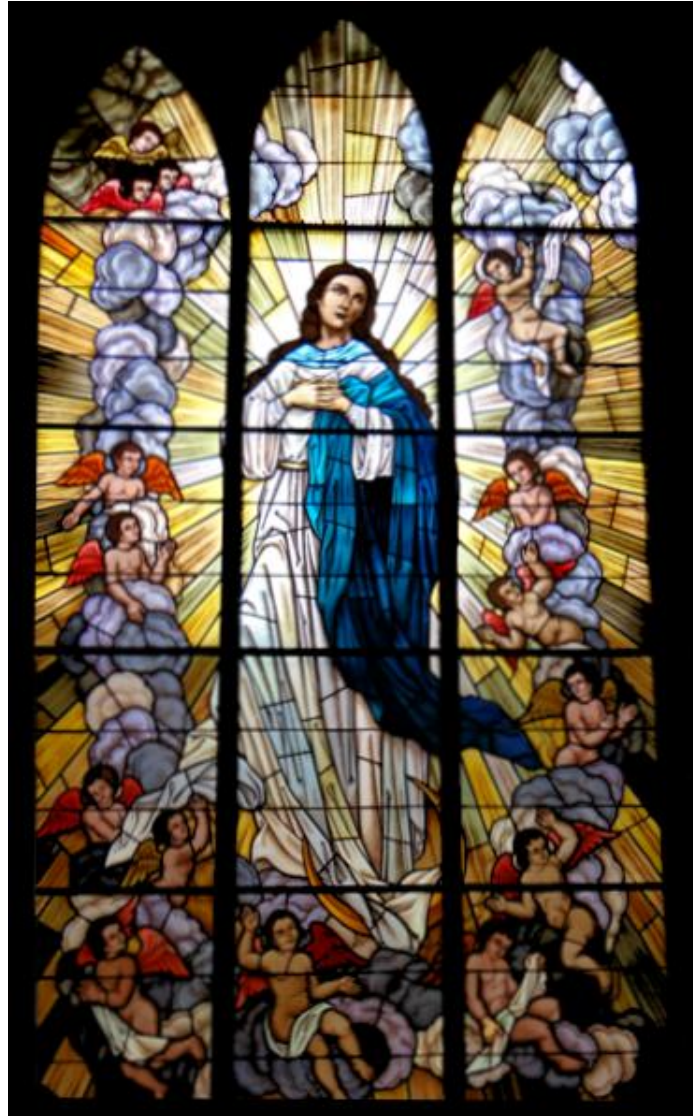


*Church of Saint Mary
Parish Religious Education Program*



*One Faith ~ One Family ~ One Spirit
Family & Participant Handbook*

Church of Saint Mary Parish
Office of Religious Education
40 Spring Mount Road
Schwenksville, PA 19473

Office: 610-287-4517

Rev. Louis P. Bellopede Pastor

Deacon David J. Kolesky Clergy Representative: dkolesky@churchofsaintmary.org

Kathleen Wasniewski, Coordinator, Religious Education:

Principal of PREP: kwaz@churchofsaintmary.org

Donna Forsyth, Administration Assistant: dforsyth@churchofsaintmary.org

Website: www.churchofsaintmary.org

Church Of Saint Mary
Parish Religious Education Program
Parent & Participant Handbook

Table of Contents:

Mission Statement.....	Page 1
Religious Education Vision.....	Page 2
Faculty and Staff.....	Page 3

About the Program

Religious Education Curriculum.....	Page 4
Parental and Student Involvement	Page 10
Sacramental Preparation First Penance and Eucharist.....	Page 11
Sacramental Preparation Confirmation.....	Page 12
Catechesis for Children with Disabilities.....	Page 13
Rite of Christian Initiation of Children (RCIC).....	Page 13
Home Based Catechesis.....	Page 14
Little Church.....	Page 14
Liturgy of the Word for Children.....	Page 14
Saint Mary Youth Group.....	Page 14

Program Policies & Procédures

Attendance	Page 15
Lateness.....	Page 15
Arrival & Early Dismissal Procedures.....	Page 16
Dismissal	Page 17
Enrollment & Attendance.....	Page 18
Non-Custodial Parents	Page 18
Discipline	Page 19
Bullying	Page 19
Contraband	Page 20
Search & Seizure	Page 21
Cell Phones, Pagers & Special Notes	Page 21
Assignments and Progress Reports.....	Page 21
Service Initiatives	Page 21
Awards and Certificates.....	Page 22
Communication	Page 22
Snow Emergency & Cancellations	Page 23
Registration, Fees, Tuition and Class Sessions	Page 24
Sacraments	Page 25
Health and Medications	Page 25
Safe Environment.....	Page 26
Teaching Protecting God’s Children	Page 26
Safety and Security Information.....	Page 27
Saint Mary Catholic Education Center Map.....	Page 28
PREP Handbook Acknowledgement Parent Form	Page 29 & 30

The purpose of the handbook is to provide the guidelines for those who participate in Saint Mary Religious Education Program. By enrolling your child into our parish program, we partner together in support of the policies and guidelines outlined in this handbook. Parents are therefore encouraged to discuss these policies and guidelines with their children to ensure that everyone understands the requirements and obligations of their participation in our Parish Religious Education Program.

Church of Saint Mary

Mission Statement

St. Mary Parish is a community of Catholics striving to be an open and caring people, living our faith, spreading God's word and serving as Jesus' disciples to our families, our parish and our surrounding community.

Through our time and talent, we live the following as the Lord's people:

- + Worship God through prayer and the celebration of the Eucharist and the other sacraments;
- + Create and nourish the Christian community of St. Mary's by living and working in harmony with one another;
- + Serve the people of our parish by helping individuals and groups toward personal and spiritual growth, especially the poor, needy, vulnerable and those marginalized.
- + Spread the Gospel to those who have not heard it by proclaiming the Good News of Christ by the example of our lives.
- + Deepen our faith through education, in the home and in school to develop a stronger belief and understanding of the Gospel of Jesus Christ.



Saint Mary Parish Religious Education Program

Vision Statement

Vision of the Universal Church

“Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.”

Catechism of the Catholic Church (2226)

Saint Mary Parish Religious Education Vision

Our Parish Credo

We, through our common Baptism are called to **One Faith**. This Faith is centered on the Person of Jesus Christ, the Son of God. It is through our common Baptism that we live and work in the name of Jesus, the Savior of the world. Mary, the patroness of our parish stands as a model for us because of her fiat – her “yes” in responding to the call of God. May we all say “YES” to Him who calls us to serve in response to our living faith.

We, through Baptism belong to **One Family**. It is the family of God. In this family we realize that we are brothers and sisters of a loving God who cares, forgives and offers life – eternal life to all who believe in His only begotten Son. Mary, our patroness provided a loving family for the child Jesus. May our family of faith here at Saint Mary Parish reflect the home of the Holy Family of Jesus, Mary and Joseph.

