

PADUCAH CATHOLIC COMMUNITY FAITH FORMATION

377 Highland Blvd., Paducah KY 42003

Email: paducahfaithformation@smss.org

Dear Parents and Caregivers,

Following are the registration forms for Faith Formation's Pre-K through 12th grade for the **2026-2027 school year**. Make sure that you have the following:

1. Student Registration
2. Medical Release Form
3. Code of Conduct
4. Safe Environment Permission Slip
5. Safe Environment Opt-Out Form (needed if parental permission is not given for Safe Environment Training)
6. Partnership Agreement Contract
7. Parent Volunteer Form
8. Publication Consent Form

A separate registration packet is needed for every child attending the program.

REGISTRATION FEES: \$100.00 for each child but not to exceed **\$200.00 per family**

Checks should be made payable to Paducah Faith Formation. Please do not let fees be prohibitive in registering your child/children. If needing to work out a payment plan, please talk to the director.

The registration fee is the only responsibility of the parents. This is because your parish pays the subsidy for your child/ren attending Faith Formation. **Please make sure you are registered in your parish.**

REFERRAL INCENTIVE

1. There is a **50% discount** on your child's registration fee for each **new** enrolled student at Faith Formation from your referral (form on back).
2. In order for this incentive to be awarded, you must complete and submit a student referral form, and the new student must attend Faith Formation for the entire school year.
3. If there is more than one family referring a prospective student who enrolls, the family who submits the referral first will receive the registration fee incentive.

Mail or bring completed forms and fee to St. Mary Elementary School (address above) on or before registration evening. **Registration is on August 26 from 6:00 – 7:00 p.m.** in the St. Mary Elementary School cafeteria. **All students (registered early or not) are required to come to the Meet and Greet on August 26.**

Thank you and may God bless you and your family always.

GING SMITH

Faith Formation Director

**Paducah Catholic Community Faith Formation
New Student Referral Form**

Please provide below the required information.

Referred Family Name _____

Address _____

Email _____

Phone number _____

(1) Prospective Student _____

Grade _____

School Currently Attending _____

(2) Prospective Student _____

Grade _____

School Currently Attending _____

(3) Prospective Student _____

Grade _____

School Currently Attending _____

Referring Family _____

Email Address _____

Phone _____

Date _____

Paducah Catholic Community Faith Formation

2026 - 2027

Student Registration Information

Please complete information for all categories below.

Student Name: _____ **Date of Birth** _____

Address: _____ **City** _____ **Zip Code** _____

Home Phone Number: _____

Faith Formation Grade: _____ **Parish:** _____

Mass time your family attends: _____

Family E-mail Address: _____

Mother's Name: _____

Address: _____ **City** _____ **Zip Code** _____
(If different from above)

Cell # _____

Father's Name: _____

Address: _____ **City** _____ **Zip Code** _____
(If different from above)

Cell # _____

Subscribe to One Call Now for alerts from Faith Formation. Text the word ALERT to 22300.
Email is our main form of communication. Please check it often.

2026 - 2027
Student Medical Record Form

Student Name _____

Birth Date: _____

Medical Information:

Medical Condition(s): _____

Prescriptions: _____

Allergies: _____

Name of Family Physician _____ **Phone:** _____

Insurance Information:

Insurance Name: _____ **Policy No.** _____ **Certificate No:** _____

Parent Cell Phone(s): Mom _____ **Dad** _____

EMERGENCY CONTACT INFORMATION: In the event of an emergency/accident/illness, parents will be contacted first but if unavailable, the people listed below have the permission to be contacted and pick up my child from Faith Formation.

