

St. Stephen, Deacon & Martyr, Catholic Church

Religious Formation Registration Form 2020-2021

C

Student's Full Name:

Last First Middle Home Phone #

Father's Name:

Last First Middle Cell Phone # Work Ph. #

Mother's Name:

Last First Middle Cell Phone # Work Ph. #

Home Mailing Address

799

(INCLUDE ZIP CODE)

E-mail Address for contact person

Phone # where child is residing

School attending

Grade Level At School (In Fall)

Last grade level of Religious Formation attended: _____ Church: _____

Special needs of this child that we need to be aware of? _____

Date of Birth: ____/____/____ Place of Birth: _____
Month Day Year City State

Baptism Date: ____/____/____ CHURCH: _____
Month Day Year Name Mailing Address City, State Zip Code

To register, please email the following to rfststephen@gmail.com

- Scanned copy of Baptism Certificate
- 4 page application (completely filled out and signed.)
- 1 signed VIRTUS (Safe Environment Page)

For Office Use Only

Number of Siblings Enrolled: 1 2 3 4 5 6 (Please circle one)

Authorized amount to be charged: **\$75.00** Credit Card: VISA _____ MASTERCARD _____

Card Number: _____

Expiration Date: _____ Billing Address: _____ Billing Zip Code: _____

Signature: _____ Date: _____

Registration: Second Year Preparation / First Communion

Saint Stephen Deacon & Martyr Parish

Registration: Second Year Preparation / First Communion

- I. Requirements for Registration:
1. The child must be at least enrolled in the 1st grade.
 2. Child must be baptized.
 3. The Child's Baptismal Certificate is to be presented at the time of registration.
 4. According to the sacramental preparation policies of the Diocese of El Paso, the formation program for First Communion is two (2) years.
 5. The VIRTUS (Safe Environment) paperwork is attached to this application and the signature page will need to be returned with the application.
- II. Expectations of students: (In-Person Classes at St. Stephen)
- After 3 absences the student's place in the program will be in compromised.
 - The Religious Formation Office will contact the family at that point to inform the family about the student's makeup work.
 - After 5 "absences" the student will be removed from the program.
 - The Religious Formation Office will contact the family at that point in order to inform the family of the absences.
 - Should we receive the makeup work the student will be reinstated.
 - Should we NOT receive the work (1 week time period) or cannot connect with the parents then the student will be removed from the program.
- III. Expectations of Parents:
1. Your involvement with faith formation of your child.
 2. Provide the office with complete updated information regarding address, phone number, etc.
 3. Drop Off and Pick Up your child directly from the classroom.
 - a. When in the building, masks must be worn at all times.
 - b. There will be a Sign In and Sign Out procedure.
 4. Parent Sessions will be held via the Religious Formation website twice a month with follow up questions to be submitted to the Religious Formation Office.
 5. **VIRTUS is the Diocesan Safe Environment Program.**
 - i. The packet of information is attached to the application. An adult student or the parent/s of a student must sign and return the Signature Form with the application.
- IV. **Regarding Quinceañera Celebrations: It is a requirement for a child to have completed First Holy Communion and be enrolled in Confirmation to have a Quinceañera celebration here at St. Stephen. Without their First Holy Communion certificate and enrollment in Confirmation classes, a Quinceañera celebration will not be possible.**
- V. **Classes will begin the weekend of November 7th and 8th. The Religious Formation School Year will END the weekend of June 26th and 27th of 2021**
- VI. **Cost: \$75 Tuition Fee All fees are to be paid in full at registration. NO REFUNDS**

I acknowledge that I have read, understood, and agree to the requirements of the Religious Formation Program for Second Communion as stated above.

Parent/Legal Guardian (Print Name)

Parent/Legal Guardian (Signature)

Date

FORM A Annual Religious Formation Program Parental Liability Waiver, Permission and Medical Information
Catholic Diocese of El Paso and the Parish of St. Stephen Deacon and Martyr
Annual Religious Formation Program Parent/Guardian/Conservator
Permission, Liability Waiver and Medical Information

Participant's Name: _____

Birth Date: _____ **Sex:** Male Female

Parent Guardian Conservator Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Cell Phone: _____ **Home Phone:** _____ **Email:** _____

Emergency Contact Name: _____ **Relationship to my son/daughter:** _____

Cell Phone: _____ **Home Phone:** _____ **Texting:** Yes No

Release/Indemnification Information:

I, _____ grant my permission for _____

Parent/Guardian/Conservator's Name

Participant's Name

to participate with the Religious Formation program and activities of the Diocese of El Paso and/or the parish of **St. Stephen** beginning the **1st day of June 2020** and continuing through the **31st day of June 2021**. These various programs and activities will take place under the guidance and direction of Parish Catechetical Leaders, catechists and/or volunteers from the parish of **St. Stephen** and/or the Diocese of El Paso. This permission and liability waiver will be kept on file and will accompany the child on any and all programs and activities of the Diocese of El Paso and/or parish of **St. Stephen**. A separate **FORM B** Consent to Participate and Consent Emergency Medical Treatment must be filled out and turned in to accompany this form per each program and/or activity. I understand that as parent/guardian/conservator, I remain legally responsible for any personal actions taken by the participant named above.