We, through the Sacraments of Baptism, Confirmation and Eucharist are called to live in the **One Spirit**. It is through this Spirit who raised Jesus from the dead that we, members of His Mystical Body, are called to live, breathe and have our being. Mary, our patroness is the model and pattern of the Church, the Mystical Body of Christ. She by her presence with the Twelve at the Pentecostal moment taught us to live in the Spirit by all we say and do.

Saint Mary Parish Religious Education Program

Faculty and Staff

Reverend Louis P. Bellopede - Pastor Deacon Donald Nichols – Permanent Deacon
Deacon David J. Kolesky – Permanent Deacon – Clergy Representative for PREP

Kathleen Wasniewski – Coordinator of PREP Donna Forsyth – Administrative Assistant for PREP
Phone Number 610-287-4517

Monday Evening:

Karen Bakey	1D & 1C	Room Number 1
Noelle Black	2D	Room Number 2
Hank Fox	3C & 3D	Room Number 11
Renee Jacobs	4C & 4D	Room Number 10
Marlene Kelly	5C & 5D	Room Number 15
John Longua	6C & 6D	Room Number 12
Pat Dougherty	RCIC	Room Number 14

Tuesday Evening:

Amy Frink	1B	Room Number 5
Regina Carroll	2A	Room Number 1
Rita Gray	2B	Room Number 2
	3A	Room Number 11
Mary Goudsward	3B	Room Number 10
Stephanie Shaner	4A	Room Number 17
Alan Olzinski	4B	Room Number 18
Barbara Gordon	5A & 5B	Room Number 13
Crystal Everly	6A	Room Number 14 / Cafe
Shawn Marie Brown	6B	Room Number 15 / Cafe
Mike Brown	6B	Room Number 15 / Cafe

Sunday:

Sunday Morning:

Ellen Rondeau Little Church Room Number 4

Sunday Evening:

Anamaria Hazel Youth Group Saint Mary Parish Hall

RELIGIOUS EDUCATION PROGRAM

LEVEL 1

Core Curriculum Semester 1	Objectives
God the Father	*First Person of the Trinity *Creator of Heaven and Earth *Creation of the World
Creation	*Human Beings: -God's Image and Likeness -Male and Female -To Know, Love, and Serve God *Sacredness of Human Life
Living in God's World	*Family *Church *Religious Education Classes *Community
God the Son: Jesus Christ	*Second Person of the Trinity *Birth and Childhood of Jesus
God the Son: Jesus Christ	*Public Life of Jesus
	Prayer Service for All Saints
Mary	*Titles of Mary -Mother of God -Mother of the Church *Days to Honor Mary -October 7 -January 1
Liturgical Year	*Sunday *Ordinary Time
Liturgical Year	*Advent *Christmas
Liturgical Year	*Definition of a Feast Day *October 2 *November 1 *December 6
Prayer	*Definition of Prayer *Sign of the Cross
Prayer	*Sign of Cross *Our Father
Prayer	*Definition of prayer *Sign of Cross and Our Father *Introduce Hail Mary and Rosary
	Advent Prayer Service
Prayer	*Sign of Cross *Introduce Our Father *Introduce Hail Mary *Introduce Grace Before Meals *Introduce Glory Be *Introduce Angel of God
Worship Sacramentals	*Liturgy of the Word Responses for Reading and Gospel *Holy Water *Cross *Crucifix *Blessed medals *Rosary

Core Curriculum Semester 2	Objectives
God the Holy Spirit	*Third Person of the Trinity *Holy Spirit Within Us -Received in Baptism -Gift of God's Love to Us
Sacraments	*Define Sacraments of Initiation *Baptism -Effects -Symbols -Words -Minister
Sacraments	*Confirmation *Eucharist *Introduce Feast Days -January 5 -March 3 -March 19
Liturgical Year	
Liturgical Year Sacramentals	*Lent *Palms *Blessed Ashes *Cross *Crucifix
Prayer	*Review Definition, Our Father, Hail Mary and Glory Be *Introduce Prayer Expressions
	"Keeping God's Children Safe" Personal Safety Lesson
Prayer	*Introduce Way of the Cross
Liturgical Year	*Holy Week
Liturgical Year	*Easter
Social Justice	Lenten Prayer Service or *Lenten Project for the Hungry
Prayer Sacramentals	*Introduce the Rosary *Statues and Pictures
Worship Social Justice	*Reading and Gospel Responses *Awareness to be Peacemakers
Mary	*Mary's Month and Color
Mary	*Special Activities and Devotions
	May Devotion
Level 1 Mastery List	*Creation *God the Father and Son *Sacrament of Baptism *Mary, Mother of God *Sign of the Cross *Our Father *Hail Mary *Glory Be *Liturgical Seasons and Colors

LEVEL 2

Core Concept Semester 1	Objectives
The Blessed Trinity	*Central Mystery *One person in one God *Sign of the Cross *God the Father *God, the Son, Jesus *God, the Holy Spirit
Sacraments of Initiation	*definition *Baptism --effects --indelible mark --membership --grace
Sacraments Sacramentals & Holy Actions	*Baptism: Rite & Symbols *Holy water *Blessing *Crucifix *Blessed Medals
Sacraments of Initiation	*Confirmation --Effects/Signs --Ministers --Laying of Hands *Eucharist --Names/Scripture --Celebration/Mass --Real Presence
Liturgical Year	*Ordinary time *Sunday *Oct. 4 & Nov. 1 *Rosary/Oct. 7
Mary	<i>Prayer Service for All Saints</i>
Sacraments of Healing	*Sacraments of Healing *Penance & Reconciliation --names/scripture stories --Sin and Forgiveness *Need to Forgive Others
Social Justice	
Sacrament of Healing	*Penance/Form
Sacraments of Healing	*Anointing of the Sick (introduce)
Sacraments at the Service of Communion	*Matrimony (introduce) *Holy Orders (introduce)
Mary Liturgical Year	*Titles *Feasts (Dec.8/ Jan. 1) *Dec. 6, Jan. 5
Liturgical Year	*Advent & Christmas *Mission Awareness and Project
	<i>Advent Prayer Service</i>
Prayers	*Review Prayers *Traditional *Spontaneous
First Reconciliation Preparation	Tour of the Confessional or similar activity

