

July 25, 2022

Dear Religious Education Families,

Welcome back to the St. George Church Faith Formation program (formerly known as Religious Education Program or CCD) for the **2022-2023 school year!** We trust that this letter is finding you well and that you are finding ways to enjoy summer with your family and friends.

We have opened up our registration process for the 2022-23 school year and are asking that you **ENROLL YOUR CHILDREN NOW** in order to help us to better establish our Fall and Spring classes for Grades PreK - 10. Please allow yourself at least 10 minutes to complete the form and payment sections as we have added a few more fields to gather more information from you.

1. Please do not skip over these instructions.
2. This is a 2 step process
  - a. You must enroll your child first for the grade level they are entering within the ParishSoft Family Suite Database **BEFORE** you can link to the Actual Registration Form.

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 Faith Formation program. When you first enroll, you will only have one choice for each grade, which will be labeled as "Initial Grade #". 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.

**Fee:**

\$50 Pre-K & K (per family)

\$75 Grades 1-10 (Per Child)

\$200 3+ children (max per family)

TBD Confirmation Retreats (will be billed separately as we get closer to your retreat date)

**Notes:**

\* As of January 1, 2023, class times may change due to the updated Mass schedule.

\* Pre-K & K classes meet on the 1st & 3rd Sundays from 10:00 am - 11:00 am

\* Grade 1 classes meet on the 2nd & 4th Sundays from 10:00 am - 11:00 am

\* Grade 2 classes meet on the 1st & 3rd Sundays from 9:00 am - 9:50 am

Grades 3-6 classes meet on Monday, Tuesday or Wednesday from 4:45 pm - 5:45 pm

Grades 7 & 8 classes meet on Tuesday & Wednesday from 7:00 pm - 8:30 pm

Grades 9 & 10 classes meet on alternating Mondays from 7:00 pm - 8:30 pm

Grades 11 & 12 – Peer Ministry-Varying dates and times depending on events, activities and choice of volunteer involvement

**It is extremely important for your family to register NOW.** We have provided the steps below for you to log in 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 based on positivity rates of Covid-19.

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>

If you forgot your password, please click on “Lost Password”

**Remember:** This is a 2 step process. You must enroll your child for the grade level they are entering within your ParishSoft Family Suite record **BEFORE** you can use the link to the Registration Form to register them officially.

**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 “**Select Enrollment Term**” and select “**2022-2023**”

Under Step 3 – Begin the Student Registration Process.

- **Add your students individually** for whom you are registering for the Religious Education classes.
- Select **Grade** and answer the 2 questions on special learning needs or medical needs
- **Class Preferences:** (Remember, this area is only a temporary bucket until we see how many children sign up for each grade). Select 1<sup>st</sup> Choice and choose the Initial Grade that your child is going into.
- **Save Student**
- **Continue to add more children as needed. When done entering everyone,**
- **Click Submit Registration.** You will see the online Registration you submitted within your Family Record of ParishSoft Family Suite. You can print the page for your records.

**NOTE: This is just the first step of a 2 step process. Your child is NOT YET enrolled in the program.**

- **Scroll down to Pay Now.**

This takes you to the actual Registration Form for the 2022-2023 Religious Education year.

Please allow yourself at least 10 minutes to complete the form. We have added new questions and updated other information. There are 4 parts to the updated form:

- 1 Student Registrations
- 2 Contact Information
- 3 Payment Information
- 4 Summary and Confirmation

When completing Contact Information sections, we require at least two different contact persons to reach (Primary & Alternate) in case of an emergency, i.e., mother, father, grandmother, friend. For the 3<sup>rd</sup> contact (Additional), you can repeat the name information only from Contact 1 and/or 2 if you don't have a 3<sup>rd</sup> person to list.

- Click **Next** (You will then be brought to the **Payment page.**)

- You must answer all REQUIRED fields

- Click **Next**

- This brings you to the Summary & Confirm Page showing your final total.

- Click the **Submit button**

You will receive two emails:

- One confirming your Faith Formation registration in Parishsoft

- One confirming your payment

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.

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

Sarah Celotto [scelotto@stgeorgeguilford.org](mailto:scelotto@stgeorgeguilford.org) 203-453-2788 x203

For Sacrament or Grade Specific questions, please contact:

PreK-K	Amanda Pluck	<a href="mailto:apluck@stgeorgeguilford.org">apluck@stgeorgeguilford.org</a>	203-453-2788
Grade 1	Sr. Kathleen Lynch	<a href="mailto:srkathleen@stgeorgeguilford.org">srkathleen@stgeorgeguilford.org</a>	203-453-3496 X201
Grade 2-6	Diane Birdsall	<a href="mailto:dbirdsall@stgeorgeguilford.org">dbirdsall@stgeorgeguilford.org</a>	203-453-3496 X205
Grade 7-12	Claire Nicholls	<a href="mailto:claire@stgeorgeguilford.org">claire@stgeorgeguilford.org</a>	203-453-3496 X209