

# Saint Joseph Parish Mountain View - Faith Formation K-8<sup>th</sup>

582 Hope Street • Mountain View CA 94041 • (650) 691-1525 • [eunderwood@dsj.org](mailto:eunderwood@dsj.org)

## Student Registration Packet

August 15, 2017

Dear Parents and Students,

Welcome returning and new families. Thank you for choosing our parish to continue strengthening and forming your faith. Give a man a fish and you feed him for a day; teach a man to fish and you feed him for a lifetime.

**To register** Please download the student registration forms and annual class calendar at our Faith Formation web page: <http://www.sjpmv.org/84>

❖ Only form A & B are required. All other forms are optional to completed and return.

**New this year:** All fees are to be paid in the Parish Office at our temporary location 333 W. El Camino Real Suite 310, Sunnyvale CA 94087 or On-Line. To pay on-line you must register with on-line giving. You can down load the app, and watch tutorial on parish website.

All classes Kindergarten through 8<sup>th</sup> grade will begin on **Sunday September 24<sup>th</sup>**. Our class time is from 9:40am until 10:55am. School doors open at 9:30am. Classes are held at St. Joseph school, 1120 Miramonte Ave. Mtn.View CA 94040. Only a few blocks from the parish.

Please park in the school parking lot and carefully walk your students to class. The green curb is not for parking. The green curb is for unloading only. The red curb is for emergency Fire and Police. Not for emergency waiting.

Kindergarten and First Grade parents/guardians (18 year and over with valid ID and on the emergency form) will need to sign their students in and out of class. Youth siblings will not be allowed to pick up the students. All students are to wait in the school forum with catechist until an adult parent or adult guardians can pick them up. Please pick up on time as families and teachers are trying to be at 11:30 am Mass on time.

On the first day of class school door will open at 9:00am to continue registering families. All catechist and students will gather in the auditorium with a prayer service beginning at 9:40am. Parents are welcome to join our prayer service. After the dismissal, students will join catechist in their grade level classroom.

A parent orientation and Q & A meeting will be held on **Sunday, October 1<sup>th</sup>** at 9:45am to 10:45am in the auditorium. For all returning and new families, join us for New information.

❖ **Note:** If your child has attend Faith Formation last year at a different parish please provide me with a letter from that parish or have that parish complete the Verification of other parish last school year and return to me as early as possible.

❖ **Altar Serving** begins in Grade 5, if you are interested contact **Rev. Jonathan Cuarto** Parochial Vicar (650) 967-3831 ext. 14

I am looking forward to seeing all of you soon! Thank you and God Bless, Sincerely,



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Erika Underwood • Catechetical Coordinator of English Faith Formation

### ***Time and Talent***

“Where my time and talents serve others in God's name?”

Several volunteer opportunities are available:

Catechists: Lead instructional sessions one day a week. They are responsible for constructing lesson plans and activities for each session, using the textbook series, Loyola Press, as well as the Sunday lectionary and other materials. Catechists also are responsible for attending faith formation planning meetings, usually once every two months.

Co-Catechists: Work along with a Catechist in classroom instruction. Along with the primary Catechist, the Co-Catechist will help with instruction, lesson planning, and activities. They help supervise during lessons, activities, and prayer services. This is a great way to begin volunteering if you are unsure about what it takes to be a catechist!

Catechist Substitute: Some on call Sundays, some with a weeks notice working with the catechist lesson for the day. They will lead sessions or help plan activities, depending on the lesson plan.

L.I.T. (Leaders in Training): Are high school age (9-12th grade) work along with Catechists and Co-Catechists to help supervise during lessons, activities, and prayer services.

Office Aide: Work along with DRE to sort, file, collate packets, make phone calls and lots of other clerical work during school open during school hours M-F 8:00am to 3:00pm.

If you are interested in volunteering Contact [eunderwood@dsj.org](mailto:eunderwood@dsj.org) for a volunteer packet.

### ***Donations and Supplies***

*“Honor the LORD with your wealth, with the first fruits of all your crops; then your barns will be filled to overflowing, and your vats will brim over with new wine.” — Ephesians 4:5*

#### **Ways to donate**

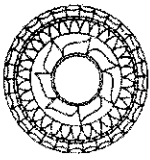
1. Mail in a check, payable to Saint Joseph Parish- MV in memo write English Faith Formation. Send check to 582 Hope Street, MV CA 94041.
2. Drop off supplies Parish Office in M-F 1:30pm to 7:30pm. Please let secretary know the donation is for the English Faith Formation program.

School supply list, one per each grade – Large pump hand sanitizers, pencils packs, pens packs, and lots of glue sticks, individual crayola boxes, , large Dry Eraser Markers for teachers to use on white board, DEM eraser, DEM spray, see catechist for other classroom supplies during the year.