I agree on behalf of myself, my son/daughter/participant named herein, our/his/her heirs, successors, and assigns to hold harmless, the Diocese of El Paso, the Bishop and his successors, employees, agents, volunteers, the Parish its employees and volunteers from any and all claims (unless due in part by gross negligence of the Diocese and/or Parish) for illness, injury, death and the cost of medical treatment therewith, arising from or in any way connected with my son/daughter/participant's attending the various programs and activities during the dates named above.

In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this agreement, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all reasonable court costs, reasonable attorneys' fees and expenses incurred by the prevailing party.

→ **Parent/Guardian/Conservator Signature** _____ **Date** _____

Promotional Release

I also consent to the use of any videotapes, photographs, slides, audiotapes, or any other visual or audio reproduction (in perpetuity unless otherwise revoked by me in writing and delivered by certified mail, return receipt requested, to: Centro San Juan Diego, 901 W. Main Dr., El Paso, TX 79902 ATTN: Director, Office of Religious Formation) in which my son/daughter may appear by the Diocese of El Paso. I understand that these materials, including websites and social media sites, are being used for promotion of the Religious Formation Ministry of the Diocese of El Paso, which may include recruitment and fundraising efforts.

→ **Parent/Guardian/Conservator Signature** _____ **Date** _____

Permission for Direct Electronic Communication with Minors

As a result of the Covid 19 virus, the **St. Stephen** Parish Religious Formation program will use online platforms and apps to connect and communicate with participants and parents. Any and all digital networking and communication including but not limited to email, text, Google Classroom, Class Dojo, Remind, Zoom meetings, Facebook, WhatsApp, Flocknote, other Social Networking sites, etc., with parish religious formation will be ministry related and NOT personal in nature, restricted to matter concerning catechetical sessions, retreat events, community service hours, parish events, sacramental requirements and registration forms. I understand and consent to electronic communication as described above between the Parish PCL, staff, and my child's catechist. The person (s) being authorized to communicate with my minor child is in compliance with the Diocese of El Paso Safe Environment Policy.

→ **Parent/Guardian/Conservator Signature** _____ **Date** _____

Social Media Release

The Diocese of El Paso utilizes today's technology in a positive way to reach out to the youth of the diocese, including Facebook, email, and other social media; we may remove any content deemed inappropriate; all communications with any youth through social media programs by anyone representing the diocese may be made available to any parent upon request; the diocese cannot guarantee that photos, videos, or other communication of you son/daughter from diocesan and /or parish events will not be uploaded to a social media site.

→ **Parent/Guardian/Conservator Signature** _____ **Date** _____

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→ **Parent/Guardian/Conservator Signature** _____ **Date** _____

Is the participant insured? Yes **No**

If yes, please fill out the information below *FROM THE PARTICIPANTS* Insurance Card:

Name of Policy Holder (whose name is the policy in?) _____

Insurance Carrier/ Name of Insurance Company: _____

Policy Number: _____ Insurance ID Number: _____

Claim Address: _____

Customer Service Phone Number: _____

Prescription Medications: Check Box 1, 2, or 3 which is true for your child - DO NOT CHECK ALL BOXES

- 1. My son/daughter takes no medication and will bring no medication with him/her.
- 2. My son/daughter takes medication/s and will self-medicate. My son/daughter will bring all such medications necessary, and such medications will be clearly labeled. I understand that the child will be required to turn all medication(s) over to a supervising adult designated to keep medication(s). I further understand that it will be this child's responsibility to present himself/herself at a location designated for returning medication(s) to my son/daughter at the frequencies/times listed below. I understand that the adult to whom he/she surrenders the medication has no medical training and this adult will not measure dosages. My son/daughter will return the medication(s) to the adult after he/she self-medicates.

At the conclusion of the event it will be my son/daughters responsibility to pick up remaining medication(s), if any, at the self-medication designated location. Names of medications and exact dosage and frequencies /times are as listed below: (you may attach a sheet to this form if you need more space just make sure to sign and date it as well). _____

- 3. My son/daughter takes medication but is unable to self-medicate. I, parent/guardian/conservator, will provide and dispense any and all needed medications.