Core Concept Semester 2	Objectives
Holy Action	*genuflection
The Mass	*Introductory Rites *Liturgy of the Word
The Mass	*Liturgy of the Eucharist
The Mass	*Liturgy of the Eucharist *Concluding Rite
Feasts/Special People	*March 3 *March 19
	<i>1st Reconciliation Preparation</i>
	Safe Environment Lesson
Liturgical Year	*Lent *Holy Week *Blessed ashes & Palms *Blessed candles *Cross/crucifix
Sacramentals	
Topics Related to the Mass	*Sunday Mass *Role of the People *Vestments *Sacred Vessels *Objects related to Mass
Mass and Eucharist	*Act of praise and thanksgiving *Sacrifice *Called to be peacemakers
Social Justice	
Social Justice	<i>Lenten Prayer Service/Project</i> *outreach to those who suffer
Liturgical Year	*Easter *Trinity Sunday *Corpus Christi
Prayer	*Review types of prayer *Traditional Prayer
Prayer Sacramentals	*Spontaneous Prayer *Blessed Medals *Blessed Pictures *Holy Water
Mary	*Titles of Mary *Days of Honor *May Devotion *Rosary
Sacramentals	
	May Devotion
Mastery List	<ul style="list-style-type: none"> ○ Liturgy of the Word ○ Holy Spirit ○ Sunday ○ Sacrament of Baptism ○ Rosary ○ Sacrament of Reconciliation ○ Mary, Mother of God

LEVEL 3

Core Curriculum Semester 1	Objectives
The Trinity	*Definition *God the Father
The Trinity	*God the Son *God the Holy Spirit
Sacraments	*Definition of a Sacrament *Sacraments of Initiation *Baptism *Confirmation
Sacraments	*Eucharist -Names -Stories of the Last Supper
Sacraments	*Eucharist -Signs -Minister
Liturgical Year	*October 2 *October 4
Social Justice	*Care of All Creation
	Prayer Service for All Saints
Sacraments of Initiation	*Eucharist -Celebrating the Sacrament
Sacraments of Initiation	*Eucharist -Real Presence of Jesus **Tabernacle **Sanctuary Lamp **Adoration **Benediction
Sacraments of Healing	*Penance and Reconciliation *Anointing of the Sick
Sacraments at the Service of Communion	*Sacrament of Marriage *Sacrament of Holy Orders
Mary	*Titles *December 8 *December 12
Liturgical Year	*Sunday *Ordinary Time *Advent *December 9 *January 6 *Holy Family *Epiphany
	Advent Prayer Service
Prayer	*Traditional -Prayers of the Mass -Act of Contrition -Apostles' Creed
Prayer	*Spontaneous *Petition *Praise *Thanksgiving *Forgiveness

Core Curriculum Semester 2	Objectives
Christian Community	*Birth and Growth of the Church
Christian Community	*Composition of the Church Today *Membership in the Catholic Church
Liturgical Year Mary	*February 2 *February 11
	Celebration of the Sacrament of Penance or Prayer Service
Liturgical Year Prayer	*Lent *Jesus Prayer *Stations of the Cross
God's Law	*Introduce Ten Commandments *Review the Great Commandment
Sacramentals	*Definition *Blessed Ashes and Palms
	"Keeping God's Children Safe" Personal Safety Lesson
Social Justice	*Lenten Project: Option for the Poor and Vulnerable
Liturgical Year	*Holy Week
Sacraments of Initiation	*Review Stories of the Last Supper
Liturgical Year	*Easter *Easter Season
	Lenten Devotion or Celebration of the Sacrament of Penance
Liturgical Year	*Pentecost *May 1 *June 29
Mary	*Titles *March 25 *Immaculate Heart of Mary *August 15
Prayer	*Traditional -the Rosary
	May Devotion
Level 3 Mastery List	*The Trinity *Mass *Definition of Sacrament *Sacraments of Initiation *Definition of Baptism *Definition of Confirmation *Definition of Eucharist *Apostles' Creed

LEVEL 4

Core Curriculum Semester 1	Objectives
God The Father Commandments Mary	*Revelation to People *Revelation of Covenant *Words of God *Path of Life *September 8
Commandments	*1 st Commandment *2 nd Commandment
Commandment Liturgical Year	*3 rd Commandment *Sunday
Commandment Liturgical Year	*4 th Commandment *October 1 *November 1
Commandments	*5 th Commandment
	Prayer Service for All Saints
Commandments	*6 th Commandment
Commandments	*7 th Commandment
Commandments	*8 th Commandment
Commandments Liturgical Year	*9 th Commandment *10 th Commandment *Ordinary Time
Grace Sin	*Definition of Grace *Original Sin *Personal Sin
Conscience Mary Liturgical Year	*Definition of Conscience *Formation of Conscience *Examination of Conscience *December 8 *December 12 *Advent *Christmas
	Advent Prayer Service
Prayer	*Review Rosary -Hail Holy Queen -Hail Mary -Our Father -Glory Be *Teach Angelus
Mary	*Example of Faith and Holiness *Days that Honor Mary -September 8 -December 8 -January 1 -March 25 -August 15 *Title of Immaculate Conception

Core Curriculum Semester 2	Objectives
Jesus Christ Beatitudes	*Reveals New Covenant *Fulfills God's Promises *Heart of Jesus Teaching *Blessed are the Poor in Spirit...
Beatitudes	*Blessed are Those who Mourn... *Blessed are the Meek...
Beatitudes Liturgical Year	*Blessed are Those who Hunger and Thirst for Righteousness... *Blessed are the Merciful... *February 2
Beatitudes Liturgical Year	*Blessed are Pure of Heart... *Lent *March 3 *March 19
	"Keeping God's Children Safe" Personal Safety Lesson
Beatitudes	*Blessed are the Peacemakers... *Blessed are those Persecuted...
Corporal Works of Mercy	*Feed the Hungry. *Give Drink to the Thirsty. *Welcome the Stranger. *Clothe the Naked.
Corporal Works of Mercy	*Visit the Sick. *Visit the Imprisoned. *Bury the Dead.
Social Justice	*Lenten Project for the Poor or Celebration of the Sacrament of Penance
Liturgical Year	*Holy Week/Easter *Easter Season
Spiritual Works of Mercy	*Teach the Ignorant. *Comfort Those who Suffer. *Counsel the Doubtful.
Spiritual Works of Mercy	*Be Patient with Others. *Forgive Those who Hurt You. *Correct those who need it.
Spiritual Works of Mercy Virtues	*Pray for Others. *Theological -Faith -Hope -Charity
Virtues	*Cardinal -Prudence -Justice -Fortitude -Temperance
	May Devotion
Level 4 Mastery List	*Commandments *Beatitudes *Corporal Works of Mercy *Spiritual Works of Mercy

LEVEL 5

Core Curriculum Semester 1	Objectives
Sacraments Sacraments of Initiation	*Definition/Purpose of a Sacrament *Definition of Initiation *Baptism -Original Sin -Effects -Role of Minister and Godparents -Members of God's Body -Grace
Sacraments of Initiation	*Rite of Baptism -Symbols -Words/Actions *Adult Baptism/RCIA (definition only)
Sacraments of Initiation	*Confirmation -Completes Baptism -Call to Serve -Ordinary Minister -Candidates
Sacraments of Initiation	*Confirmation -Role of Sponsor -Rite of Confirmation -Effects of Confirmation
Sacraments of Initiation	*Confirmation -Gifts of the Holy Spirit -Fruits of the Holy Spirit
Liturgical Year	*November 1 All Saints Prayer Service
Liturgical Year	*Sunday *Ordinary time *Feast Days
Sacraments of Initiation	*Eucharist -Body and Blood of Christ -Real Presence -Reception of Jesus -Life of the Church
The Mass	*Celebration of Eucharist *Mass Parts
The Mass	*Vessels *Vestments
Liturgical Year	*Advent *December 8 *Christmas
	Advent Prayer Service
The Mass	*Liturgical Environment *Liturgical Ministers *Eucharistic Worship Outside of Mass
Mary	*Mother of God *Mother of the Church *Devotions and Prayers *Days that Honor Mary
Prayer Sacramentals	*Definition *Purpose/Meaning *Kinds *Forms