Name of first emergency contact: _____

Relationship: _____ **Phone:** _____

Name of second emergency contact: _____

Relationship: _____ **Phone:** _____

Name of third emergency contact: _____

Relationship: _____ **Phone:** _____

NAME ANYONE WHO IS RESTRAINED FROM PICKING UP YOUR CHILD: _____

Liability Release

I/We, the parent/parents and or legal guardian(s) of the above -named child, hereby request permission for my son/daughter to participate in any and all of the activities of the Roman Catholic Diocese of Owensboro and the Paducah Catholic Community Faith Formation. I/We do hereby further generally, fully, completely and absolutely hold harmless the Diocese of Owensboro and the Paducah Catholic Community Faith Formation, including but not limited to, all staff, board members, catechists and aides, leaders, volunteer drivers and chaperones from any and all liability of any kind or nature whatsoever.

In case of injury to my/our child, I/we hereby waive all claims against the parties set forth above, and further agree to fully indemnify and hold said parties harmless from any liability whatsoever. I/We likewise release from responsibility any person transporting my child to or from the activities. I/We understand the possibility of unforeseen hazards and know inherent possibility of risk. I/We believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect his/her own safety and has the maturity and judgment not to put himself/herself or others in dangerous situations.

Consent for Emergency Care

I/We, the undersigned parent/(s)/guardian do hereby request and give permission for the provision of necessary medical treatment for the above-named child. I/we understand that supervisory personnel will immediately seek to reach the above-named child's contact(s) in case of a medical emergency. If any injury/incident does occur during this event that requires transportation to a hospital or doctor, I/we give permission for a representative of the school to secure necessary medical attention. I/we further authorize any qualified physician, dentist, or hospital to render such aid/treatment that may be necessary and understand that I/we assume responsibility for the cost of any such treatment. I/we authorize the release of pertinent medical information to supervisory personnel. I/we understand that, depending upon the seriousness of the situation, my child may be transported to the nearest hospital.

X _____ **Date:** _____
Signature of Parent or Guardian

X _____ **Date:** _____
Witness

GRADES K – 3
CODE OF CONDUCT
FOR PARISH-, SCHOOL-, & DIOCESAN-SPONSORED ACTIVITIES WITH YOUTH

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth, and adults who participate. To ensure a safe and enjoyable time for everyone, the following policies are in effect for all parish, school, and diocesan-sponsored activities with youth. It is the responsibility of the parent/guardian to explain this Code of Conduct to their child.

I will be kind and say nice things to others.

I will keep my hands to myself except when helping others.

I will take turns and include others in games.

I will tell an adult in charge when someone is being hurt or there is an emergency.

I will respect other people's property and private space.

I will be a good listener and not interrupt.

I will obey school/parish rules and respect the adults who watch over me.

The Diocese has in place Search & Seizure Policies (available upon request—policy p. 200:9).

YOUTH PARTICIPANT/STUDENT: _____
 Print Name

I understand that any action inconsistent with this Code of Conduct
 may result in appropriate disciplinary action.

X _____
 Signature of Participant/Student Date

X _____
 Signature of Parent/Legal Guardian Date

Note: 1) It is highly suggested that parents/guardians talk with the child about the dangers of accepting unknown substances from others as it may be drugs or harmful substances.

2) The Diocesan Policy states, "at least two supervising adults should be present when there is only one minor, and at least two participants should be present when there is only one supervisory adult." Please explain this to the child. It is the responsibility of the parent/guardian to see that children arrive and are picked up at designated times to avoid violation of the above mentioned policy.

Revised August 2010

—For school events if the teacher, staff contact, or an adult supervisor is in attendance, that person should keep this form. If youth are not accompanied by school representative, then forms should be forwarded to appropriate school office PRIOR to event.

GRADES 4 - 6 **CODE OF CONDUCT** **FOR PARISH-, SCHOOL-, & DIOCESAN-SPONSORED ACTIVITIES WITH YOUTH**

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth, and adults who participate. To ensure a safe and enjoyable time for everyone, the following policies are in effect for all parish, school, and diocesan-sponsored activities with youth. It is the responsibility of the parent/guardian to explain this Code of Conduct to their child.

I will treat everyone kindly and not harm them in any way either by words or actions.

I will take only what is given to me and not take anything which belongs to others without permission.