Non-Prescription Medications: Check Box A or B. DO NOT CHECK BOTH BOXES

- A. No medication of any type** whether prescription or non-prescription may be administered to this child unless the situation is life threatening and emergency treatment is required.
- B. I grant permission** for the following non-prescription medication to be given to this child (excluding medication listed below that causes allergic reaction) in the recommended dosage on the medication bottle. Non-aspirin pain reliever: Yes No
Antacid: Yes No Throat Lozenge: Yes No Antihistamine: Yes No **Decongestant**: Yes No

Specific Medical Information

1. Allergic reactions (medications, foods, plants, insects, etc.) _____
2. Other medications child currently takes: _____
3. Any physical limitations: _____
4. Has child recently been exposed to contagious disease or condition such as mumps, measles, chicken pox, etc.? If so, date and disease or condition: _____
5. You should also be aware of these special medical conditions of this child. *Please attach a clear description to this form*

To the best of my ability, everything I have stated here is true and accurately reflects my wishes.

→ **Parent/Guardian/Conservator Signature** _____ **Date** _____

Practical Advice for Parents

On Preventing Child Sexual Abuse

A Resource Provided to You Through the Protecting God's Children® Program

EDITOR'S NOTE: Parenting is the most influential responsibility an adult undertakes in life. It is also the one job for which adults receive the least amount of training. Society expects parents to know what to do, to always take appropriate actions, and to behave daily in a manner that provides a wonderful role model for their children. However, society does not provide parents the tools and skills they need to live up to these expectations. The National Catholic Risk Retention Group, Inc., provides parents with this free handbook to help them focus on practical steps designed to help protect children from sexual abuse. This handbook was produced for our Protecting God's Children program as a part of our VIRTUS® programs.

The first step to protecting children from sexual abuse is educating parents about the nature of the problem. Awareness about child sexual abuse—what it is and who commits it—opens the door to some simple steps parents can take to protect children. No one has more at stake or a more vested interest in protecting children than the people who gave them life. Awareness, education, and responsible parenting give a child the best tools for her or his defense—and the child may be more likely to tell an adult if something happens. The Protecting God's Children program is designed for adults in our faith community—to raise their awareness about the nature of child sexual abuse, to educate them on how to recognize the warning signs, and to train them about what to do when they suspect a child is being victimized. The program includes awareness sessions, videos, web-based training modules, online training bulletins, and other programs specifically designed to assist parents and other adults.

The first of two centerpiece videos, *A Time to Protect God's Children*, presents an accurate, clear, and effective introduction to the subject of child sexual abuse. Awareness usually gives rise to the question: "What can I do?" The second video, *A Plan to Protect God's Children*, trains adults to recognize some of the primary symptoms of child sexual abuse and what to do if a child reports abuse. We recognize that parents need practical advice. Parents bear the primary responsibility for the safety and well-being of their children. Here are some practical actions that parents can take to help protect their children from sexual abuse:

1. By virtue of their physical size, adults have power over children—and that increases a child's vulnerability. For example, parents and other authority figures teach children to "obey adults." When children hear this message, they may interpret it to mean that *all* adults have the authority to tell *all* children what to do, *all* the time. If this is a child's interpretation, then the message has created additional vulnerability for the child. Yet, some simple, common sense steps can help minimize a child's vulnerability. For example:
 - Do NOT insist that children hug or kiss relatives or friends. Let children express affection on their own terms.
 - Let children know that their feelings are important to you. Intervene if you notice that your child is uncomfortable doing something that another adult asks him or her to do. Let the child know that you will protect him or her from this discomfort. That doesn't necessarily mean that you should let children off the hook when it comes to doing their chores or cleaning up a mess they've made.

FOR YOUR RECORDS

2. Learn to recognize and take advantage of teachable moments with children. Be willing to openly discuss sensitive issues. The American Academy of Pediatrics recommends the following age-appropriate conversations with children:

- From ages 18 months to 3 years—begin teaching children the proper names for all body parts.
- Ages 3 to 5 years—teach children about private body parts and how to say “no” to anyone who touches them in a way that makes them feel uncomfortable. Give them direct answers to questions about sex.
- Ages 5 to 8 years—talk about good touches and bad touches, and safety away from home.
- Ages 8 to 12 years—focus on personal safety issues.
- Ages 13 to 18 years—discuss issues such as rape, date rape, HIV, other sexually transmitted diseases, and unintended pregnancy. There are also professionals in the community who can provide assistance with forming age-appropriate responses to children’s questions and concerns. Remember, regardless of the child’s age: **Take advantage of teachable moments.**

3. Games are a great way to reinforce the lessons you teach your children about safety issues. For example, children are always asking parents, “What if?” Using this same game, parents can raise their own concerns and encourage their children to *think* and *make decisions* relying on the lessons they have learned.