Core Curriculum Semester 2	Objectives
Sacraments of Healing	*Penance and Reconciliation -Definition -Elements *Penance and Reconciliation -Sin -Grace -Forgiveness
Sacraments of Healing	*Rite of Reconciliation *Communal Celebration *Individual Confession *Frequency *Seal of Confession
	Celebration of the Sacrament of Penance or Penitential Prayer Service
Liturgical Year	*Holy Days of Obligation *Lent
Social Justice	*Lenten Project-Alleviation of Disease, Hunger, and Poverty
Sacraments of Healing	*Anointing of the Sick
	"Keeping God's Children Safe" Personal Safety Lesson
Sacraments at the Service of Communion	*Holy Orders -Degrees -Symbols -Priest -Deacon
Sacraments at the Service of Communion	*Matrimony -Definition -Couple -Ministers -Rite
Liturgical Year	*Holy Week *Triduum
	Lenten Prayer Service or Lenten Devotion
Liturgical Year	*Easter Sunday *Easter Season
Liturgical Year	*Trinity Sunday *Corpus Christi Sunday *Solemnity of the Sacred Heart
Prayer	*Definition *Expressions of Prayer
Sacraments Social Justice	*Review Sacrament of Confirmation *Dignity of Work
	May Devotion
Level 5 Mastery List	*Seven Sacraments *Mass(Parts, Vessels, Vestments) *Holy Days of Obligation *Liturgical Seasons

LEVEL 6

Core Curriculum Semester 1	Objectives
The Bible	*Definition *Use *Structure *New Testament *Importance of Bible
Old Testament	*Major Events -Creation -Sin
Old Testament	*Major Events -God's Response **Characteristics **Promise of Redeemer *Our Lady of the Rosary
Mary	
Old Testament	*Major Events -God's Response **Special People --Abraham & Sarah
Liturgical Year	*Definition *Sunday *Ordinary Time *November 1
	Prayer Service for All Saints
Old Testament	*Major Events -God's Response **Special People --Issac & Rebeka --Jacob, Leah, Rachel
Old Testament	*Major Events -God's Response **Special People --Joseph
Old Testament	*Major Events -God's Response **Special People --Moses (Early Life)
Old Testament	*Major Events -God's Response **Special People --Moses (Leader/ A-F)
Old Testament	*Major Events -God's Response **Special People --Moses (Leader/ G-K)
Liturgical Year	*Advent *Christmas
	Advent Prayer Service
Social Justice	Participation in Parish or PREP Christmas Outreach Project
Liturgical Year	*January 4 *January 5 *March 3

Core Curriculum Semester 2	Objectives
Old Testament	*Major Persons and Events -Joshua -Judges
Old Testament	*Major Persons and Events -Major Judges
	Celebration of the Sacrament of Penance or Prayer Service
Liturgical Year	*Lent *Holy Week
Old Testament	*Major Persons and Events -Kings **Saul **David (Early Life)
	"Keeping God's Children Safe" Personal Safety Lesson
Old Testament	*Major Persons and Events -Kings **David (Spiritual Significance) **Solomon
Old Testament	*Major Persons and Events -Major Prophets
Old Testament	*Major Persons and Events -Women of the Bible
	Lenten Prayer Service or Project
Christ Fulfills Old Testament Liturgical Year	*John the Baptist *Jesus Christ *Easter Season *Trinity Sunday *Corpus Christi
Prayer	*Definition *Communal Prayer
Prayer	*Prayers -Hail Mary -Hail Holy Queen -Rosary -Memorare -Angelus/Regina Coeli -Magnificat
Mary	*Dogmas *March 25 *August 15
	May Devotion
Level 6 Mastery List	*Old Testament *Christ Fulfills Old Testament *Prayers *Mary *Liturgical Year

I. PARENT AND STUDENT INVOLVEMENT

PARENTAL INVOLVEMENT

- be examples of faith in action lived out within family life at home
- ensure that your family attends Mass together on a weekly basis and participates in other parish / private devotional practices
- assist in homework assignments and test preparation
- discuss lessons with your child
- ensure that your child is prepared for PREP class each week
- communicate with your child's catechist whenever necessary
- attend PREP meetings, open houses, and any activities related to Sacrament preparation
- participate in PREP liturgies – 40 Hours Eucharistic Devotion, Stations of the Cross, May Procession, Corpus Christi Procession and weekly Mass.

Please note: Parent volunteers are needed throughout the PREP school year as aides, substitutes. Call the PREP Office if interested.

STUDENT INVOLVEMENT

- Each student is responsible to bring to class: book bag, textbook, folder, pencil, homework, Bible, and any other materials required by the Catechist. Students may not *“borrow from a school desk”* any forgotten item. Crayons, scissors, and glue will be provided by the program for art activities. Your child's name should be on their belongings. A fee will be charged to replace lost books or book bag.
- Each student should be prepared for and participate in class.
- No gum, toys or other inappropriate personal belongings may be brought to PREP.
- Each student is required to display a Christian attitude and act in a Christian manner respecting adults, fellow students and the property of the school and others. Disrespect is not acceptable behavior.
- Each student is required to use appropriate language.
- Each student is required to make sure that their desk and classroom are in good order at the end of the class each week.
- Each student shares the responsibility with their parents to actively participate at Sunday Mass. Parents are the first teachers of their children.

Sacramental Preparation Program

"Parents have a right and duty to be intimately involved in preparing their children for First Communion."
(National Catechetical Directory)

Therefore, our sacramental program includes catechesis of both parents and candidate.

First Penance and Eucharist

"The suitable age for the first reception of these sacraments is deemed to be that which in documents of the Church is called the age of reason or discretion. This age, both for Confession and for Communion, is that at which the child begins to reason, that is, about the seventh year, more or less." (National Catechetical Directory)

"Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation." (National Catechetical Directory)

The Celebration of First Penance always occurs at the Church of Saint Mary during the Season of Conversion and Penance which is Lent.

Requirements of Candidate:

- ❖ Must be baptized.
- ❖ Must attend Mass on Sundays and Holy days.
- ❖ Must be in the second religious education level or higher
- ❖ Must have successfully completed at least two years of prior preparation.
- ❖ Must have satisfactory attendance record.
- ❖ Must have attended a spiritual directed sacramental retreat
- ❖ Must have attended the mini-retreat (40 Hours Eucharistic Devotion).