I will not be selfish. I promise to treat other boys and girls as if they were my brothers or sisters or best friends.

I will speak truthfully, kindly and gently and not tell lies or say hurtful things to anybody or about anybody.

I will take care of my body and not use alcohol or drugs. I will not possess, use or threaten use of any object to injure another person. (e.g. knives, guns, weapons) The Diocese has in place Search & Seizure Policies (available upon request-policy 200:9).

I will follow the instructions of my adult supervisors to the best of my ability.

I will follow established rules of my school/parish and take responsibility for my own actions.

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

YOUTH PARTICIPANT/STUDENT: _____

Print Name

I understand that any action inconsistent with this Code of Conduct may result in appropriate disciplinary action.

X _____

Signature of Participant/Student

_____ Date

X _____

Signature of Parent/Guardian

_____ Date

The Diocesan Policy states, "at least two supervising adults should be present when there is only one minor, and at least two participants should be present when there is only one supervisory adult." Please explain this to the child. It is the responsibility of the parent/guardian to see that children arrive and are picked up at designated times to avoid violation of the above mentioned policy.

Revised August 2010

—For school events if the teacher, staff contact, or an adult supervisor is in attendance, that person should keep this form. If youth are not accompanied by school representative, then forms should be forwarded to appropriate school office PRIOR to event.

MIDDLE- & HIGH-SCHOOL YOUTH CODE OF CONDUCT FOR PARISH-, SCHOOL-, & DIOCESAN-SPONSORED ACTIVITIES WITH YOUTH

The Offices of Catholic Schools, Faith Formation and Youth Ministry provide opportunities that allow young people from all over the Diocese of Owensboro to be educated, grow in their faith, have a fun time, and form Christian friendships. All that we do stems from our belief in Jesus Christ and the following of his teachings. Therefore, we have certain expectations of the children, youth, and adults who participate. To ensure a safe and enjoyable time for everyone, the following policies are in effect for all parish, school, and diocesan-sponsored activities with youth.

- I will treat everyone with respect, courtesy, dignity, patience, loyalty and integrity. I will behave in a way that respects the rights of all.
- If I am being hurt or if I become aware that anyone is being hurt verbally/physically, I will notify a supervising adult.
- I will be cooperative and do those things that promote a good reputation for my school/parish and me.
- I will treat property with care. If I break something, I will tell my supervising adult.
- I will avoid posing any health risk to others (i.e. fevers or other contagious situations).
- I understand the use of cell phones and other electronic equipment is highly discouraged, unless a supervising adult grants permission.
- I will not possess/use/purchase tobacco, alcohol, illegal drugs, weapons, inappropriate videos, inappropriate reading materials, or other objects.
- I understand in extreme cases of misconduct, my parents/legal guardian and legal authorities will be notified, regardless of the time. In these cases parents/ legal guardians will be financially and/or physically responsible for participant's transportation home from school/event. I understand I am subject to search and seizure policies (available upon request—policy p. 200:9).
- If I become aware of any violation of this Code of Conduct by anyone, it is my responsibility to notify my supervising adult as soon as possible.

YOUTH PARTICIPANT/STUDENT: _____
Print Name

I understand that any action inconsistent with this Code of Conduct may result in appropriate disciplinary action.

X _____
Signature of Participant/Student Date

X _____
Signature of Parent/Guardian Date

The Diocesan Policy states, "at least two supervising adults should be present when there is only one minor, and at least two participants should be present when there is only one supervisory adult." Please explain this to the child. It is the responsibility of the parent/guardian to see that youth arrive and are picked up at designated times to avoid violation of the above mentioned policy. This also applies to teens who drive themselves.

—For school events if the teacher, staff contact, or an adult supervisor is in attendance, that person should keep this form. If youth are not accompanied by school representative, then forms should be forwarded to appropriate school office PRIOR to event.

Revised August 2010

Dear Faith Formation Parents,

The Diocese requires that we offer Safe Environment classes to all Faith Formation students from Kindergarten through 12th Grade every year. The **CIRCLE OF GRACE** program that is recommended and approved by the diocese is what Faith Formation uses to train all students.

