

## Saint Kilian Parish 2017-2018 Faith Formation Program

### How to register for the Fall 2017 CCD Program

1. Review the options available for the Fall Onsite and Family Centered Program. This information can be found at this link – [CCD OPTIONS](#).
2. The CCD Registration Form will not be active until June 20, 2017 at 9:00 am. On this form, you will select the grade in which you are enrolling your child for the Fall. Please be careful in making sure the grade selected is for the FALL. If you enroll your child in the incorrect grade we cannot guarantee a place in the correct grade.
3. Go to this link to access the CCD Options form - [http://saintkilian.formstack.com/forms/options\\_2017](http://saintkilian.formstack.com/forms/options_2017)
4. Registration for the Family Centered Program can be done any time by means of this link - [https://saintkilian.formstack.com/forms/family\\_centered](https://saintkilian.formstack.com/forms/family_centered)
5. Once you select the grade, options will appear for that grade level. When you choose from those options a link will appear to proceed to register your child for that grade and session. Once that grade and session has reached enrollment capacity, the link to the registration form will advise you the option is closed. You will need to choose another option.
6. If you are registering for the Fall On-site Classes, you will need to complete a separate registration form for each child. If you are registering for the Family Centered Program, all students can be enrolled on the same form. Our experience is that grades 8 and 2 fill the quickest since they are sacrament years, so it would be prudent to register those children first.
7. Complete the online registration form. The information required at the time of registration is:
  - Student's Name and grade in the Fall of 2017
  - Parent/Guardian Phone Number
  - Parent/Guardian Email Address (*note: This is the email that will be used for all correspondence. If are having someone else register your child please advise them of your email address to enter on the form*)
  - Credit Card Number, Card Security Code, Card Expiration Date
  - Name on credit card

If your form was successfully completed, these 3 things will happen:

1. Your credit card will be immediately charged \$60 per student.
2. You will be directed back to the Saint Kilian Parish website – to a page thanking you and letting you know we received your form.
3. You will receive an immediate email letting you know we have received your form.

We may not be able to accommodate all students who apply for a particular grade and session. Once the enrollment capacity is reached for that grade's session, you will be given an opportunity to be placed on a waitlist in the event of an opening and to enroll in other available options.

**Your online registration does not confirm a seat in this program.** You will receive an acknowledgment within one week as to placement in the Fall Program.

If you are registering a returning student and any information for your child has changed, such as, medical information, emergency contact, phone numbers, please advise us of the changes.

If you are new to the parish or to the CCD program, once you have successfully registered you will be sent a link to the New Student Information Form. Please complete this online form.

Since our primary means of communication will be via email, please keep us advised of any changes to your email address. We look forward to the coming school year and the opportunity to supplement the faith formation your children receive in the home with parish-based programs.

Peacefully,  
Deacon Ralph Bachner