4. Teach children to say, “Stop it,” to instructions that might encourage them to do things that they *really* do not want to do. Reinforce the rule that children should say, “Stop it,” to requests or demands that make them uncomfortable, even if they *think* they should obey. A discussion of these rules can teach a child that there are some times when it is okay to say, “Stop it,” and other times when it is okay to go along with the instructions. Everything hinges on context. Parents must teach their children how to discern between an *appropriate* request and an *inappropriate* request. For example, it is appropriate to follow the instruction to “Be nice,” as long as the instruction is within an appropriate context, such as, “Be nice and don’t throw things at the other children.” But, tell children it’s okay to disobey this request if, for example, someone says, “Be nice and take off your clothes.”

5. Know where children spend their time. Get to know the adults who show up at the various locations in the community where children gather and where they play together. Be wary of any adult who seems more interested in creating a relationship with a child than with other adults. Pay attention when an adult seems to single out a particular child for a relationship or for special attention. Warning signs include treats, gifts, vacations, or other special favors offered only to one specific child.

6. Make unannounced visits to the child’s nursery, babysitter, daycare center, or school. When choosing a nursery, daycare center, or school, make sure that there are no areas where children play or work that are “off limits” to parents. Taking these actions raises awareness among caregivers, and reinforces the responsibility they have for the safety of the children in their charge.

7. Find out if the child’s school or church religious education programs include a sex abuse prevention curriculum. If not, volunteer to be on a committee to establish such a program. Work with teachers to review available programs and make recommendations to school administrators. Talk with other parents about supporting the addition of child sexual abuse prevention material to existing child safety programs.

Do NOT allow a child to go alone on “vacation” with *any* adult other than the child’s parent.

Do NOT allow a child to spend the night alone with *any* adult other than the child’s parent or another **safe** adult’s.

Except in the case of a serious emergency, Do NOT allow a child to travel alone—even for a very short distance—with *any* adult other than the child’s parent or another **safe** adult. You should also prohibit children from accepting expensive gifts from an adult, particularly if one child is singled out for special attention. Parents can make an important difference. However, without a supporting organization to help bring together a community’s resources, experts, and commitment, parents are limited in their ability to impact community-wide child abuse prevention. That’s where we can help. The Church can join with parents to build a society where children are no longer at risk of being sexually abused, where those who have been victimized can find the resources and courage to heal, and where all people live together in loving, supportive relationships.

Resources:

Child Sexual Abuse: What It Is and How to Prevent It, American Academy of Pediatrics, 1999.

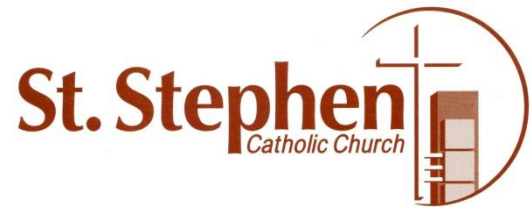
Adams, C., and Fay, J., *No More Secrets: Protecting Your Child From Sexual Abuse*, Impact Publishers, Ninth Printing, 1991.

Practical Advice for Parents on Preventing Child Sexual Abuse

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i“Safe adult” is a special designation used in the VIRTUS *Child Sexual Abuse Prevention Program for Parents and Guardians* to describe adults who have demonstrated that they behave in a safe manner when interacting with children.

FOR YOUR RECORDS



VIRTUS TRAINING 2020- 2021

PARENTS OF: _____

St. Stephen Deacon and Martyr Religious Formation Program has a sexual abuse prevention program, called the “*Touching Safety Program*”. This program is provided to us by the *Catholic Diocese of El Paso*, and is part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The *Touching Safety* program is **MANDATORY REQUIREMENT** for all children and parents participating in the Religious Formation Program.

This year the training is offered through the attached documentation to all parents and students at St. Stephen Deacon and Martyr. If I have any questions, please contact Deborah Montoya Director of Religious Formation at rfststephen@gmail.com

I have received, reviewed and discussed the 3 page “Practical Advice for Parents brochure” with my child. .

PARENT NAME (PRINTED)

PARENT SIGNATURE

DATE

For additional training please go to www.cmgparent.org

END OF APPLICATION