Please complete the permission information below. No student can attend Safe Environment training without parental approval. If you decide that your child will **not** attend, we are required to have documentation from you (*Opt Out Form*). The Opt Out Form is the next page of this packet. As noted above, all children (K–12) in the diocese are required to receive Safe Environment training.

If you have any questions, please feel free to send email to paducahfaithformation@smss.org.

Thank you and God bless.

Ging Smith
Director, Faith Formation

Safe Environment Program

Child's Name _____ Grade _____

Parent/Guardian Name _____

YES, my child will attend the class _____ **NO**, my child will not attend the class _____

Parent/Guardian Signature _____ Date _____

COMPLETE ONLY IF OPTING OUT OF SAFE ENVIRONMENT TRAINING

Parish Name: _____

Diocese of Owensboro Opt-Out Form: Minor's Safe Environment Training

(Form required for any registered participant NOT receiving training)

Safe Environment training for minors:

- Recognizes the God-given dignity of even our youngest Church participants.
- is an annual teaching requirement within the Catholic Church youth programs.
- helps children/youth experience a healthy Church setting as they develop their relationship with Christ.
- focuses on **safe personal boundaries, protection from physical/sexual boundary violations, and appropriate • trusting relationships with adults.**
- has age-appropriate training materials available for parental review.

Parent/Guardian Name _____ **Phone #** _____

Address: _____
Street City State Zip

_____ The child/ren listed below may NOT participate in the parish/ Safe Environment training. (The parish will provide relevant educational information for you and your family.)

Child's Name _____ **Grade/Age** _____

Has this child received any sexual abuse prevention training elsewhere this year? If so, when _____ and
Where? _____

Child's Name _____ **Grade/Age** _____

Has this child received any sexual abuse prevention training elsewhere this year? If so, when _____ and
Where? _____

Child's Name _____ **Grade/Age** _____

Has this child received any sexual abuse prevention training elsewhere this year? If so, when _____ and
Where? _____

Parent/Guardian Signature _____ **Date** _____

Received by _____ **Date** _____
Pastor / DRE / Church Representative

PARTNERSHIP AGREEMENT/CONTRACT
BETWEEN
PADUCAH CATHOLIC COMMUNITY FAITH FORMATION
AND

The Family of: _____

- 1) We promise to make prayer a part of our family life and experience at home and strive for an awareness of Christ's presence at the center of our family life. We'll help each other memorize certain prayers and faith-related concepts and understand what they mean. We'll encourage each other to pray daily, and we'll provide means within our household to make that possible, such as the Bible, prayer books, sacred spaces, occasional quiet times, and signs of our faith. Every night before bed, we'll pray together as a family and offer one another a simple blessing: "Good night. God bless you. I love you."
- 2) We promise to be always present and participate actively in the life of our local parish, celebrating Mass as a family on Sundays and holy days, and joining in other special activities. After Mass, we'll continue to observe Sunday as a "day off" from regular life. For example, we will postpone shopping and work as much as possible and try to do something together as a family, such as a meal, which extends the celebration of the Mass into the rest of our lives.
- 3) We promise to get actively involved in Faith Formation by coming to each of my children's classes one Wednesday evening per semester, volunteering occasionally to help the classroom or assist with service projects and special celebrations, or with whatever the catechist wants help with. We also have marked the attached sign-up sheet on page 3 to show how we commit to doing other things to help Faith Formation this year.
- 4) Wednesday evening is set aside only for Faith Formation classes. We promise to make this a priority. We also promise that our children and teens attend Faith Formation classes regularly. If there are times they would be absent, we will inform the office promptly.
- 5) We promise to seek sacramental preparation through our local parish when our children are ready to become more fully initiated into the Church.
- 6) We understand that the celebration of the sacrament of Confirmation is not the end of Faith Formation classes for my son or daughter. We promise to ensure and encourage that our children and teens attend Faith Formation classes regularly after they have become a confirmed member of our Catholic community.
- 7) We promise to inform the Director of Faith Formation and Catechists of any issues that may arise which will affect the faith-life of our children, and to keep in touch with the Catechists concerning our children's ongoing growth in faith.
- 8) We promise to work with our children's Catechists to deal with discipline problems, and seek consultation with the Director of Faith Formation should concerns arise which need to be addressed.
- 9) We promise to reach out to people in our Faith Formation Family whom we do not particularly know. We promise to avoid gossip, to spend effort and time to know these people better, to help, support, affirm and encourage them.

