



WORD OF PEACE LUTHERAN CHURCH 2011—2012 Church School Registration Form

Welcome to Word of Peace Lutheran Church!

We are delighted to have you join us! To register your child(ren) for the 2011—2012 Church School year, please read & complete these 7 steps.

I. Complete Registration Information. Please thoroughly complete all the information below. Please print clearly.

HOUSEHOLD INFORMATION

Parent(s)/Legal Guardian(s) First & Last Name: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Preferred Email*: _____
Circle Account Type: Home Work Personal

A majority of church school communications will be distributed via email. Be sure to include your email address!

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Cell Phone: _____ Cell Phone: _____

STUDENT REGISTRATION

1. Child's First and Last Name: _____ Birth Date: _____ Male or Female
(Circle)

Age of Preschooler: _____ (OR) Grade: _____ School your child attends: _____
(as of 9/1/11) (as of 11/12 school year)

Food/Drug Allergies: _____ Additional Information/Concerns: _____

2. Child's First and Last Name: _____ Birth Date: _____ Male or Female
(Circle)

Age of Preschooler: _____ (OR) Grade: _____ School your child attends: _____
(as of 9/1/11) (as of 11/12 school year)

Food/Drug Allergies: _____ Additional Information/Concerns: _____

3. Child's First and Last Name: _____ Birth Date: _____ Male or Female
(Circle)

Age of Preschooler: _____ (OR) Grade: _____ School your child attends: _____
(as of 9/1/11) (as of 10/12 school year)

Food/Drug Allergies: _____ Additional Information/Concerns: _____

2. Choose Programming Time Choice For your convenience, Word of Peace offers four individual sessions of church school. Please indicate your 1st and 2nd choices for Church School. Register quickly, as church school is filled on a first-come, first-serve basis. While we never turn any family away from church school, due to physical space constraints, we cannot always provide families with their 1st time choice. We ask that you please take a moment to prayerfully consider your child's activity schedule when selecting church school times. Please choose the hour that provides the most consistent attendance for your child. Consistent attendance helps your child feel welcome, safe, and provides the highest quality learning experience. It is also respectful of the time your child's teachers/guides spend preparing each week for your child.

- FULL Sunday 9:20 —10:35 AM**
Worship @ 9:30 AM
This hour is currently full
- FULL Sunday 10:50 —12:05 PM**
Worship @ 11:00 AM
This hour is currently full
- Monday 5:00 —6:00 PM**
Worship @ 6:30 PM
Dinner @ 5:30 PM
- Monday 6:15—7:15 PM**
Worship @ 6:30 PM
Dinner @ 5:30 PM

cont. from front...

3. Education Registration Fee

\$45/Child \$115/Family Maximum

Late Registration for returning families (after July 31)

\$60/Child No Family Maximum

*The inability to pay fees will never prevent any child from participating in Church School. Please contact Kristin Skare at 763.496.2404 with questions.

Word of Peace Church School programming is supported in part by education registration fees. Church School registration fees are \$45 per child with a \$115 maximum for families of 3 or more students (including those enrolled in Confirmation). The inability to pay registration fees will never prevent any child from attending Church School. If you are unable to pay registration fees, please contact Kristin Skare, Lisa Buck or Rachel Smith at 763.496.2400. All education fees are waived for Education Teachers & Coordinators. Education volunteers who choose to pay their waived registration fees will receive a tax-deductible receipt for their donation. Please make checks payable to *Word of Peace Lutheran Church*. Registrations received from returning families after the July 31 deadline will be subject to a late registration fee of \$60/child with no family maximum.

4. Consider donating to Word of Peace's Bible Program ~ Bible Blast!

Word of Peace strives to provide the children in our congregation with their very own Bible. Children receive Bibles uniquely formatted for their age group. Please prayerfully consider sponsoring a Bible for a child at Word of Peace — your child!

YES! I WOULD LIKE TO DONATE _____ BIBLE(S) AT \$12.00 EA. I HAVE ENCLOSED \$ _____ FOR THIS DONATION.

5. Complete Emergency Information

I give my permission for my son/daughter to attend Church School. I hereby release Word of Peace Lutheran Church, its staff and sponsors from responsibility and liability for any injury that my son/daughter may sustain during this time. If I am unable to be contacted during this time I hereby authorize one of the adult leaders of Word of Peace Lutheran Church as agent for me, to consent to any x-ray examination, medical, dental, or surgical diagnosis, treatment, and hospital care advised and supervised by a physician, dentist, or surgeon (as appropriate) licensed to practice under the laws of the state where the services are rendered, either at a doctor's office or in any hospital. I expect to be contacted as soon as possible.

PARENT'S SIGNATURE: _____ DATE: _____

EMERGENCY MEDICAL INFORMATION

CLINIC: _____ CLINIC PHONE: _____

PHYSICIAN: _____ INSURANCE: _____

In case of an emergency and I am unable to be reached, please call the following person:

Person's Name: _____ Phone: _____

6. Volunteer! Each year, we need hundreds of volunteers to help make Church School possible! Please review the opportunities to serve listed on the next page.