Office supply list – reams of paper white, light green, light purple, light red, light yellow, orange, any other colors, 3 ring binders with clear protective cover all sizes form 1 inch to 5 inches, 3 hold punch, post-it sticky notes, portable large Dry Eraser Board, see Director for other supplies during the year.

We sincerely appreciate any amount of donation you can give!

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**Form A**

Return this page.

## Student Registration Form

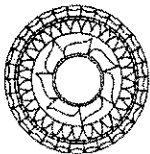
One form per student.

**Date:** \_\_\_\_\_

<b>Student Personal Information</b> Note- For sacraments records we use the name on baptismal or birth certificate.		
Student Full Name:	(Area)Telephone:	
Home Address:	Zip:	Email:
Date of Birth:	Age:	Place of Birth:
Attending School Name:	Grade:	Teachers Name:
List any food or other allergies or health conditions this student may have:		



<b>Sacramental Information</b> <i>There is a two-year preparation period prior to celebrating any of the Sacraments.</i>					
<i>We must have a copy of this student's Baptismal certificate in order for this student to receive the Sacrament of First Eucharist or Confirmation.</i>					
Does this student require preparation for Baptism, Confirmation, or First Eucharist <u>this year</u> ? Yes <input type="checkbox"/> or No <input type="checkbox"/>					
How many years of Faith Formation has this student completed?					This box for internal use only / Letter:
<b>Sacraments This Students Has Already Received Complete Below:</b>					
	Date	Parish Name	City	State	Country
Baptism					
First Reconciliation					
First Eucharist					
Confirmation					
<b>Family Information</b>					
<b>Mother's Name:</b>				(Area)Telephone:	
Home Address:		Zip:		Email:	
<b>Fathers Name:</b>				(Area)Telephone:	
Home Address:		Zip:		Email:	
<b>Sibling Name:</b>				Grade	
Sibling Name:				Grade	
Please tell us of any custody arrangements you may have for this student and provide a copy of the custody agreement or any other legal documents.					
<b>Registrant Fees</b> for one Student \$130, for two students \$195.00, for 3 students \$260, an additional \$65 per each student. An extra \$100 per student for sacrament retreat and supplies.					
<b>All Fees to be paid in Parish Office or on-line by registering to on-line giving at parish website.</b>					
<b>All Checks payable to:</b> <u>Saint Joseph Parish –MV</u> ; <b>In memo</b> please put name <u>of student(s) and grade.</u>					
Please provide a copy of your recite payment to the Faith Formation office.					



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**Form B**

Return this page.



## Diocese of San Jose

RISK & INSURANCE MANAGEMENT

### Student Activity Waiver Form

General Liability One form per student.

Parish/School Information	
Location Name: Saint Joseph Parish Mountain View or School.	Location #:
Location Address: Church, 582 Hope Street, Mtn.View CA 94041 or School, 1120 Miramonte Ave. Mtn.View CA 94040	Telephone: Church (650) 967-3831 or Faith Formation Office (650) 961-1525
Contact Name: Erika Underwood – Director of English Faith Formation K-8 <sup>th</sup>	Facsimile: none
<small>NOTICE TO ADMINISTRATORS/SUPERVISORS: THIS FORM MUST BE COMPLETED AND COPY FILE. WHEN A STUDENT PARTICIPATES IN AN ACTIVITY SPONSORED BY THE SCHOOL OR PARISH, REFER ANY QUESTIONS TO RISK &amp; INSURANCE MANAGEMENT TELEPHONE: 408-983-0250 / FACSIMILE: 408-983-0271.</small>	

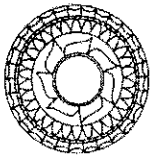
Student Personal Information	
Student Name:	Telephone:
Home Address:	Email:
Supervisor Name: Any SJMV Employee	Telephone: see above
Medical Plan Name:	Policy Number:
Medical Plan Address:	Telephone:
Emergency Contact Name:	Telephone:
Emergency Contact Name:	Telephone:

Activity Information	
Date of Activity: August 20__ to July 20__	Name of Activity: Any St. Joseph Mountain View Faith Formation Program or Parish
Description of Activity: Any Saint Joseph Mountain View Faith Formation Program or Parish Activities.	

