



**Catholic Church of St Ignatius**  
**Catechism Classes for International School Students**  
**Guidelines for Online Registration for CCD**  
**First Holy Communion and K 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.

BEFORE PROCEEDING TO REGISTER ONLINE, PLEASE READ ALL 'REQUIRED READING' on left-side of CCD WEBSITE, ESPECIALLY THE REGISTRATION GUIDELINES.

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.

**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 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.

Grade Level    K  G1  G2/FHC  SHC  USHC  G3  G4  G5  G6  G7

**(Please check the church website for availability of class before selecting the preferred day of class)**

Class Day \*     Tuesday     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.

If your child has attended CCD at St Ignatius in previous years, please enter the exact same name so that the church is able to consolidate with previous years records.

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)

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

### 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\* :

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## 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, ...)

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## SACRAMENTAL INFORMATION: BAPTISM

For First Holy Communion (FHC) 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](mailto:church@stignatius.org.sg)) to arrange for your child's baptism.

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

If your child has been baptized in another Christian denomination, your child will have to attend a **Rite of Acceptance** into the Catholic Church before receiving the Sacraments of First Reconciliation and First Holy Communion. Please email the church to make arrangements.

Is your child a baptized 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 \_\_\_\_\_

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## SACRAMENTAL INFORMATION: FIRST HOLY COMMUNION

If your child has not received FHC, and is between 8 to 10 years old: your child will be assigned to a Special Holy Communion class (SHC) which prepares older children for this sacraments.

If your child has not received FHC (aged 11 to 13 yrs): your child will be assigned to a USHC (Upper Special Holy Communion class).

If your child is not baptized, your child must be baptized before December 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: [church@stignatius.org.sg](mailto:church@stignatius.org.sg)) to arrange for your child's baptism.

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 \_\_\_\_\_

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#### 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

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#### STUDENT SCHOOL and BUS TRANSPORT INFORMATION

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/ccd](http://www.stignatius.org.sg/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**

ARE THERE ANY SPECIAL NEEDS FOR YOUR CHILD? 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:**

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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)

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If yes, please specify \_\_\_\_\_

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)

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**FIRST HOLY COMMUNION CHECKLIST for children in FHC / SHC / USHC 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 Acknowledge \***     I will submit the completed Registration Acknowledgement
2. **Baptismal Certificate \***         I will mail or bring a copy to the Church Office
3. **Payment \***                             I will submit Course Fee of \$100 (Sing \$ dollars)

Make cheque payable to "CHURCH OF ST IGNATIUS" Refer to website for amount  
 Cross the cheque (draw 2 lines across the top-left hand corner)  
 write clearly on the back of the cheque:  
 - CCD-FHC and the name of your child  
 - Your name and contact number  
 Refer to church/CCD website [www.stignatius.org.sg/ccd](http://www.stignatius.org.sg/ccd) for preparation and specimen of a Singapore

- 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 enclose the above items in a sealed envelope marked:  
 Attention to CCD - First Holy Communion  
 Church of St Ignatius  
 120 Kings Road, Singapore 268172
- POST or DROP OFF \***                     I will either **POST** to the above 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](http://www.stignatius.org.sg) for office opening hours.
- Upon receipt of a copy of the Baptismal certificate and the payment cheque, an email will be sent to confirm that we have received the documents.
- Enrollment Complete \***                 I understand that Enrollment of my child for FIRST HOLY COMMUNION is only **COMPLETE AFTER ALL** the above items are received.

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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 Parent Letter \***                     I have read the CCD parent 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 (5pm latest)
- Snack Contribution \***                     I am aware of the snack contribution (if any) for my child
- Note: All the above can be viewed/downloaded from the Church / CCD website [www.stignatius.org.sg/ccd](http://www.stignatius.org.sg/ccd)*
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## 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 of Registration for my own reference.

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

***For First Holy Communion (Accepted) students only :***

Attach a copy of this Acknowledgement message with Baptism Certificate and Cheque payment for submission to Church office.

PRINT / SAVE Registration Details \*  I have saved or printed a copy of this Registration Form for my own reference.

[SUBMIT](#) / [RESET](#)

Date of Registration dd/mm/yyyy

**The following "Registration Acknowledgement" message will be displayed after SUBMIT is clicked.**

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**Acknowledgement message:**

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

CCD Grade assigned: XXXXXXXX      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.

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1. Term Dates, Arrival and Departure times, ....
  2. **For Accepted CDD students**, an email will be sent (closer to the start date of Term 1) to inform you of your child's class. Please refer to church bulletin/CCD Calendar/website [www.stignatius.org.sg/ccd](http://www.stignatius.org.sg/ccd) for the latest CCD announcements.
  3. **BOOKS** will be on sale on the first day of classes. Book cost for Grades K-1, 3-6 is \$25. For Grade 7, books are \$30. Parents are expected to purchase the books for their children on the first day of class. Books for First Holy Communion and Confirmation classes are included in the fee.
  4. Please send an email to [CCDStignatius@gmail.com](mailto:CCDStignatius@gmail.com) if you need to make changes. Indicate your child's full name and changes required.
  5. Please check that all provided information are correct (missing or incorrect info affects your child's enrollment for the Sacraments).

Child is: a baptized (or Not yet baptized)    Denomination: xxxxxxxx  
 Year of Baptism: xxxx  
 Date of Baptism: dd/mm/yy  
 Church of Baptism ( mandatory if child is baptized): xxxxxxxxxxxxxxxx

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): xxxxxxxxxxxxxxxx

**6. REMINDER FOR FIRST HOLY COMMUNION CLASSES (G2/FHC, SHC and USHC):**

Your child must be baptized before December 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: [church@stignatius.org.sg](mailto:church@stignatius.org.sg)) to arrange for your child's baptism.

**7. REQUIRED ONLY IF ACCEPTED For FIRST HOLY COMMUNION CLASSES (G2/FHC, SHC and USHC):**

- a copy of your child's Baptism certificate
- a cheque of \$100 fee payment (write 'CCD-FHC, the name of your child, your name and contact on the back of the cheque)
- a copy of this Acknowledgement of Registration message

Please place all documents in a sealed envelope marked CCD- FHC and submit to the CCD administrators, Church of St Ignatius. Documents can be sent by post or handed-in and placed into a box marked 'CCD-FHC' in the Church office (above main church).

An email will be sent to you upon receipt of your child's Baptism Certificate AND cheque for \$100.

**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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Please print and save a copy of this **ACKNOWLEDGMENT** for future reference.

**At the Top-Left hand corner of your web 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.

*The CCD Team, Church of St Ignatius - date of registration -*

*version: 2011-08-01 v3*