

CLASS PLACEMENT POLICY FOR FAMILY & TEEN FAITH

NOTE TO PARENTS

Each year we have requests from catechists, parents, and children/teens regarding placement in our Family and Teen Faith class. Each year we place just over 700-800 students, about 100 catechists and 60-75 Peer Ministers. As you might expect, this is a very complex logistical task that takes much time and effort. Parents often think they are making a small request and can feel that Family and Teen Faith staff are being unreasonable and inflexible. **The problem is not making one exception.** Each year we are asked to make many, many exceptions in IGNITE and FLAME alone. Add to this that some class sizes are further limited by the space available.

Please know we do our best to accommodate the needs of ALL concerned.

Guidelines for class placement:

- The High School FLAME program is a two-year program and classes are automatically kept together for the duration unless there are special circumstances warranting an exception. We ask our FLAME students and catechists to commit for two years.
- Whenever possible IGNITE classes that have been together for 2 years and want to be in FLAME classes together will be kept together.
- **The Faith Office staff assigns catechists and oversees student placement for each class.** Please do not ask a catechist you know to let your child be in their class. Catechists will be asked to forward any request for class placement to the Faith Office.
- **Class size is limited to 12 participants in Ignite and Flame classes.** This is done to maximize the potential success of the group in terms of group dynamics and positive class management outcomes.
- **Registrations received by June 30, 2018 will be given priority placement** when requesting to stay in the same class as previous year. Any requests for changes will be reviewed after June 30, and considered if there is room in the requested class. This includes the catechists' children/teens, as well as other students.
- **The enrollment process is not complete until the \$100.00 deposit is paid or parents make other arrangements with Dr. Hanrahan.** All registration forms will be given a sequence number as they come in (if registration forms are left at the Main office when the Faith Office is closed a sequence number will be given on the next business day). We will place students in classes on a first come, first serve basis.
- Parents may request that their student is placed with a particular catechist **OR one** of their child's friends, but **not both**. If the request is made to place two friends in a particular class both students must make that request.
- **Class placement will begin on July 1, 2018.** We will honor as many requests as possible and begin placing registered students in any classes that have open spots.
- **We are unable to hold spots for students that have not registered.** Most years we have students who decide not to continue with Religious Education or to pursue sacramental preparation at another parish. This is why we ask that students re-register **each** year. Students who register late may lose their spot in a given class.