws their consent.
2. No personal information about minors involved in a parish/school/institution may be posted on a webpage associated with that organization or program (e.g., listing of names and contact information of sports participants or altar servers on an official parish website).

Academic Year Current & 2022-2023

- I give permission for my child, _____ grade _____ to appear in photographs taken at parish sponsored events, which may appear either in printed photographs /posters or appear on the parish website.
- I do not give permission for my child, _____ grade _____ to appear in photographs taken at parish sponsored events, which may appear either in printed photographs /posters or appear on the parish website.

Parent Name _____ Signature _____ Date ___/___/___

OUR LADY OF MERCY PARISH
PARENTAL/GUARDIAN COVID-19
CONSENT FORM AND LIABILITY WAIVER

Participant's name: _____

Birth date: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Cell phone : _____ Home phone: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. **Our Lady of Mercy Parish** will follow state and local standards of conduct and has put in place reasonable preventative measures to reduce the spread of COVID-19 at its **Faith Formation class and events**. However, even though such standards will be followed and reasonable measures put into place, **Our Lady of Mercy Parish** cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the **Faith Formation class and events** could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and that my child and I may be exposed to or infected by COVID-19 by participating in the **Faith Formation class and events** and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at **Faith Formation class and events** may result from the actions, omissions, or negligence of myself and others, including, but not limited to, **Our Lady of Mercy Parish** employees, volunteers, and program participants and their families.

Considering the foregoing, however, I, _____, grant permission for my child, _____, to participate in this parish activity that may require transportation to a location away from the parish site, notwithstanding the risks associated with the COVID-19 virus and group activities.

I confirm that I have provided complete Medical Information and Consent to the parish.

I further agree on behalf of myself, my child named herein, and my spouse, our heirs, successors, and assigns, to release, indemnify, and hold harmless **Our Lady of Mercy Parish** and The Roman Catholic Diocese of Norwich, their members, directors, officers, employees, agents and representatives ("Indemnitees") associated with the event arising from or in connection with the negligent acts or omissions of the Indemnitees ONLY in regard to prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE TO THE FOREGOING.

Signature: _____ Date: _____



DIOCESE OF NORWICH
VIDEO CONFERENCING PERMISSION SLIP
PROVIDING CONSENT & RELEASE OF CLAIMS

Despite the COVID-19 pandemic, the Diocese of Norwich continues to serve the children and youth of (Add your church). In some instances, Parish program(s) are providing virtual programming and content for participants, whereby staff will facilitate program activities through online platforms. Such program(s) will use software, tools, and computer applications provided by third-parties that participants, parents/legal guardians, volunteers, and/or staff will access via the internet and use for purposes of communication, programming, and potential content creation.

These platforms include virtual video conferencing. Completion of this Form indicates your consent and release for your child to participate in the program(s) and utilize the online applications for distance- based, virtual program purposes. Please be aware that each video conference application collects information about its users and has its own privacy terms and conditions to which users must adhere and which neither the parish nor diocese can control or assume responsibility. Please review these carefully before registering your child. Our commitment to keeping the children and youth we serve safe is always our number one priority. To that end, we will actively monitor participant activity. All online activities contemplated hereunder must also comply with the Diocese of Norwich- Office for Safe Environment Pastoral Code of Conduct as well as the Policy for Video Conferencing with Young People.

Permission to Participate:

I grant permission for my child-youth, _____, to participate Child's name

in online Catechetical/Youth Ministry events during the 2021-2022 church school year. All online classes, programs, events, etc. will be monitored by at least 2 safe environment certified adults at all times. I have read this Consent and Release Form and have had the opportunity to consider its terms and understand them. I verify that I have read and voluntarily agree to the terms and conditions of the Consent and Release Form – Policy for Video Conferencing with Young People. On behalf of my child and myself, I further hereby hold harmless, release and forever discharge the Diocese of Norwich and the Parish, along with their respective employees, agents, licensees, and legal representatives from, and shall indemnify them against, all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators or any other person(s) acting on my behalf or on behalf of my estate have or may have by reason of my Child's participation in the program(s) and through my authorization, consent and release herein. I have read this Consent and Release Form, I fully understand it, and I voluntarily agree to be bound by its terms. I represent and certify that I am the parent or legal guardian of the child named above. Parent/Guardian Name: _____

