

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 classes. We place over 500 students, about 60 catechists, and 40 Peer Ministers in classes annually. As can be expected, this is a very complex logistical task that takes much time and effort. Many often believe their request is a small one and can feel that Family and Teen Faith staff are being unreasonable if it is not met. While we do our best to accommodate requests, there is not always a simple solution, and we cannot guarantee meeting each request. Many factors play into class placement such as size, space limitations, etc. Please know we do our best to accommodate the needs of all concerned. We ask for your cooperation and respect for the hard work the Family and Teen Faith staff do to make this process run successfully.

Guidelines for class placement:

- **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 after June 30th may lose their spot in a given class.
- **The High School FLAME program is a two-year program.** We ask our FLAME students and catechists to commit for two years. Classes are automatically kept together for the duration of the program unless there are special circumstances warranting an exception or members of the group register after June 30th.
- Whenever possible, IGNITE classes that have been together for 2 years and want to be in FLAME classes together will be kept together, unless there are special circumstances warranting an exception or members of the group register after June 30th.
- **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 30th will be given priority placement** when requesting to stay in the same class as the previous year. Any requests for changes will be reviewed after June 30th 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 the director of Family and Teen Faith.** 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 1st.** We will honor as many requests as possible and begin placing registered students in any classes that have open spots.