

July 13, 2021

Dear Religious Education Families,

Welcome back to the St. George Church Religious Education Program for the **2021-2022 school year!** We are praying daily for the health and safety of our parish families, our community and our world. We trust that this letter is finding you well and that you are finding ways to enjoy summer with your family and friends.

A note of thanks to all of you who participated in our Religious Education Surveys. It has been helpful to us in trying to ascertain the best way to offer CCD this coming year. Most of the survey comments proved positive of having in person CCD classes this coming year. We, at St. George, also feel that in person classes will better prepare your children to grow in their faith. This is especially true if your child is making a sacrament in the 2021-2022 school year.

Therefore, we are requesting that your family **ENROLL YOUR CHILDREN NOW** in order to help us to better establish our Fall and Spring classes for Grades 1-10. We realize that bus, school and sports schedules are not out yet; however, we need to know how many children will be enrolled in the CCD program. Once we have this information, we will be better equipped to create our classes by grade, times, and number of catechists needed once you find out your children's various schedules.

Our fees this year are as follows:

No charge for Pre-K

\$75 Per Child (Grades K-10)

\$200 max for 3+ children in the same family

We have a need for a volunteer to run our Pre-K/K classes which, pre-Covid, used to meet on alternating Sundays at 10:00 am. If you are being called to help us in this ministry, please contact the Church Office at 203-453-2788.

It is extremely important for your family to register NOW. We have provided the steps below for you to login and register your children.

We look forward to sharing our Faith with your children. The safety of our children and catechists is of the utmost importance and our programming will reflect those concerns.

As a guideline for in-person classes, pre-COVID, the following list represented the class dates/times: Again, **this is not a set schedule**, but only a guide of what we have done in the past.

Pre -K/K Sundays 10AM

Grade 1 Sundays 10AM

Grade 2 Sundays 9AM

Grades 3-6 MTW (varying times based on the individual catechist schedule)

Grade 7 Tuesday 7PM

Grade 8 Wednesday 7 PM

Grade 9 Alternating Mondays 7-8:30PM

Grade 10 Alternating Mondays 7-8:30PM

Peer Ministry-Varying dates and times depending on events, activities and choice of volunteer involvement

We will continue to update you as the semester progresses. Please know that we are available to answer any questions or to discuss any concerns that you might have. Our emails and phone extensions are listed below. You will all continue to be in our thoughts and prayers.

Below are the instructions on how to register your child/children.

Instructions for Parents to Register their child/children:

Returning Families:

You must register your child(ren) first. You will then be taken to the payment page.

<https://hartford.parishsoftfamilysuite.com/Secure/Member/Home/Home.aspx>

New Families:

Please click on the link below. Once on that screen, select “**New User**” and follow the prompts to register your family into the ParishSOFT system. Administration will have to approve your request before you can actually register your children for CCD.

Depending on time of day you register, there may be a 24-hour delay before you receive approval. Once you have been approved, you can begin the process listed below by using the following link:

<https://hartford.parishsoftfamilysuite.com/Default.aspx>

RETURNING & NEW FAMILIES – BEGIN HERE ONCE YOU ARE ON THE HOMESCREEN OF PARISHSOFT

Once at the initial log-in screen, type in the following information:

Username

Password

(if you forgot your password, click on lost password to reset)

Once in the system, if you want to see and update any family details (phone number, email address, etc) prior to registering, click on “**My Family**” tab and then **Family Detail** located underneath in the blue strip.

To register for CCD within Parishsoft:



Go to the “**My Education**” Tab

Click on the “**Online Registration**” located within the blue strip.

Under Step 2 – Click in “**Term**” and select “**2021-2022**”

Under Step 3 - Add your students **individually** for whom you are registering for the Religious Education classes.

Select **Grade** (Remember, these are only temporary buckets until we see how many children sign up for each grade)

Select **Save Student**

Select **Submit Registration**

You will then be brought to the **Payment page**.

Scroll down to “**Pay Now**” Button. Page will explain pricing, signup, etc.

The system automatically defaults to \$200, which you will see on the right hand side. **Please disregard** – this will change as you enter the information for your children.

- You must answer all **REQUIRED** fields including the question asking how many Pre-K students did you register. **YOU** must answer this question, even if the answer is 0.
- Enter how many school age children did you register. You will then see the correct pricing!
- When done, hit the **Next** button – which brings you to the **Emergency Contact Info** page to complete
- When done, hit the **Next** button for the payment information
- Hit the **Next** Button & then the **Submit** Button

You will receive two emails:

- One confirming your CCD registration in Parishsoft
- One confirming your payment

Again, if you have any questions, we are here to help you.

For General Religious Education Questions & help with Registering, please contact:

Justine Lovelace jlovelace@stgeorgeguilford.org 203-453-2788 x203

For Sacrament or Grade Specific questions, please contact:

Grade 1	Sr. Kathleen Lynch	srkathleen@stgeorgeguilford.org	203-453-3496 X201
Grade 2-6	Diane Birdsall	dbirdsall@stgeorgeguilford.org	203-453-3496 X205
Grade 7-12	Claire Nicholls	claire@stgeorgeguilford.org	203-453-3496 X209