Signature: _____

Email: _____ Cell Phone: _____

Address: _____ City: _____ State: Connecticut

✝ OUR LADY OF MERCY PARISH

Safe Environments

I have received the following Norwich Diocese Safe Environments documents:

Please sign this form as confirmation that you have received the information and will be reading it at your earliest convenience.

- . Diocese of Norwich Annual Letter to Parents
- . No Go Tell Brochure

I understand that my child(ren) will review the age-appropriate **No Go Tell** curriculum with his/her (their) catechist(s) at the beginning of each Faith Formation year. I understand that if my child(ren) does not attend the No Go Tell class, it is my responsibility to review this curriculum (<https://www.norwichdiocese.org/NoGoTell>) with him/her.

-----Cut and Return-----

I have received the Safe Environments information for families.

I have read these documents and understand what I, as a parent/guardian, can do to help maintain a safe environment for all in the Our Lady of Mercy faith community.

Child(ren) Grade _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature

____/____/____
Date

Safe Environments In The Diocese of Norwich

Safe Environments refers to environments that are created and maintained in an effort to provide children, young people, ministers, and other people with the safest possible place in which to minister, study, and work.

The Diocese of Norwich and its parishes, schools, and other affiliated institutions are committed to providing safe environments for children, young people, and adults.

To assist in creating and maintaining safe environments, Bishop Michael R. Cote has established the Office for Safe Environments. The responsibilities of this office include overseeing the creation and implementation of safe environments programs and policies. In the Diocese of Norwich, there are six components to the safe environments programs and policies:

I. Awareness and Education

In creating any safe environment, awareness and education are essential. The Diocese has chosen the Praesidium programs Armatus online and Called to Protect as two of the avenues for raising awareness regarding the issue of child sexual abuse and how to prevent it. Called to Protect is a video-based and discussion-oriented program, and Armatus is online training. Both of these programs provide a foundational understanding of the risks, warning signs, and appropriate responses to child sexual abuse. It also discusses preventive strategies and how to implement them.

All priests, deacons, ministry leaders, and employees and volunteers who interact with children and teenagers on a regular basis have an obligation to attend this program.

In addition to these two programs, the Diocese has embarked upon several initiatives to raise awareness and increase education in regard to safe environments. These initiatives include:

- the writing and distribution of pamphlets, bulletin inserts, and other educational materials;
- articles in the Four County Catholic;
- postings on the diocesan website (www.norwichdiocese.org);
- other programs and forums determined by the Office for Safe Environments.

2. The Pastoral Code of Conduct

The Pastoral Code of Conduct is a set of guidelines for all Catholics to follow in creating and maintaining safe environments. It also includes provisions for addressing a lack of compliance with the Pastoral Code of Conduct and referrals in how to report sexual misconduct.

3. Electronics Communication and Computer Use Policy

The proper relationship between adults and minors can easily become confused because of the easy, informal, and at times anonymous nature of many forms of electronic communication. Adults must make sure that their use of electronic communication maintains a proper professional relationship with minors, and does not create or give the appearance of an inappropriate relationship, or encourage inappropriate behavior. In using electronic communications, proper and healthy boundaries between adults and minors must always be maintained.

4. Comprehensive Screening

Comprehensive screening refers to the screening process for employees, volunteers, and contractors affiliated with the Diocese of Norwich. It includes:

- a written application form with signed statement by the employee, volunteer, or contractor;
- checks of references listed on an application form;
- a personal interview with employee, contractor, or volunteer;
- observations of the person's conduct;
- a criminal background check of the contractor, volunteer, or employee.

