Catholic Church of St Ignatius
Catechism Classes for International School Students
Guidelines for Online Registration for CCD

First Holy Communion and Grade 2 to Grade 7

Do not print and use for submission. This is to a guide on how to fill up the online CCD Registration . An * means mandatory input required.

FAILURE TO PROVIDE THE INFORMATION WILL CAUSE THE ONLINE REGISTRATION TO BE REJECTED.

ALL STUDENTS (NEW OR RETURNING) HAVE TO REGISTER ON A YEARLY BASIS.
Only students with a completed registration will be assigned to classes.

Please note that CCD is currently not offering Kindergarten and G1 classes.

FOR FIRST HOLY COMMUNION CLASSES ONLY:
Please have a copy of your child's Baptism record before you proceed.
A completed registration includes an On-line Registration Acknowledge, a copy of the child's Baptism certificate, the required $100 fee + (Rite of Reception into the Catholic Faith Declaration Form - for non-Catholics only).

FOR ALL OTHER CLASSES (GRADES 3-7):
There is a fee of $30 per student to cover administrative costs. Please complete your registration by making payment of **$30. Not required for FHC/SHC.**

PAYMENTS - $100 for FHC/SHC & $30 for GRADES 3 to7:
a) Via **PAYNOW**
 - Pay to   **UEN – T08CC4052A   Church of ST Ignatius**
 - Kindly indicate CCD+Grade+Child'sName (else we may have issues with tracing your payment) in the notes/comments section of the transaction and take a screen shot of the payment confirmation.

NOTE THAT a RED ASTERISK (*) INDICATES THAT THE INFORMATION ASKED FOR IS MANDATORY. FAILURE TO PROVIDE THE INFORMATION WILL CAUSE THE ONLINE REGISTRATION TO BE REJECTED.

Each child's journey to becoming a stronger believer begins with their parents' active participation in their faith formation. The CCD team hopes to work with parents and students in making this journey a spiritually fulfilling one and bringing our children into a closer relationship with God, through learning the teachings of Jesus Christ and his Church. We look forward to having your children in the program and our combined effort in faith formation.

Please note that space is limited. Acceptance is on a first-come-first-served basis.
Enrollment depends on the availability of teachers and the receipt of required documents as indicated below.

Information on RETURNING STUDENTS
Is your child a Returning CCD Student of Church of St Ignatius, Singapore *: Yes / No

For Returning CCD student:
Enter the most recent CCD year* _____ at Church of St Ignatius, S'pore
CCD Grade * _____

GRADE LEVEL (2 to 7) WILL BE ASSIGNED AUTOMATICALLY by the registration program based on the **Date of Birth** and **availability of class**. Note that cut-off date is September 1st. For example: the child has to be 7 yrs old before September 1st to be eligible for Grade 2 - the First Holy Communion class. If the class is full, a waitlist message will appear.

For **request to change in the Grade assigned**, please register online first.
Make a note (ENTER your request for change) in the SPECIAL NEEDS box.
Then send an email to **CCDstignatius@gmail.com** giving reason for change and full details. Any adjustment to Grade is subject to availability.

STUDENT NAME: Please enter the name in the same format as in previous year for consolidation with previous year's historical CCD records at St Ignatius.

FOR FIRST HOLY COMMUNION: the Name entered will be printed on the FHC certificate. Please check and ensure that it is correct.

FOR ALL INPUT FIELDS in particular STUDENT Name, Parents Name, Church Name: Please do not enter all in ‹ **CAPITALS.** Use only standard English input. No special characters, symbols, accents please.

You **cannot** select the Grade Level as it is **assigned automatically** when you enter the **DOB**.
Grade Level... K [N/A] G1 [N/A] G2/FHC ☐ SHC ☐ G3 ☐ G4 ☐ G5 ☐ G6 ☐ G7 ☐

(Please check the church website for availability of class before selecting the preferred day of class. Note that Grade Level USHC has been merged with Grade Level SHC)

Class Day * ☐ Tuesday ☐ Thursday (Please select Tuesday or Thursday)

STUDENT INFORMATION

This is the name that will be printed on the First Holy Communion certificate. Please ensure that you input the name as it should appear on the certificate.