7. Return Completed Registration Form to Word of Peace Lutheran Church Ed. Dept.

Please return your completed Registration form and volunteer page to the Education Office. You can drop your form off in person or mail it to Word of Peace Lutheran Church, c/o Church School Registration, PO Box 306, Rogers, MN 55374.

If you have questions or concerns regarding late registration, please contact a member of our Education Staff at 763.496.2400.

RETURN REGISTRATIONS BY JULY 31, 2011

Registrations received after July 31 will be subject to a late start time & late fees.

Education Volunteer Ministry Opportunities

Our ministry is dependent on the adults who give their time to serving as mentors and leaders in education. We can only begin classes & small groups when we have adult volunteers in place. Please prayerfully consider serving our education ministry.

First and Last Name: _____ Date: _____

Address: _____
(Street) (City, State) (Zip)

Home Phone: _____ Cell Phone: _____

Home Email: _____

Work phone: _____ Work email: _____

Is it o.k. for you to receive church school/education communication at work? Yes No

Please check the boxes that you would like to volunteer for...

Church School Teacher A church school teacher serves as teacher, mentor and friend. Word of Peace operates on a co-teaching system. A "co-teacher" means each class of students has a pair of co-teachers who share teaching responsibilities throughout the year.

Circle the church school hour you prefer: Sunday 9:20 Sunday 10:50 Monday 5:00 Monday 6:15

I would like to teach the following ages/grade: _____

I **would / would not** like my child in my class. My child's name is _____
(please circle)

Coordinator A church school coordinator is an adult who commits to supervising church school **twice** a month and possesses leadership abilities. A coordinator is able to administrate church school activities in Kristin, Lisa or Rachel's absence. Responsibilities include but are not limited to: count offering, track attendance, assist coaches in classrooms, **substitute teach on short notice**, place visiting children in classrooms, answer questions from teachers and parents. There is a need for a limited number of Coordinators at each hour. The positions will fill on a first come-first serve basis.

Circle the church school hour you prefer: Sunday 9:20 Sunday 10:50 Monday 5:00 Monday 6:15

Church School Administrative Support Each year, we could use help with hundreds of miscellaneous tasks that are needed to make church school possible. If you would enjoy helping the education ministry, please indicated the areas where you would be interested in helping:

Administrative Help @Home

Administrative Help @ Church

Education Events such as Keeping the Promise events, Fundraisers, the Easter Egg Hunt.

Not sure, but I want to help! Give me a call and I'll tell you what I love and would like to do!

Education Volunteer Ministry Application

First and Last Name: _____ Date: _____

Address: _____
(Street) (City, State) (Zip)

Home Phone: _____ Home Email: _____ Cell Phone: _____

Have you ever been convicted of a crime or violation other than a minor traffic violation, including any sex-related or abuse-related offenses?

Yes No

(A conviction record will not necessarily be a bar to volunteering. Factors such as type of volunteer activity, age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

If yes, please explain: _____

Word of Peace Volunteer and Church Staff Sexual Harassment Policy

Word of Peace will not tolerate any act of sexual harassment by any volunteer or church staff in connection with volunteer activities or employment. Sexual harassment is a violation of an individual's rights, and Word of Peace will address every situation that may involve sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made—either explicitly or implicitly—a term or condition of an individual's continued volunteer activities.
- Submission to or rejection of such conduct by an individual is used as a basis for future volunteer activities affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's volunteer activities or creating an intimidating, hostile, or offensive work environment.

Here are some examples of conduct that are likely to or do constitute sexual harassment (this list is not meant to be all inclusive):

- Use of offensive or demeaning terms that have a sexual connotation.
- Objectionable physical closeness, behavior, actions or contact.
- Unwelcome suggestions regarding, or repeated invitations to, social engagements or social events.
- Deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
- Deliberate or careless jokes or remarks of a sexual nature to or in the presence of any individual who may find such jokes or remarks offensive.
- Showing or sending materials that have a sexual content or are of a sexual nature (such as cartoons, articles, pictures, etc.), either by email, interoffice mail, Internet, or otherwise, to individuals who may find such materials offensive.

All volunteers and any church staff are expected to treat others with respect at all times.

If you feel that you are being subjected to sexual harassment, you have the right to immediately demand that the offender(s) stop no matter who the offender is or what position of authority they have in the Church. You also have the right to, and should immediately report such behavior to a member of the executive committee. Volunteers who engage in sexual harassment will no longer be eligible for volunteer activities. Employees who engage in sexual harassment will be subject to disciplinary action up to and including termination.

Authorization

Word of Peace has adopted the above Sexual Harassment Policy for volunteers. By signing below, you are indicating your agreement to abide by this policy.

Signature: _____

Date: _____