

**IMMACULATE CONCEPTION PARISH  
OFFICE OF RELIGIOUS EDUCATION  
P.O. BOX 166  
MECHANICSVILLE, MD 20659  
240-230-3167  
[DEACON.KYTE@GMAIL.COM](mailto:DEACON.KYTE@GMAIL.COM)**

**TO:** FAITH FORMATION PARENTS  
**FROM:** DEACON BILL, DIRECTOR OF RELIGIOUS EDUCATION  
**DATE:** May 30, 2017  
**RE:** 2017-2018 REGISTRATION

Dear Families:

Welcome to another year of Religious Education for your child/ren here at Immaculate Conception Parish in Mechanicsville, MD. This is my fourth year as the Director of Religious Education for FAITH FORMATION. With your help this 2017 – 2018 year and that of the Holy Spirit, we can look forward to another year of renewed learning and love of our Lord here at Immaculate Conception for our children.

Enclosed with this mailing and/or on our Web-page you will find a “FAMILY REGISTRATION FORM” along with an additional page for “REGISTRATION INFORMATION AND PROCEDURE” for completing this form. This FAMILY REGISTRATION FORM will allow the staff, in the Office of Religious Education, to update all family changes, correct past errors, and to provide needed information for Home School and Catholic School information. Please, I know this may take a few extra minutes, but it will greatly help and support the Parish.

Please make all the necessary corrections or additions on the FAMILY REGISTRATION FORM that relates to your family and the student(s) at this time. IT IS IMPORTANT that this form and payment be returned to us by AUGUST 28, 2017. You may email the form; drop it in the Sunday collection basket at Mass (marked to my attention); or just mail it to: P.O. Box 166, Mechanicsville, MD 20659. PAYMENT: place in collection basket or mail it along with the Registration form or bring it by the Rectory. The important thing is the DEADLINE in order for us to plan for your children. Thank you for your help. If you need additional support or you have a question, please call me.

Yours in Christ,

**Deacon Bill Kyte, DRE**  
**Office # 240-230-3167**

# Registration Information and Procedures For 2017-2018

Every year, personal information may change for families (e-mails, phone numbers, addresses, etc.); therefore, we ask that ALL FAMILIES fill out a registration form every year so that our system may be updated.

- Complete the 2017-2018 Religious Education Registration form.
- Enclose a copy of your child/ren's Baptism Certificate (unless baptized at Immaculate Conception Parish or previously turned in)
- Enclose the appropriate registration fee (see below) (Check or MO payable to ICC)
- If your child attended classes in a different parish last year, please obtain a "Transfer Letter" from that parish (We require that there be a copy on file with the Religious Education Office since additional sacraments cannot be conferred upon your child until their Baptism has been verified by a signed and churched stamped certificate.)
- **Both Catholic School and Homeschool children who will be receiving their Sacraments at Immaculate Conception need to register.**

You may e-mail the form; drop it in the Sunday Collection basket; or snail mail to PO Box 166, Mechanicsville, MD 20659.

CLASS SCHEDULES: Religious Education classes Grades K-8 are held on Sunday mornings, with Session A beginning at 8:00 AM until 8:50 AM and Session B beginning at 10:00AM until 10:50 AM. Families may choose the session that best suits their needs, **BUT ONCE A CLASS IS FILLED, THE OTHER SESSION WILL BE THE ONE A FAMILY IS REGISTERED IN. REMEMBER FIRST COME, FIRST SERVED.** This schedule allows families to attend Mass either before or after Religious Education classes.

FEES:                    1 child, \$50  
                              2 children, \$70  
                              3 or more children, \$80

Extra amount due at Registration for Sacraments: 2<sup>nd</sup> Grade First Holy Communion is \$40; 8<sup>th</sup> Grade Confirmation is \$30, **and** \$50 if attending the Retreat.

Deacon Bill        Work – 240-230-3167 from Tuesday through Friday  
                          Cell – 240-577-0923  
                          E-mail – [Deacon.Kyte@gmail.com](mailto:Deacon.Kyte@gmail.com)