For First Holy Communion and Confirmation, this name is printed on the certificate:
xxxxx   xxxx   xxxx

Do not enter all in CAPITALS and no special characters. Use standard English alphabets please.
If this is not correct, please re-enter the student's name

STUDENT * First Name * _____ Middle Name _____

Last (Family) Name* _____

DATE OF BIRTH * _____ **Click the Date Selector to pick the Date of Birth (DOB)**
(dd/mm/yy) **<< for previous year, < for previous month, >> for next year, > for next month) You can see the Grade Level field being assigned automatically at this point.**

Duplicate Submission: Checks are performed on 'Intake year + Student Name + DOB'.

Rejection Message: Our records indicate that this student's profile already exists. Please contact CCD Coordinators if you need to make changes to this student's profile. Send us an email with full details to CCDstignatius@gmail.com

GENDER * Male / Female   **NATIONALITY** *_____(drop-down)

HOME ADDRESS * _____
(in Singapore)

_____

POSTAL CODE * _____

STUDENT lives with * _____(drop-down: Both parents, Mother, Father, Legal Guardian)

HOME PHONE * _____

STUDENT MOBILE _____

STUDENT EMAIL ADDRESS _____

PARENTS / LEGAL GUARDIAN INFORMATION

Do not enter all in CAPITALS and no special characters. Use standard English alphabets please.
If this is not correct, please re-enter the student's name

Your email address will be the main communication between parents and the CCD Program. Please check that it is correctly entered. You will be asked to re-confirm your email address. Please inform us when you change your email address.

MOTHER / LEGAL GUARDIAN *

First Name * _____   Middle Name_____ Last (Family) Name* _____

MOBILE * _____

EMAIL ADDRESS *_____(*Re-enter to confirm your email*)

Baptized Catholic*: Yes / No   **Primary Contact* :** ☐

FATHER / LEGAL GUARDIAN *

First Name * _____   Middle Name_____ Last (Family) Name* _____

MOBILE * _____

EMAIL ADDRESS * _____(*Re-enter to confirm your email*)

Baptized Catholic*: Yes / No   **Primary Contact* :** ☐

EMERGENCY CONTACT PERSON

Please provide two persons we may contact in case a parent can't be reached

NAME * _____   **Phone Number*** _____

Relationship *:_____(i.e. uncle, neighbor, grandmother, family friend, …)

NAME * _____   **Phone Number*** _____

Relationship *:_____(i.e. uncle, neighbor, grandmother, family friend, …)

SACRAMENTAL INFORMATION: BAPTISM

If your child is baptized, the Year and Church are required. Please fill in the other details if available.

FOR FIRST HOLY COMMUNION (FHC and SHC) CLASS REGISTRATION:
1) Your child **must be baptized** in order to participate in the preparation for the sacraments. If you would like your child to be baptized at Church of St Ignatius, please contact Church office (email: administrator@stignatius.org.sg) to arrange for your child's baptism.

2) A copy of the baptismal certificate is **required before the child is assigned into a class.**

3. If your child has been **baptized in another Christian denomination,** your child will have to attend a **Rite of Reception** into the Catholic Church before receiving the Sacraments of First Reconciliation and First Holy Communion. Please **download the Rite of Reception Declaration Form** from the **CCD Website (RESOURCES)** and email church office (administrator@stignatius.org.sg) to make arrangements. Submit the documents together with the Fees. **NO CLASS IS ASSIGNED until the ROR Declaration Form is received.**

Is your child a baptised Christian? * Yes / No

If your child is baptized, please enter the following details:

Denomination * _____ (select Catholic, Anglican, Lutheran, Methodist, Presbyterian, Baptist, Orthodox Catholic, Others)

Year of Baptism * _____   **Date of Baptism** _____ (dd/mm/yy – use date selector)

Church of Baptism * _____

Church Address _____

_____

City _____   **Country** _____ (select)   **Postal** _____

SACRAMENTAL INFORMATION: FIRST HOLY COMMUNION

If your child has not received FHC, and is between **8 to 12 years** old: your child will be assigned to a Special Holy Communion class **(SHC)** which prepares older children for this sacraments.

For **First Holy Communion,** a copy of the baptismal certificate is required before the child is assigned into a class.

For **First Holy Communion,** if your child has been **baptized in another Christian denomination,** your child will have to attend a **Rite of Reception** into the Catholic Church before receiving the Sacraments of First Reconciliation and First Holy Communion. Please **download the Rite of Reception Declaration Form** from the **CCD Website (RESOURCES)** and email church office (administrator@stignatius.org.sg) to make arrangements. Submit the documents together with the Fees. **NO CLASS IS ASSIGNED until the ROR Declaration Form is received.**

NOTE: If your **child has received First Holy Communion (FHC),** the Year and Church of First Holy Communion are required. Please fill in the other details if available.
If your child **has NOT** received First Holy Communion (FHC), click **NO** and proceed to the next section on STUDENT PARISH INFORMATION.