On the part of Paducah Catholic Community Faith Formation

We, the Staff and Board Members of Faith Formation, speaking on behalf of all, make the following promises to you as a family:

- 1) We will always welcome you as an important member of our Faith Formation Family. We will maintain an open door and an open heart to you, and we'll offer you a share in the grace of Christ which fills our Faith Formation program.
- 2) We promise to offer your children and teens a quality religious education program. We will use instructional materials approved by the local bishop and faithful to the wider Catholic Christian church.
- 3) We promise to provide a safe Christian learning environment in which your children and teens can grow in faith.
- 4) We promise to provide your children and teens respectful and supportive Catechists who genuinely care for your children.
- 5) We promise to provide ongoing formation for Catechists to help them be prepared for their work, become competent, confident, skilled and truly effective "echoes of faith" in their own life and to your children.
- 6) We promise to provide your children with well-prepared lessons which communicate the truths of the faith in an age-appropriate fashion suited to the needs of the learners.
- 7) We promise to give you clear and timely communication from the Director of Faith Formation and Catechists regarding classes and special activities.
- 8) We promise to provide you opportunity for meeting or conference with the Director of Faith Formation, Priest-Pastor and Catechists with any concerns in relation to the faith-life of your children.
- 9) We promise to give you opportunities to become involved in your children's Faith Formation classes.
- 10) We promise to give you the necessary help for the sacramental preparation of your children. We will coordinate with your local parish when your children are ready to become more fully initiated into the Church.
- 11) In general, we're here for you and your children, to help deepen and affirm your faith and your Way of Life. We promise to provide your children in the program the necessary learning climate, instructional resources, the prayer opportunities and experiences they need to help them live within your household according to the Christian Way of Life.

PARENT VOLUNTEER FORM

Student Name: _____ Grade: _____

Parent Name: _____

We ask that parents volunteer at least once per semester at Faith Formation. Below is a list of where we could use your help. Please check all those that interest you. And please remember that the Lord will not be outdone in generosity. *Thank you for your help!*

Board Member Representative _____

Catechist or Aide (*which grade do you prefer?*) _____

Catechist or Aide Substitute _____

Classroom when needed by Catechist _____

Service Projects:

POWER OF ONE Christian Service _____

FOOD DRIVE (February, March) _____

Vacation Bible School (June) _____

Hall Monitor _____

Opening and Closing Masses (Sept., May) _____

Special Occasions and Celebrations _____

Providing Classroom Snacks _____

Others: _____

Publication Consent Form

Dear Parent/Guardian:

At some time during the school year, Paducah Faith Formation Staff, Catechists, and other authorized persons may videotape or photograph classroom activities, special projects or program-related activities in which your child participates for public awareness purposes.

This form covers permission for Paducah Faith Formation to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including emails, flyers, parish bulletins, and program-approved websites including Facebook, etc.

Please review this form carefully, sign and date. Once signed and dated, this form shall remain in effect for your child's enrollment in the Paducah Faith Formation program. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Director in writing of your request.

_____ I/We give Paducah Faith Formation permission to release my/our child/s name, photograph, work, and/or audio/video reproduction for publication to the general public concerning Paducah Faith Formation functions, class activities, and projects.

_____ I/We do **NOT** give permission for the above.

Student's Name _____

Parent/Guardian's Name (print) _____

Parent/Guardian's Signature _____

Date _____