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

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.

FOR CONFIRMATION, Please have a copy of your child's Baptism and First Holy Communion records before you proceed

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.
Final acceptance/enrollment depends on the availability of classes/teachers and the submission/receipt of required documents as indicated below or on our church website.

IINFORMATION 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 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 13 yrs old before September 1st to be eligible for Confirmation class. If your child is overage, he/she will not be allowed to register. If the class is full, a waitlist message will appear.

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

(Confirmation Classes are held on Sundays only. There are no classes on Thursday.)

Class Day *   ☐ Sunday (100 minutes each session) Refer to CCD Calendar for class dates and church bulletin/website for updates/latest announcements

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STUDENT INFORMATION:

This is the name that will be printed on the Confirmation certificate. Please ensure that you input the name as it should appear on the certificate. Confirmation candidates will be asked to select a Confirmation Name; this may be added later and prior to the deadline for submission.

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

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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)**

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

FOR ALL INPUT FIELDS ESPECIALLY Student, Parents, Church NAMES: Please do not enter all in **CAPITALS**. Use only standard English input. No special characters, symbols, accents please.   Your email will be the main communication between the CCD Program and you. You will be asked to re-enter your email address for validation. Please inform us when you change your email addresss.)

MOTHER / LEGAL GUARDIAN *

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

MOBILE *   _____

EMAIL ADDRESS * _____

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

_____

FATHER / LEGAL GUARDIAN *

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

MOBILE *   _____

EMAIL ADDRESS * _____

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

_____

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

For Confirmation classes, your child must be baptized before December in order to participate in the preparation for the sacraments. Please contact Church office (email: church@stignatius.org.sg) to arrange for your child's baptism.

If your **child is NOT baptized**, you will only be able to register for the Grade 7 Pre-Confirmation class. To register, please exit from this registration screen and select the "Registration Form for K/ G7".

If your **child is baptized**, a copy of your child's Baptism certificate is required AND **Please enter the full address and email of your child's Church of Baptism** as St Ignatius Church will need to send the Confirmation details to your child's Church of Baptism (for them to update Record of Confirmation).

Note: If your child **has been baptized in another Christian denomination** AND **have not attended a RITE OF RECEPTION into the Catholic Church**, please contact a priest immediately for clarification/arrangements.

Is your child a Baptised Catholic? *   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** _____

EMAIL of Church of Baptism: _____
_____

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SACRAMENTAL INFORMATION: FIRST HOLY COMMUNION

Note: For Confirmation classes, your child must have received First Holy Communion in order to participate in the preparation for the sacraments. A copy of your child's FHC certificate will be required.

If your child **has not received FHC**, you will only be able to register for the Grade 7 Pre-Confirmation class. To register, please exit from this registration screen and select the "Registration Form for K/ G7".

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.

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 – USE DATE SELECTOR)

Church of First Holy Communion * _____

Church Address   _____

                            _____

City _____   Country   _____ (select)   Postal _____

_____

STUDENT RECORD OF CCD CATECHISM CLASS ATTENDANCE

Please indicate the grades/years when your child attended Catechism class: *

Grade: K   Year: _____ (drop down year / or none)
Grade: G1   Year: _____
Grade: G2   Year: _____
Grade: G3   Year: _____
Grade: G4   Year: _____
Grade: G5   Year: _____
Grade: G6   Year: _____
Grade: G7   Year: _____

_____

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

SCHOOL * _____ (select)

GRADE IN SCHOOL * _____ (select)

_____

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? Yes / No *(If yes, please explain)*

REMARKS (if any) _____

_____

VOLUNTEER OPPORTUNITIES FOR PARENTS OF CONFIRMATION CHILDREN

All Parents of Confirmation children are required to commit to at least one committee involved in running this program. In addition, parents will be asked to chaperone some of the Community Service activities with their children.

In order to ensure an even spread of parent volunteers across the committees, you will be asked to select another committee to help in, if the target number in that committee has been reached.

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.

I am the : *   ○ Mother   ○ Father

Liturgy   ___ **Responsible for the Rite of Commitment and Confirmation**

Community Service   ___ **Responsible for organizing charitable activities for the Confirmation candidates**

Retreat   ___ **Responsible for organizing the Retreat Day**

Reception   ___ **Responsible for the reception held immediately after the Confirmation Mass**

_____

CONFIRMATION CHECKLIST

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

Confirmation Registration Letter   __ * I have read the Confirmation Registration Letter

Confirmation Handbook   __ * I have read the Confirmation Handbook

Confirmation Calendar   __ * I have read the Confirmation Calendar for this intake year

Confirmation Program Contract   __ * I have read the Confirmation Program Contract

Confirmation Committee Descriptions   __ * I have read the Confirmation Committee Descriptions

Note: Please refer to the Church of St. Ignatius/CCD website for Date/Time of Parents Orientation Meeting, Forms, etc which are available for viewing/download from www.stignatius.org.sg – Ministries/Faith Formation/ Catechetical Ministries/CCD
_____

SUBMISSION OF DOCUMENTS and PAYMENT OF FEES

> Your child will be enrolled after the parents' compulsory attendance at the Parents Orientation Meeting for Confirmation and the submission of the 5 documents as indicated below. Notification of your child's enrollment will be sent through a "Confirmation Enrollment" email. Please check each box to indicate your completion or agreement.

1.Mandatory (POM) Parents
   Orientation Meeting * __ I will ensure that at least one parent attends the compulsory parent meeting.