Have your child received First Holy Communion (FHC)? * Yes / No

If your child has received First Holy Communion (FHC), please enter the following details:

Year of First Holy Communion * _____

Date of First Holy Communion _____ (dd/mm/yy)

Church of First Holy Communion * _____ _

Church Address _____

_____ _

City _____   **Country** _____ (select)   **Postal** _____

_____

STUDENT PARISH INFORMATION

Regular Attendance at Sunday Mass is a responsibility of all Catholic Parents.

Church currently attending: * _____ (select from from-down)

Parishioner of St Ignatius Church: * Yes / No

_____

** STUDENT SCHOOL and BUS TRANSPORT INFORMATION – This is for reference only. Classes will be conducted online for now.

> Note: One-way bus transport from school to the Church is provided from those schools that have parents volunteering to be CCD Bus Coordinators. Availability of a volunteer and the demand from each school vary from year to year.
>
> There will be bus service for SAS, UWC, AIS. For TTS, OFS and other schools, please check the BUS TRANSPORT section of the church/CCD website www.stignatius.org.sg – Ministries/Faith Formation/ Catechetical Ministries/CCD to see if there is a coordinator."
>
> **You must answer YES to the question if your child needs bus transport**
>
> By checking YES to this question, your information will be given to the Bus Coordinator and used to determine demand for a bus from your child's school. **You must contact the Bus Coordinator directly to arrange transport from your school.** The Church does not organize nor is responsible for bus transportation.

SCHOOL * _____ (select)

GRADE IN SCHOOL * _____ (select)

Bus Transport from School *: Yes / No

_____

STUDENT SPECIAL NEEDS INFORMATION

> 'Please indicate requests for placement and/or if your child has any learning or behavioural issues which the teacher should be aware of.
>
> Please let us know if your child has special behavioural syndrome, e.g. ADD, ADHD… Please understand that our teachers are volunteers and are not trained to deal with the child. Would appreciate if parent could assist in class'

ARE THERE ANY SPECIAL NEEDS FOR YOUR CHILD, such as learning issues or placement with specific
friends?   Yes / No *(If yes, please explain)*

REMARKS (if any) _____

_____

VOLUNTEER OPPORTUNITIES FOR PARENTS

Your contribution to the continued growth of your child's CCD class is greatly appreciated and necessary to our success. Thank you for your support. Please complete the **"Volunteer Form"** if your response is 'Yes'

I am able to help out as a Volunteer: *   Yes / No

I am the : *   ○ Mother   ○ Father

Please select the following where appropriate:
_____

Note: Our Teachers are Catholic Faith Formators for the children, hence we require baptized Catholics for Class Teacher volunteers.

Are you a baptized Catholic (Teachers must be practicing Catholics)?   Yes / No

Do you have teaching experience? Yes / No

Class Teacher: ___   For this child class: ___
                                        For any class: ___
                                        Preferred Grade (if any):_____(select from drop-down)

Class Assistant: ___   For this child class: ___
                                        For any class: ___
                                        Preferred Grade (if any):_____(select from drop-down)

Substitute Class Teacher: ___   For this child class: ___
                                        For any class: ___
                                        Preferred Grade (if any):_____(select from drop-down)

_____

If yes, please specify_____ _____

The following information is for reference only as classes will be conducted online:
Overall help in coordination of CCD: ___
CCD Angel (Office help during Class hours):   ___
Occasional Activities: ___(Music, craft, singing)

Area of expertise which may benefit the CCD program: _____

Bus Coordinator:___   For School_____(select from drop-down)

Snack Coordinator: For this child class: ___
                             For any class: ___

Do you have other children in CCD in addition to the one being registered here:
          1. Child _____ Grade____(select from drop down)
          2. Child _____ Grade____(select from drop down)
          3. Child _____ Grade____(select from drop down)
          4. Child _____ Grade_(select from drop down)

FIRST HOLY COMMUNION CHECKLIST for children in FHC / SHC classes:

> In order to be prepared for the Sacrament of First Holy Communion, all the following requirements must be met. Please check each box to indicate your completion or agreement.

