

## **Please read the instructions in full before proceeding**

We will **begin on September 25, 2024**, with a Welcome Back Student and Parent Meeting at SKD-St. Mary Church from 6:00-7:30 PM.

All registrations will again be done online this year using our Coursestorm system. The link is found at the bottom of this document. **Please read all directions first** as almost all families will be using a **PROMO code**.

**\*\*\*We unfortunately are not able to issue refunds; if there is an overpayment it will be applied to next year's enrollment.**

### **New families:**

When you get to the site. . .

- Select the category you would like to register your child for (Elem., Middle, Etc)
- Select the appropriate class (and time) for your child
- Click Register
- Add your child's first and last name--click enter
- Click Continue
- If additional children need to be added, click continue browsing. If no other children, click check out.
- Then you will proceed to add your personal information and build your account

### **Returning families:**

Your information is retained. When you enter your child it will ask you to verify the account. At that time change any information needed and proceed.

### **On Coursestorm when searching for classes, they are named as follows:**

1st grade 3:30-5:00 session (through 5th grade)

1st grade 6:00-7:30 session (through 5th grade)

To access our Catechesis of the Good Shepherd:

CGS- Level 1 (ages 3-5)

CGS- Level 2 (grades 1-3)

CGS-Level 3 (grades 4-5)

To access our Edge programs search:

Middle School Grade 6 thru 8 Edge Sunday

Middle School Grade 6 thru 8 Edge Wednesday

To access our Lifeteen programs search:

High School Grades 9 & 10 Lifeteen Sunday

High School Grades 9 & 10 Lifeteen Wednesday

To access our Confirmation program search:

Confirmation Prep

## Final Reminders

**Selection is first-come, first-serve and spaces are limited** so please register early if you have a preference.

**Before you connect to the link you will need to know the baptismal date and place of each child;** please have that information ready. You will also be asked to pay with a debit or credit card for at least a portion of the cost. If you cannot pay with debit or credit, please contact Sue Zwiers at [szwiers@kaucp.org](mailto:szwiers@kaucp.org) to set up a time to register in person.

### **Our fee schedule for the year is as follows:**

\$125 per family base

\$50 for each additional child up to \$275

\$25 Sacrament fee for 2nd grade, \$25 for 9th/10th-grade retreat, and \$75 Sacrament fee for Confirmation Prep (over and above the family cap)

If there is a hardship and you require financial assistance please contact Tammy Schmahl in our Parish Office at [tshmahl@kaucp.org](mailto:tshmahl@kaucp.org) or (920) 766-1445. She is the **only one** that can assist you in this matter.

## PROMO CODES

Only **ONE** promo code can be used. If you have a credit or are using scrip that code should be used (we will still calculate the correct family amount prior to applying any credits or scrip.) If paying the total, please use the promo code for multiple children.

If you would like to take advantage of our **Scrip program** you are still able to do that. We will require that you pay 50% when you register and enter the promo code **SCRIP** when checking out. If you exceed the 50% downpayment a refund will be given.

Other **promo codes for multiple children** in the family: (this will bring the price down to the correct amount) If you are registering more than 6 children in the same family please contact one of our Discipleship team for help.

**2 children**

**5 children**

**3 children**

**6 children**

**4 children**

If you have a credit on your account please use code **CREDIT**. You will be asked to pay 5% and will be billed for the remainder due.

If you have any questions please contact Sue Zwiers [szwiers@kaucp.org](mailto:szwiers@kaucp.org).

Here is the link: <https://kaukauna-catholic-parishes.coursestorm.com>

We look forward to seeing all of our discipleship families!

Peace & Joy,

Discipleship Team