Waiver Authorization	
<i>FORM MUST BE COMPLETED IN ALL RESPECTS, SIGNED AND DATED TO AUTHORIZE THE WAIVER.</i>	
<small>I HOLD THE PARISH AND DIOCESE OF SAN JOSE HARMLESS FROM ANY CLAIM OF INJURY, SICKNESS, ILLNESS OR DAMAGE THAT MY CHILD MAY SUFFER OR SUSTAIN DURING THE ACTIVITY LISTED ABOVE, WITH EXCEPTION TO INJURY OF DAMAGES ARISING OUT OF THE SOLE NEGLIGENCE OF THE PARISH OR DIOCESE OF SAN JOSE.</small>	
<small>I ATTEST THAT MY CHILD IS PHYSICALLY FIT TO PARTICIPATE IN THIS EVENT.</small>	
<small>IN THE EVENT MY CHILD BECOMES ILL OR INJURED, I DO HEREBY CONSENT TO WHATEVER X-RAY, EXAMINATION, MEDICAL OR TREATMENT AND HOSPITAL CARE ARE CONSIDERED NECESSARY IN THE BEST JUDGEMENT OF THE ATTENDING PHYSICIAN AND PERFORMED BY OR UNDER THE SUPERVISION OF A MEMBER OF THE MEDICAL STAFF OF THE HOSPITAL FACILITY PROVIDING THE TREATMENT.</small>	
<small>I AM NOT AWARE OF ANY MEDICAL CONDITION WHICH WOULD RENDER IT INAPPROPRIATE FOR MY CHILD TO PARTICIPATE IN ANY SUCH ACTIVITY.</small>	

Parent Signature:	Date Signed:
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Internal Use Only	
Waiver Received By:	Date Received:



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Student\_Activity\_Walver\_Form

Revised 07/16/07



From the Diocese of San Jose - Office for the Protection of Children and Vulnerable Adults

## Safe Environment Information Letter

Date: August 15<sup>th</sup>, 2015

Dear Parents,

I would like to encourage all of you to attend the Safe Environment program K-8<sup>th</sup> with your student on: **Sunday, January 14<sup>th</sup>, 2018 9:40am to 10:55am at the school in auditorium.**

As you may know, Bishop Patrick J. McGrath, in accord with the United States Bishops' *Charter and Essential Norms for the Protection of Children and Young People*, has mandated that all parishes offer and teach the Safe Environment lessons to all children who are registered in religious education Kindergarten – 12<sup>th</sup> grades.

For purposes of this program, "safe environment" refers to teaching children how to keep themselves and others safe and free from harm at all times. The program focuses on personal, social, and cyber safety. This program provides age appropriate activities, handouts, language, and new this year, a doctrinal connection to our faith.

This program is now a permanent part of our Faith Formation program and will be presented during our Catechetical year to be in compliance with Charter mandates and standards.

You are welcome to review a Safe Environment handbook in Faith Formation office or view the lesson plan that will be taught to your child, please visit Diocese website at [dsj.org](http://dsj.org)

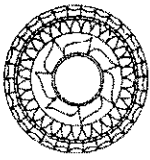
For more information go to the Diocese of San Jose Ministries of Protecting g Gods Children:  
<http://www.dsj.org/ministries/protecting-gods-children>

I look forward to seeing all of you this year.

Sincerely,

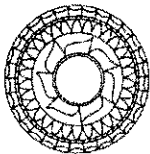
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*"Go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you." — Matthew 28:19-20*



# Youth Code of Conduct

- † Every youth is expected to act in a Christ-like manner.
- † Every youth is expected to be respectful.
- † Every youth is expected to follow the rules and polices as given.
- † Every youth is expected to communicate in an appropriate manner.
- † Every youth is expected to respect the personal boundaries and property of others.
- † Every youth is expected to promote and support a safe, fun and healthy environment through positive participation.
- † No youth will tolerate abuse of any kinds.



## Supply List

In protecting the health and safety of volunteers, students, and their families we follow the Diocesan guidelines policy concerning pandemic influenza. It is important that you periodically review the material to maintain familiarity and for any updates and any needs.

**All Supply Boxes include:** pump hand sanitizers, and sanitary wet wipes.

**Teacher Supply Bag** includes: 4 colors of dry eraser markers, cleaning spray, black eraser, small stapler, staples, and one hole punch.

**KINDERGARTEN** 1 supply plastic Ziploc bag labeled with their name.  
1 big glue sticks  
1 scissors  
1 box of Crayolas  
2 Large Pencils  
1 Big Eraser

**FIRST GRADE** 1 supply plastic Ziploc bag labeled with their name.  
1 glue sticks  
1 scissors  
1 box of Crayolas  
2 Pencils  
1 Big Eraser

**SECOND GRADE** 1 supply plastic Ziploc bag labeled with their name.  
1 glue sticks

**THIRD GRADE** 1 scissors  
1 box of Crayolas

**FOURTH GRADE** 2 Pencils

**FIFTH GRADE**

**SIXTH GRADE** 1 supply plastic Ziploc bag labeled with their name.  
1 glue sticks

**SEVENTH GRADE** 1 scissors  
1 box of Crayolas  
2 Pencils

**EIGHT GRADE** 2 Pens

Each student will have one curriculum textbook. All textbook should be left in ff office however may be take home if needed. Please remember to return text book on Sunday for session.

Sacramental student will have one sacramental text book per sacrament. All sacramental textbooks should be taken home to work on with sponsor and/or families and brought back to session according to spot check schedule.

All Text books are for student to keep at the end of each year.

All supplies are donated to save cost and redirect money to other needs such as sacramental supplies, thank you so much in advance for your donation.