1. Registration Acknowledgement *   ___I will submit the completed Registration Acknowledgement

2. Baptismal Certificate *   ___I will e-mail or mail a copy to the Church Office

3. Payment *   ___I will submit the required Course Fee amount
via PayNow to **UEN: T08CC4052A Church of St Ignatius**

Make payment - **$100 for FHC/SHC**:
via **PayNow** to **UEN: T08CC4052A CHURCH OF ST IGNATIUS**.

Note: Indicate payment details: - **CCD+Grade+Child'sName (ex. CCDG2JohnSmith.** Failure to include text details will lead to issues with matching of payment made)

Take a screen shot of the online transaction confirmation for email to CCDStignatius@gmail.com

---

WAITLISTED *   ___I will **NOT SEND CHEQUE IF MY CHILD IS WAITLISTED.**
I will wait for an email to inform me when space is subsequently available.

Submission of above *   ___I will send the above information by email to CCDStignatius@gmail.com

POST or DROP OFF *   __ If I am unable to email, I will either POST to the church address or DROP OFF the envelope into a box marked "CCD - FHC" in the church office.

Refer to church website at www.stignatius.org.sg for office opening hours.

Enrollment Complete *   ___I understand that Enrollment of my child for FIRST HOLY COMMUNION is only **COMPLETE AFTER ALL** the above items are received.

FINAL REGISTRATION CHECKLIST

PLEASE ANSWER ALL THE QUESTIONS BELOW TO SUBMIT YOUR REGISTRATION. Please check each box to acknowledge your completion or agreement.

Important Points to Note for Registration*
___I have read the Important Points to Note for Registration
Term Dates *   ___I am aware of the term dates
Parent Meeting Dates* ___I am aware of the parent meetings dates (for FHC/SHC only)
Class Times *   ___I am aware of the Class times
Prompt Pick-up Time* __ I am aware of the Prompt pick-up time (5pm Latest)
(Applicable when classes are held at St Ignatius)
Snack Contribution *   __ I am aware of the snack contribution to the class at least once per term
("Applicable when classes are held at St Ignatius)

Note: All the above can be viewed/downloaded from the Church / CCD website
www.stignatius.org.sg – Ministries/Faith Formation/ Catechetical Ministries/CCD

Consent to Collection of Personal Data

The Church safeguards all personal data collected through any Church ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act (No 26 of 2012).

In compliance with the Singapore Data Protection Act (PDPA) and by submitting this form, we agree and consent:
a)   To the collection, receipt, processing, disclosure, storage and use of all our personal data and all such data submitted to the Roman Catholic Archdiocese of Singapore for the purpose of processing and administration of Sacraments.

b)   To the transfer of all personal data and all such data submitted to other church entities within the Archdiocese of Singapore and/or foreign Diocese within the Roman Catholic church for the purpose of processing and administration of Sacraments.

_____

SUBMISSION and REGISTRATION

This Registration is submitted by: * Parent / Guardian / Others

Name (of person submitting this registration): * _____

Checking of submitted details   *____ I have checked that all the above information provided in this registration are correct. I am aware that missing or incorrect info will affect my child's enrollment for the CCD program and/or Sacraments.

Acknowledgement of Registration *____ I am aware that I will receive an acknowledgement message
(Please take note this important point)   immediately after I click the SUBMIT button below.

I will print/save this Acknowledgement of Registration for my own reference.

This Acknowledgement of Registration serves to inform that the online registration has been submitted. The status of the registration and other details are printed on the acknowledgement.

For First Holy Communion (Accepted) students only : Email a copy of the Acknowledgement message with a soft copy of Baptism Certificate and screen shot of payment confirmation to ccdstignatius@gmail.com.

For Grades 3 to 7 (Accepted) Students only):
Please email a copy of the Acknowledgement message with a screen shot of payment confirmation of the course fee of $30 to ccdstignatius@gmail.com

PRINT / SAVE Registration Details *____ I will save or print a copy of this Registration Form for my own reference.

SUBMIT   /   RESET/Redo   **Date of Registration** dd/mm/yyyy
The following "Registration Acknowledgement" message will be displayed after SUBMIT is clicked.

Acknowledgement message:

Thank you. Your registration for: Child's First Name + Middle Name + Last (Family) Name has been received.

