



Saint Francis of Assisi Catholic Church
Youth Faith Formation Office
7075 Ashworth Road, West Des Moines, Iowa 50266
Tel: 515-440-1030, Fax: 515-440-1030

Registration Checklist

- Print and complete the Registration Form, making sure to
 - Provide a **local** emergency contact in addition to parents
 - Provide at least one current **family email**

- Be sure to fill in the Sacrament Information for each child **AND** if you are new to our programs, provide a copy of your child(ren)'s baptismal certificate.

- Clearly indicate which session you prefer. All session requests are subject to availability.

- Notify Christen Cota, DRE, if you have a child (or children) who are in grade 3 or above who have not received the sacraments of Reconciliation and First Communion. We can help with that process.

- Indicate any medical or learning needs of your child, i.e. ADD, allergies, school aide, IEP, etc. This will help us provide a safe and effective learning environment.

- Consider volunteering to teach in the Religious Education/Sunday School/EDGE/CGS programs! We need your help! Training, materials and lesson plans provided!

- Return completed registration form and full tuition to the Youth Faith Formation Office. Make checks payable to "St. Francis of Assisi Parish". No registration will be processed without total tuition unless prior arrangements have been made.

Other Information

- No one is ever denied a faith formation due to financial hardship. Please contact Christen Cota, DRE, for more information.
- A \$20 service fee will be charged for registrations received after May 12, 2017.

Timeline

- April 1 - Registration Opens
- May 12 – All families who have their registration turned in by this date will have their names put in a drawing for **FREE TUITION!!**
- May 12 – deadline for returning family registrations - any registration received after this will be assessed a \$20 service fee.