Requirements of Parent/Guardian:

- ❖ Must be registered in the parish.
- ❖ Must support the teachings of the Church.
- ❖ Must attend Mass on Sundays and Holy days.
- ❖ Must be personally involved in the preparation of their children.
- ❖ Must attend a parent workshop.
- ❖ Must attend the mini-retreat (40 Hours Eucharistic Devotion).

Sacramental Preparation Program

"As Primary educators of their children, parents, along with sponsors, are to be intimately involved in Catechesis for Confirmation." (National Catechetical Directory)

Our sacramental program includes Confirmation catechesis of both parents and candidates. Catechesis for the Candidates is a two year program beginning in the 5th level and concluding in the spring of their 6th level of Religious Education.

Confirmation

Requirements of Candidate:

- ❖ Must be baptized.
- ❖ Must attend Mass on Sundays and Holy days.
- ❖ Must be in the Sixth religious education level or higher
- ❖ Must have successfully completed at least two years of prior preparation in addition to the current Confirmation preparation classes.
- ❖ Must have satisfactory attendance record.
- ❖ Must have a sufficient knowledge of the faith and successfully completed the mission of service.
- ❖ Must have attended a spiritual directed sacramental retreat
- ❖ Must have attended the mini-retreat (40 Hours Eucharistic Devotion)
- ❖ Must request to receive the Sacrament.
- ❖ Must have a sufficient understanding of what Confirmation means to the best of their ability
- ❖ Must attend practice days for the Sacrament of Confirmation.

Requirements of Parent/Guardian:

- ❖ Must be registered in the parish.
- ❖ Must support the teachings of the Church.
- ❖ Must attend Mass on Sundays and Holy days.
- ❖ Must be personally involved in the preparation of their children.
- ❖ Must attend a parent workshop
- ❖ Must attend the mini-retreat (40 Hours Eucharistic Devotion)

Requirements of Sponsor:

- ❖ Must be registered in a Catholic Parish.
- ❖ Must be a Catholic in good standing who has received all the Sacraments of Initiation: Baptism, Confirmation and Holy Eucharist.
- ❖ Must provide a certificate of eligibility from their current parish with a church seal stating that they are recommended as a fit sponsor by their pastor.
- ❖ Must be 16 years of age or older.
- ❖ Desirable that this person be the same as the godparent for Baptism. (but not required.)
- ❖ May NOT be a parent of the candidate.
- ❖ N.B. If a proxy is necessary, they must fulfill ALL the same requirements as for the sponsor. Including a letter of eligibility and may not be a parent.
- ❖ Must attend the Confirmation Retreat with the Confirmation Candidate.

Readiness for the reception of a sacrament is more than the age/class level of the child. Parents, catechist, staff and the child share discernment of readiness. The pastor will be consulted if postponement of a child's reception of a Sacrament is deemed advisable.

Confirmation is a Sacrament of Initiation and is therefore a beginning and not an end to religious education. It is expected that parents continue to enroll their children in religious education classes after they have been confirmed. This will help them as they mature in their teen years and into young adulthood, to continue to be guided in the understanding and practice of their faith.

CATECHESIS FOR CHILDREN WITH DISABILITIES

Widening the Welcome – Embracing all God’s Children

“The parish is the door to participation for individuals with disabilities, and it is the responsibility of the pastor and lay leaders to make sure that this door is always open.”
(USCCB Pastoral Statement #18)

Saint Mary Parish Religious Education Program (PREP) provides classes for children of all abilities. Children with developmental, intellectual, sensory, physical, or behavioral disabilities are welcome and encouraged to attend weekly (PREP) classes.

Full Integration – The student participates in the religious education classroom with peers.

Integration with Accommodations – The student participate in classroom with the support of a catechist assistant, peer tutor or therapeutic support staff (wrap-around).

Integration with Individualized Instruction – The student participates in classroom opening prayer, program liturgies and special classroom activities. Student receives individualized instruction.

RITE OF CHRISTIAN INITIATION OF CHILDREN (RCIC)

This Rite is integral into our program. Religious formation is not a “one fit all” program. Through the Rite of Christian Initiation of Children (RCIC) young parishioners with no prior religious education are guided by a catechist who catechizes your child (ren) in a level and age appropriate catechesis. This process entails the student to be in RCIC for two years. Two complete years of religious education are needed before reception of any Sacraments. Parents of children in this program must take a very active part in the studies and readiness process.

Unbaptized Children

If your child is 7 years of age or younger the Religious Education Office will instruct your child on the Sacrament of Baptism at an age appropriate level. Once the instruction has been completed your child may be baptized in the Catholic Church.

Children being received into Full Communion with the Catholic Church

RCIC is for children who have not had any Religious education. This program is based on the age level of your child. The Religious Education Office can provide you with additional information on how your child will receive into Full Communion with the Catholic Church

Children baptized in Byzantine Rite

Please call the Religious Education Office for information

Children baptized in Orthodox Church

Please call the Religious Education Office for information

Home Based Catechesis

Saint Mary Religious Education Program will assist parents for Home Based Catechesis in special circumstances. Parents must request in writing that they want to home school their child and give the reasons why they cannot attend PREP classes. This written request will be forwarded to the pastor for his approval. Once Father has reviewed the request we will contact the family. If the request is approved the parents will be given a Home School Contract to review and sign before Home Based Catechesis can begin.

Little Church

Little Church is a pre-school catechetical program based on the Sunday Gospel to all parishioners who are 4 – 5 years old. It is offered each Sunday during the 10:30 am Mass in the Catholic Education Center Room 4.

Liturgy of the Word for Children

Liturgy of the Word for Children is Scriptural based on the Readings of the current Sunday Mass. This catechetical experience is offered to all parishioners 4 to 7 years old during the 10:30 am Mass. Children will be dismissed by the Celebrant of the Mass to the chapel after the Opening Prayer. They are lead by a catechist. Children will return to Mass by the catechist before the Presentation of the Gifts.

Saint Mary Youth Group

Our youth group is based upon Scripture and Christian Service. This program is open to all parishioners after they have received the Sacrament of Confirmation. This group meets with fellow peers twice a month on Sunday evenings in our parish hall.

Saint Mary Catholic Youth Organization (CYO)

This program is open to all youth who are parishioners of our parish. CYO offers the following opportunities for our youth: Social, Spiritual, Service, Cultural, and Athletic. Children who are eligible to participate in CYO need to continue learning about our Catholic Faith through formal religious education and the Reception of the Sacraments, i.e. Catholic School, PREP or Home-school.



POLICIES & PROCEDURES

II. ATTENDANCE

The faith formation received in the programs is ongoing in that each session builds upon the previous session. Therefore, it is imperative that children attend their program sessions regularly.