CCD Grade assigned: **XXXXXXX**   Your selected Day is **Tuesday / Thursday**

   Accepted – Your child has been accepted as a CCD student.
or **Wait listed** - our classes are full. We will contact you via email upon availability.
or **Pending** – CCD Admin will contact you.

Please check that all provided information are correct (missing or incorrect info affects your child's enrollment for the Sacraments).

Year of Baptism: xxxx
Date of Baptism: dd/mm/yy
Church of Baptism (mandatory if child is baptized): xxxxxxxxxxxxxx
Country of Church: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Denomination: xxxxxxxx
Note: For G2/FHC & SHC grade, **download 'Rite of Reception Declaration Form'** if NOT a baptised Catholic

Year of First Holy Communion: yyyy
Date of First Holy Communion: dd/mm/yy
Church of First Holy Communion (mandatory if child has already received FHC): xxxxxxxxxxxxx
Country of Church: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

4. Please send an email to **CCDStignatius@gmail.com** if you need to make changes. Indicate your child's full name and changes required.

_____

REMINDER FOR FIRST HOLY COMMUNION CLASSES (G2/FHC and SHC):
Your child must be baptized before March in order to participate in the preparation for the sacrament. If you would like your child to be baptized at Church of St Ignatius, please contact Church office (email: administrator@stignatius.org.sg) to arrange for your child's baptism.

2. **REQUIRED ONLY IF ACCEPTED For FIRST HOLY COMMUNION CLASSES (G2/FHC and SHC):**
- a copy of your child's Baptism certificate
- payment of **$100** fee payment (via **PAYNOW** – kindly indicate CCD+Grade+Child'sName and take a screen shot of the confirmation page
- **Rite of Reception (into the Catholic Faith) Declaration Form** if not a baptised Catholic (**Download ROR Declaration FORM** from the church website (RESOURCES)
- a copy of this Acknowledgement of Registration message

3. **FEES & DOCUMENTS** - ALL fees and documents are due before the classes begin. Students are not enrolled until all the required items are submitted.

4. **PLEASE NOTE**: your child's registration is **PENDING** for Assignment to a Class/Teacher until all fees and documents are received by **December 31**[st]. **Only students with completed registration will be assigned to a class**. A completed registration includes this on-line Registration Acknowledgement + a copy of the child's Catholic Baptism certificate + the Fee + (Rite of Acceptance Declaration Form for non-Catholics only).

An Acknowledgement email will be sent to you about a week before Term 1 starts.

REMINDER FOR GRADE CLASSES (G3,4,5,6 to G7):
There is a fee of $30 per student to cover administrative costs. Please complete your registration by making payment of $30 per child. Thru **PAYNOW** (Kindly indicate **CCD+Grade+Child'sName** and take a screen shot of the payment confirmation).

Consent to Collection of Personal Data

The Church safeguards all personal data collected through any Church ministry, parish, commission, or activity, in accordance with the Singapore Personal Data Protection Act (No 26 of 2012).

In compliance with the Singapore Data Protection Act (PDPA) and by submitting this form, we agree and consent:
a)   To the collection, receipt, processing, disclosure, storage and use of all our personal data and all such data submitted to the Roman Catholic Archdiocese of Singapore for the purpose of processing and administration of Sacraments.

b)   To the transfer of all personal data and all such data submitted to other church entities within the Archdiocese of Singapore and/or foreign Diocese within the Roman Catholic church for the purpose of processing and administration of Sacraments.

IMPORTANT INFORMATION FOR ALL GRADES

1.   **TERM DATES are given.**

  CLASS TIMES –
- •   Online Classes start at 4:30**pm** and end at 5:30**pm**.
- •   There are **no** Thursday Confirmation Class.

2. For **CDD students who have been assigned to a class**, an email will be sent, closer to the start date of Term 2) to inform you of your child's class

3. Please refer to church bulletin, CCD Calendar and Church/CCD website **www.stignatius.org.sg** – **Ministries/Faith Formation/ Catechetical Ministries/CCD** for the latest CCD announcements.

Please PRINT (and save) this ACKNOWLEDGMENT message.

At the Top-Left hand corner of this page -
1.   To PRINT: click FILE, click PRINT to your printer.
2.   To SAVE a copy: click FILE,
                        click SAVE PAGE AS – enter the filename 'CCD Acknowledgement'.
                        click SAVE.

From The CCD Team, Church of St Ignatius - DATE

[Back to CCD Home Page]   2021-08-01 v1