1. Acknowledgement of Registration *   __ I will submit the Acknowledgement of Registration
2. Signed Confirmation Contract *   __ I will submit the signed Confirmation Contract
3. Baptism Certificate *   __ I will submit a copy of my child Baptism Certificate
4. First Holy Communion Certificate *   __ I will submit a copy of my child's FHC Certificate
5. Course Fee of Sing (to be confirmed) *   __ I will submit Course Fee (when amount confirmed)

> Please make payment either: via **PAYNOW** to **UEN T08CC4052A CHURCH OF ST IGNATIUS**. To allow us to trace each transaction, indicate **CCD+Grade+Child's Name (ex. CCDG2JohnSmith)**.
> via Internet Banking (church bank acct # is given after you click Submit at the end of the Online Registration).
> OR via a cheque/check made payable to "**CHURCH OF ST IGNATIUS** ".
> Cross the cheque (draw 2 lines across the top-left hand corner) and write clearly on the back of the cheque:
> CCD-Confirmation, the name of your child, your name and contact number.
> Refer to church/CCD website www.stignatius.org.sg – Ministries/Faith Formation/ Catechetical Ministries/CCD
> under RESOURCES for preparation and specimen of a Singapore cheque.

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.

Enrollment Complete * __ I understand that Enrollment of CONFIRMATION is only **COMPLETE AFTER** the Parents attendance at the Parents Orientation Meeting for Confirmation and the **submission of the 5 documents as indicated above**.

Submission of items * __ I will submit the above (items 1 to 5) at the end of the Parent's Orientation Meeting **OR** Return them in an enveloped marked "**CCD - CONFIRMATION**" to the St Ignatius Church Office Box marked "**CCD CONFIRMATION**" **by the closing date** as given at the Parents' Orientation Meeting. Refer to church website at www.stignatius.org.sg for office opening hours.
OR Email them to ccdConfirmation@gmail.com (due to Covid restrictions of limited Face to face meeting).

31st AUGUST – CCD CONFIRMATION REGISTRATION CLOSES

xx SEPT xxxx – MANDATORY POM (Parent's Orientation Meeting) for Parents AND Candidates of CONFIRMATION CLASSES ONLY (date/time/venue to be announce later)

xxxx SEPT xxxx – Deadline for submission of copies of Baptism + First Holy Communion Certificates + other relevant documents and Confirmation Program Fee to Church Office.

Only students with a completed registration will be assigned to classes. A completed registration includes an on-line registration, copies of Baptism + First Holy Communion Certificates + other relevant documents and Confirmation Program Fee.

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FINAL REGISTRATION CHECKLIST

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

CCD Registration Letter * __ I have read the CCD Registration letter
Term Dates *   __ I am aware of the term dates
Parent Meeting Dates*   __ I am aware of the parent meetings dates
Class Times *   __ I am aware of the Class times
Prompt Pick-up Time*   __ I am aware of the Prompt pick-up time
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 immediately after I click the SUBMIT button below. I will print this Acknowledgement for my record.

IMPORTANT:
Please **print a copy of this ACKNOWLEDGEMENT OF REGISTRATION** message which is required for submission only at the end of the Parent's Orientation Meeting, together with all the required documents (Baptism and FHC Certificates, cheque payment, signed Confirmation Contract, etc)

PRINT / SAVE Registration Details * __ I have printed or saved a copy of this Registration Form for my own reference.**Date of Registration** dd/mm/yyyy

SUBMIT   /   RESET
The following "Registration Acknowledgement" message will be displayed after SUBMIT clicked.

Thank you. Registration for : Child's First Name + Middle Name + Last (Family) Name
has been received.
CCD Grade assigned: xxxx   Your selected Day is xxxx (blanks if status is Waitlisted or Pending).

Your child has been **REGISTERED** for Confirmation class. Your child will be enrolled and assigned to a Confirmation class only after receipt of all required documents

Or The Status of your registration is **WAITLISTED**. Our classes are full. We will contact you via email upon availability.

Or The Status of your registration is **PENDING**. CCD Admin will contact you.
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1. Term Dates, Arrival and Departure times, ….

2. Please refer to church bulletin or CCD Announcements or CCD Calendar at the church website www.stignatius.org.sg for the latest CCD announcements.

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

      Child is: a baptized or Not baptized.   Denomination" xxxxxxxxxx.
      Year of Baptism: YYYY
      Date of Baptism: DD/MM/YYYY
      Church of Baptism: **Full address required as St Ignatius will send Confirmation details back to the child's Church of Baptism to update their baptismal records.**

      Email of Church of Baptism: **St Ignatius will email Confirmation details to the child's Church of Baptism to update their baptismal records.**

      Year of First Holy Communion: YYYY
      Date of First Holy Communion: DD/MM/YYYY
      Church of First Holy Communion: mandatory if child is baptized

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

5. Reminder for Confirmation candidates:
To complete your child's enrollment :
- A copy of this Acknowledgement of Registration message
- A copy of your child's Baptism and First Holy Communion certificates
- Signed Confirmation Contract
- Course fee payment (PayNow/Internet Banking / in cheque form)

Submission of these documents are requested to be submitted after the Parents' Orientation Meeting (POM). Either via email (to CCDconfirmation@gmail.com) or handed in (placed in a box marked **CCD** in Church office).

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

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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.

Please print save and a copy of this ACKNOWLEDGMENT for your record:

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

The CCD Team, Church of St Ignatius   - date of registration -   2018-08-01, v2