If your child is unable to attend a session for any reason, a parent *MUST* complete the following procedures:

1. Call the PREP Office 610-287- 4517 to report the absence. Please be sure to leave your child's name, grade level, for which they will be unable to attend.
2. If your child will be attending the session late, you must call and notify the PREP Office as described in 1 above.
3. If your child fails to report to a session and no phone call is received, then the absence will be recorded as unexcused unless a doctor's note is provided upon returning to the program.
4. After the third absence the program director will contact the parents by letter to notify parents that the child may be required to take an end of year exam in order to re-enroll the following school year.
5. **ANY PARTICIPANT ACCUMULATING FIVE OR MORE ABSENCES WILL BE REQUIRED TO TAKE THE END OF YEAR EXAM IN ORDER TO RE-ENROLL FOR THE FOLLOWING SCHOOL YEAR.** The participant may re-enroll the following school year and move on to the next level upon passing the end of year exam. Upon re-enrollment the participant will be required to repeat the previous grade level if the participant does not pass the end of year exam. The end of year exam is a take home exam and parents are encouraged to work with their child to complete this exam. This proceeding may delay the reception of sacraments if the participant needs to repeat the previous grade level.
6. Extended absences due to illness require a doctor's note upon return to the program. In addition, parents should be in regular contact with their child's catechist in an effort to obtain assignments and keep their child's formation up-to-date when possible. Participants who have extended absences due to illness may be required to complete the end of year test. This will be at the discretion of the participant's catechist.

III. LATENESS

Sessions begin promptly at their designated times. Therefore, any participant arriving after the designated starting time will be considered late. It is strongly recommended that children arrive at least ten minutes prior to the scheduled class time. Lateness will be noted on Progress Reports. Chronic lateness will require a conference with a parent and might interfere with your child's promotion and reception of sacraments on time.

IV. ARRIVAL & DISMISSAL PROCEDURES

Participants should arrive at least 10 minutes prior to the scheduled start time of a program. All participants are to use the main entrance to Saint Mary Catholic Education Center and follow these procedures:

The safety of all children is our main concern especially during arrival and dismissal. Please use extreme care when entering and leaving the school area at these busy times.

ARRIVAL

NO PARKING IN THE FRONT OF THE CATHOLIC EDUCATION CENTER (SCHOOL) OR IN THE DROP OFF LOOP. THIS AREA IS A NO PARKING ZONE.

- Please drop students off at the main entrance of the Catholic Education Center (school).
- The children are to report to the café.
- Students are seated at the assigned table for their class.
- Parents that desire to walk their child to the main entrance please park in the parking lot.
- The first grade parents may walk their child into the building and to the café for the first two weeks. After September 30th no parents are to walk students to the café.
- First grade parents: once all the students leave the café to report to their classrooms, please leave the building through the café doors. Thank you!

For the safety of our children, no one is permitted in the school after 6:40pm all doors will be locked. Any adult coming into the building must ring the bell for admittance by a staff member. You will be escorted to the religious education office and a member of our office staff will assist you at that time.

EARLY DISMISSAL

NO PARKING IN THE FRONT OF THE CATHOLIC EDUCATION CENTER (SCHOOL) OR IN THE DROP OFF LOOP. THIS AREA IS A NO PARKING ZONE.

Early pickup of a student is strongly discouraged. If you have a serious need to pick up your child early from class, please follow the procedures list below.

- The student must present to their teacher a signed note from the parent stating the specific reason for early dismissal, the child's name, catechist name, child's grade, time of pick up and the name of the adult coming for the child.
- This note must be brought to the office before class begins.
- The parent must come to the office at the requested time and present a picture ID with your name on it and sign our early dismissal register.
- The adult may NOT go to the child's classroom to pick up their child.
- The student will be called to the front office after the parent has arrived.

DISMISSAL

Upon the recommendation of the local police authority our dismissal procedures are:

NO PARKING IN THE FRONT OF THE CATHOLIC EDUCATION CENTER (SCHOOL) OR IN THE DROP OFF LOOP. THIS AREA IS A NO PARKING ZONE.

1. The students will report to the café with their class at 7:45pm.
2. Parents will be entering the Catholic Education Center (school) via the main entrance. This is the same entrance that the students use upon arrival for PREP.
3. The main entrance doors will not be unlocked until all students are in the café. When the doors are unlocked you may proceed down the first floor corridor toward the café.
4. Café doors will be closed. We will be allowing 10 to 12 parents in the café at a time. Once the parents have picked up their children they are kindly asked to leave through the café door through the front of the building (the single door). No one will be allowed to enter the building through the café doors. The process for allowing parents into the café will be repeated until all parents have picked up their children.
5. If you carpool please have a written note from the parent whose children you are picking up to present to the teacher. Please leave the note with the child's teacher. If you are picking up more than one child please leave note with the last teacher that you see.
6. Some teachers may ask you to sign a sign-out sheet. We ask that you cooperate with this security procedure.
7. Since the doors will not open until all the children are in the café I ask that you do not come before 7:45pm or you will be waiting outside longer than you may like.
8. Two dismissal pass cards and an office record form will be provided for each family. Please complete both the dismissal pass cards and the office record form. Return the office copy to the PREP Office and retain the remaining dismissal passes all year. Each week a dismissal pass card must be shown as you enter the Café door and to your child's catechist before your child is dismissed from the Café. Each family has two passes (one for parents and one for a carpool parent) if more are needed, they may be obtained from the PREP Office. If the "pick up adult" forgets their dismissal pass, they must show a picture ID and a temporary pass will be issued if their name is on the family's office record form. Please advise the PREP Office of any unusual custody situations. No child may leave the building unless accompanied by an authorized adult.
- 9. The police informed us that it is very important that no one enters the café doors during dismissal. They recommended that if anyone enters the café doors they are to be considered an intruder and the building is to be put on lockdown and the police are to be called. So please enter the building through the main entrance only. This is for everyone's safety; especially our children.**

Please keep in mind that these safety procedures are put into place in order to provide a safe environment for your children. It is all about keeping your children safe while in our care.

V. ENROLLMENT & ATTENDANCE

The faith formation provided in our programs involves incremental learning. That is each year builds upon the learning of the previous year. Therefore, it is essential that participants remain enrolled in the program consistently from year-to-year.

Any participant who voluntarily leaves the program for a period of one year will be required to make-up the missed year upon re-enrollment into the program. (e.g., a student who leaves the program for a period of one year after completing level 3 and re-enrolls in the program when they are in grade 5 will be placed into the 4th level.)

Any participant who voluntarily leaves the program for two or more consecutive years must fulfill the following two requirements:

1. The participant will be placed into a grade level that is one below their current day school grade level.
2. For example, a student who leaves the program after completing level 3 and re-enrolls when he is in 6th grade:

The parent is required to provide home based catechesis for level 4.

The participant will be placed into level 5 to continue his/her faith formation.