5. Sexual Misconduct Policy

The Sexual Misconduct Policy of the Diocese of Norwich addresses child sexual abuse and other issues of sexual misconduct by priests, deacons, employees, volunteers, and contractors of the Diocese of Norwich. It describes how to report allegations of sexual misconduct and how the Diocese will respond to allegations. This policy complies with the Charter for the Protection of Children and Young People, which was drafted by the United State Conference of Catholic Bishops in June of 2002.

6. Practical Matters and Other Concerns

This component addresses practical matters that arise during awareness and education sessions and the implementation of comprehensive screening, the Pastoral Code of Conduct, and other safe environments measures. Practical matters and concerns include such things as safe environments conditions of usage for the use of parish facilities by people outside of the parish and resolving conflicts between diocesan safe environments policies and other professional codes of ethics and conduct.

Your help is needed!

Creating and maintaining safe environments for children and young people is not the responsibility of one or two people. Each and every person can assist in providing safe environments for all of God's children. In fact, for these initiatives to be truly successful, we need the help and assistance of all Catholics. To find out how you can help in creating and maintaining safe environments for all of God's children, contact your local parish, school, or Catholic institution or contact the Office for Safe Environments.

NO GO TELL

Safe Environments Curriculum for Grades K-10

Introduction:

Every year, children in our schools and religious education programs receive lessons on personal safety.

Our safe environments lesson plans have been drafted to address each grade level with instruction and materials that are age-appropriate, user-friendly, and fully consistent with the moral teachings of the Catholic Church.

The primary goal of this curriculum is to equip teacher, parents/guardians, and students with knowledge that can help keep children and young people safe. It provides instruction in a way that fosters the formation of Christian values.

These lessons were compiled by the Diocese of Norwich Office for Safe Environments utilizing information from the Archdiocese of New York in consultation with professional educators and child safety experts.

Children and young people will learn that when they feel unsafe they should:

Say **NO** in a loud voice



Go to a safe place with other people



Tell a trusted person what has happened



The NO GO TELL curriculum has been developed to teach children and young people how to identify and understand the following concepts:

- Appropriate behavior based on personal dignity and respect for others
- Personal safety and critical skills to remain safe
- Appropriate boundaries
- Assertive response in potentially dangerous situations
- Identify trusted persons
- What harassment and abusive situations look like

Below is a sample of what the curriculum covers for each grade, while constantly reinforcing NO GO TELL

Grades K-2

- Introduce NO GO TELL
- Who loves you?
- Good and bad touch
- My body is holy
- Name five trusted persons
- Body boundaries (swimsuit analogy)
- How to be assertive
- Buddy system
- Situational Awareness
- Abusers are not always strangers

Grades 3-4

- Review of NO GO TELL
- God loves us so much He provides us with trusted persons
- Trust your senses
- Who is a trusted person, and where and how do you reach them
- Assertive vs. aggressive behavior
- Internet safety
- Golden Rule

Grades 5-6

- Review of NO GO TELL
- Respect for self and others
- Self-control
- Trust your senses
- Who is a trusted person, and where and how do you reach them
- Assertive phrases and ways to get out of a bad situation
- Bullying and cyber-bullying
- How to stop bullying
- Conflict resolution
- Using good judgment and internet usage

Grade 7

- Review of NO GO TELL
- Respect and love for ourselves and others
- Harassment and abuse
- Responsibility to report abuse when witnessed

Grade 8

- Review of NO GO TELL
- Discussion on Moral Conscience

Grades 9-10

- Review of NO GO TELL
- Discussion on Abuse
- Discussion on



If you are a police officer, nurse, teacher, counselor, or someone with experience in the field of child protection, or if you know someone, your help is needed.

Please contact your parish or school office to volunteer to teach this curriculum to one or more classes.

The time commitment is minimal. Each lesson is designed for a 45-minute class period each year.

Thank you!