VI. NON-CUSTODIAL PARENTS

It is the responsibility of both biological parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. Saint Mary Parish will request these documents in the beginning of the year. If either the Custody Order or Custody Agreement changes during the course of the year, it remains the responsibility of both biological parents to provide that document to the Parish immediately.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

VII. DISCIPLINE

The Parish Religious Education Program offered by Saint Mary Parish is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church teaching. The program has **NO TOLERANCE** for behaviors that are contrary to Catholic faith and morals, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment. Such behaviors violate the central teaching of our faith and will not be tolerated in any form.

These categories do not cover every possible situation. The parish determines what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community generally, and outside the school community where such improper behavior affects the school community.

Conduct by children or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the Parish is grounds for disciplinary action, including but not limited to, immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a child against any member of the school community, the child, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Parents must understand that if a child is disruptive in class, or in some way causing a discipline problem, he/she will be corrected. This correction or disciplinary action will take the form of Christian correction and guidance, for the good of the child. Our purpose is to help the child to learn that he/she must act responsibly toward self, others and other people's property. For repeated disruption in class, a child will be brought to the office along with a Conduct Report completed by the catechist. At the discretion of the Coordinator of Religious Education the parent may be contacted regarding the matter. In some cases, a conference with parent, child, catechist and Coordinator will afford the best opportunity to help a child.

The parish determines what appropriate or inappropriate behavior is; both in and out of the classroom, in the school community, and outside the school community where such improper behavior affects the school community.

INAPPROPRIATE BEHAVIORS

Bullying

Bullying involves actions and or words against another for the purpose of inflicting physical or emotional harm, discomfort or damage to a person's reputation; it is also intimidating or threatening another. Bullying affects the learning and school environment. The following are types of bullying but this is not an exhaustive list.

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm another student
- Teasing, name-calling, making critical remarks or threatening a person
- Demeaning someone or and making another the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting another student
- Intimidating, extorting or exploiting

- Spreading harmful rumors or gossip

If bullying occurs, a student should tell a catechist and adult volunteer and/or the Coordinator of Religious Education immediately.

In the event a participant engages in any of the above listed behaviors or any other inappropriate conduct, and has failed to respond to a catechist's attempt to stop or correct the behavior, the following action may be taken and at the discretion of the Pastor or Director of Religious Education:

1. **First Incident:** The student will be removed from the session and the parent or guardian will be immediately notified by phone by the program director. The program director will schedule a conference with the parents/guardians, student, and catechist to discuss the matter.
2. **Second Incident:** The student will be removed from the session and be suspended from the program for a period of one session. The parents/guardians will be immediately notified by the program director and required to pick up their child. Prior to returning to the program the program director will schedule a conference with the parents, student, and catechist to further discuss the matter.
3. **Third Incident:** The student will be removed from the session and dismissed from the program. The parents or guardians will be immediately notified by the program director and required to pick up their child. Following a conference with the program director, parents, student, and catechist, the parents will be provided with the option of having their child repeat his or her current grade level the following school year or opting to complete the current year's material by home-schooling their child. In either case, no refund of tuition or material fees will be made.

We reserve the right to limit access to our program for the safety of the catechists and other students present.

Parents may be asked to attend class with their child as an option to allow them to continue to receive their religious education.

Saint Mary Parish reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

VIII. CONTRABAND

BRINGING CONTRABAND TO PROGRAM SESSIONS IS STRICTLY PROHIBITED AND WILL BE CONFISCATED AND RETURNED TO PARENTS ONLY! Depending on the contraband confiscated, the proper legal authorities could be notified.

Items considered contraband include, but are not limited to, gum, food, beverages, toys, electronic games, beepers, walk-mans, weapons, drugs, & alcohol and tobacco products.

It is unlawful for minors to be in the possession of alcohol or tobacco products. Participants found to be in the possession of such products may be immediately suspended from the program. Depending on the contraband confiscated, the proper legal authorities could be notified.

IX. SEARCH & SEIZURE

It is the policy of the Parish Religious Education Program of Saint Mary Parish to respect the privacy of its participants. However, in the event that a student is suspected of having weapons or drugs in his/her possession or is believed to be a threat to himself/herself or others, the director will be notified immediately. The director will conduct a search with an adult staff member as a witness. Refusal on the part of the student to cooperate will result in the parents/guardians being contacted and asked to assist with the search. Parental refusal to cooperate will result in the student's immediate dismissal from the program. Law enforcement may be called or notified depending on the confiscated contraband.

X. CELL PHONES, PAGERS, ELECTRONIC DEVICES & SPECIAL NOTES:

We realize that devices such as pagers and cell phones have become a necessary tool in keeping communications open with children, especially for working parents. However, it is the policy of the PREP program that such devices must be turned off during catechetical sessions. If a student uses a pager, cell phone or any other electronic devices during class it will be held by the catechist and returned to the parents that evening.

XI. ASSIGNMENTS & PROGRESS REPORTS

Every catechist in the program assigns take-home assignments on a weekly basis in the form of written work, activities, or study. As those primarily responsible for the faith formation of their children, it is expected that parents will supervise the completion of these assignments.

Although faith formation includes an academic nature, faith must also be experienced, witnessed, and lived.

WORKBOOKS - Every participant is assigned a workbook at the beginning of the year and is required to bring the workbook to **EVERY** program session.

MAKEUP WORK – It is the parent's responsibility to contact the child's catechist for the class work that needs to be completed. It is the parent's responsibility to help the child complete any work that was missed due to illness. The assignment is to be returned at the next class.

PROGRESS REPORTS – During each semester, Catechists carefully maintain records showing the evaluation of students on the content taught, the completion of home assignments, class participation, and general effort shown in class. Tests and quizzes are regularly given.

Progress reports are issued twice a year in January and May. The purpose of these reports is to let students see the good work their efforts produce. Being accountable is another important learning experience, and students like to know how they are doing. All concerns and questions with progress reports should be referred to the Coordinator of Religious Education.

XII. SERVICE INITIATIVES

From time to time, catechists may invite participants to engage in service activities as a means of deepening the formation process. These activities will take place outside the scope of the regular catechetical sessions. In the event that a catechist elects such an option, he or she will provide the participants with a detailed list of suggested activities as well as permission and release forms.

XIII. AWARDS - CERTIFICATES

END OF THE YEAR RECOGNITION:

Students with outstanding attendance will be recognized:

Perfect Attendance: Students who have attended all Religious Education sessions.

XIV. COMMUNICATION

Parents should feel free to contact the program director regarding any concerns or problems that may develop during the course of the year. The program director may be contacted using any of the following means:

Coordinator of Religious Education Office: Call to make an appointment
610-287-4517 Kathleen Wasniewski
kwaz@churchofsaintmary.org e-mail address

Direct communication with your child's catechist is also a necessary component of the catechetical process. Parents are encouraged to meet with their child's catechist to discuss any concerns or information that will enhance the learning experience. Call the program director to make arrangements to meet or speak with your child's catechist.

Communication Folder

Homework, papers, notices, calendar updates and messages of importance will be put in their folder for safe delivery to home. Please check your child's folder after each class. Often important information is missed when papers are not removed from a child's communication folder. The youngest or only child from each family will receive any "one-per-family" communication from the office.

Calendar

A yearly calendar is issued in September to each family. You can also find this calendar on the church website: www.churchofsaintmary.org. This calendar is subject to change during the course of the year. Parents will be notified of changes via e-mail, flocknotes, communication folder and your child's catechist.

Parish Bulletin

The religious education office makes use of the parish bulletin to notify you of any important announcements or changes of schedule. The bulletin can be found at all entrances of the church and on the parish website. www.churchofsaintmary.org

Change of address, phone numbers or e-mail

Please notify the religious education office of a change of address, telephone number (land line and cell phone) or e-mail address since this will be how we communicate with our families. That is why it is important to keep your information current. Families moving out of the parish, we ask that you inform the religious education office. We will provide your child's record to your new parish, so the continuity of instruction will not be greatly disturbed.

XV. WEATHER EMERGENCY & CANCELLATIONS

In the event of severe inclement weather or another unforeseen circumstance, this information will be announced through the media resources listed below or e-mail or text alert.

- **Register for a phone or text alert**
 1. KYW Parents who sign up for text and/or phone notification at CBSPhilly.com/mobile will also get an immediate message.
 2. Parents will also receive a text alert from Saint Mary Flocknotes. We will send to parents cell phone numbers that we have on your registration form.
 3. NBC 10 subscribe to your school's alerts by visiting our website at www.nbc10.com and clicking on **WEATHER**. From there, click on the **SCHOOL CLOSING ALERTS** link then look for the **SUBSCRIBE TO MOBILE ALERTS** link to sign up.
- **Radio Announcements**

KYW 1060 School closing number **2000**
Please be aware that KYW does not accept afternoon or evening closings before 11 am
- **TV**

Channel NBC 10 "St. Mary's PREP Schwenksville"
Channel CBS 3 "St. Mary's PREP Schwenksville"
Channel ABC 6 "St. Mary's PREP Schwenksville"
- **Website**

Check parish website: www.churchofsaintmary.org Should show on the homepage and the Religious Education page.
- **Call**

The Religious Education Office 610-287-4517
When possible, and time permits, a courtesy call may be made to your home number.

 - ❖ **Please note: Religious Education classes will not be automatically cancelled when Saint Mary's day school is closed. Snow in the morning, does not always effect evening classes.**
 - ❖ *Please note that in the past we have cancelled because of the dangerous level of the Perkiomen Creek. Safety is our first concern for all our families.*

XVI. REGISTRATION, TUITION AND CLASS SESSIONS

- ❖ **Registration – Parish families** - All families must be registered members of Saint Mary Parish before PREP registration can take place. To register with Saint Mary's Parish, please call the Parish House at (610) 287-8156.
- ❖ **Registration – Families registered in another parish** - Sometimes it is not possible for a child to attend religious education classes at their home parish. If you are not a registered parishioner of Saint Mary Parish you must have written permission from your pastor. This letter must give you permission to attend religious education classes at Saint Mary Parish.
- ❖ **Registration for PREP** - Registration begins in June each year. Parents are asked to attend one of the three registration dates to register or re-register their children.
- ❖ **Baptismal Certificates** - A copy of your child's baptismal certificate must be submitted at the time your child is registered for PREP. If your child was baptized here at Saint Mary's, just provide the baptismal date and we will verify the information.
- ❖ **Transfer students to PREP** - Students transferring from another Religious Education Program need the following information:
 1. Dates of any sacraments received
 2. Copy of transfer letter from previous program director stating the child's completed grade level and the year that level was completed

OR

 3. Copy of most current Religious Education Progress Report.

Tuition - Tuition for 2015-2016 PREP year for education level 1 through 6:

- ❖ One child.....\$200.00
 - ❖ Two children.....\$255.00
 - ❖ Three children.....\$310.00
- (Make checks payable to: Saint Mary)
- ❖ There is no charge for Little Church

Sacrament Material Fee 2016

Confirmation Material Fee \$80.00/per candidate
First Penance and Holy Communion Material Fee.....\$50.00/per candidate

Class Sessions - Our Religious Education program here at Saint Mary is a nine month curriculum starting in September and ending in May. A calendar of scheduled classes for the current year is issued in September and is located on our website. www.churchofsaintmary.org
Classes are held on Monday and Tuesday evenings starting at 6:30 – 7:45 pm levels 1 through 6. Little Church is held on Sunday mornings during the 10:30 Mass. 10:30 – 11:30 AM.

XVII. SACRAMENTS

The Sacrament of First Reconciliation and First Eucharist are received in the second grade level and are integrated into the evening class sessions.

The Sacrament of Confirmation is received in the sixth grade level. The classes for the Sacrament of Confirmation are integrated into the evening class starting in the 5 grade level and concluding in the spring 6th grade level. Preparation for the Sacrament of Confirmation is a two year process.

Catholics with disabilities have a right to participate in the sacraments as full functioning members of the local ecclesial community (Cf. canon 213). Ministers are not to refuse the sacraments to those who ask for them at appropriate times, who are properly disposed, and who are not prohibited by law from receiving them (Cf. canon 843, sect. 1). (2)

XVIII. HEALTH AND MEDICATIONS

Emergency Contact information is kept in the office during PREP hours. Please contact the Coordinator if there are any changes to your child's emergency contact information.

ILLNESS

If your child is ill or stating that they do not feel well before PREP, please do not send them to PREP. Your child should be fever free for at least 24 hours before returning to class. Other children's health could be affected adversely if your child comes to class sick. If your child should become ill during class we will contact the parent, guardian or authorized person by phone. We ask that parents respond promptly when their child becomes ill.

PREP follows the Public School District's "No Nit, No Lice" Policy. This policy which states that a child who is found to have lice or its eggs is asked to remain at home until the child has been treated and there is no evidence of lice. This determination will be made by the child's school nurse.

MEDICATIONS

At no time will a catechist, assistants or staff members be required to administer medications of any type to students. Parents and guardians are responsible for administering medication to their children.

Parents or legal guardians may give their child permission to self administer a medication if the following procedure is followed:

1. Written note to the Coordinator of Religious Education from the parents or legal guardians stating that the child has permission to administer their own medication in the presence of the Coordinator of Religious Education or catechist only.

REST ROOMS

Children are encouraged to use the bathroom before they come to class. Rest rooms in the Catholic Education Center should be used only when absolutely necessary. If a medical problem necessitates more frequent use of the bathroom, the parent must notify the catechist in writing.

XIX. SAFE ENVIRONMENT

The Safe Environment Program is a comprehensive child safety and prevention program, which creates a network of prevention and protection for the children entrusted into Saint Mary Parish care.

Saint Mary Parish, in accordance with Pennsylvania state laws and the Archdiocese of Philadelphia require all clergy, parish and school employees to obtain background checks and Safe Environment Trainings. Volunteers who have any possible contact with children are required to complete the following background checks and clearances:

Clearances for Volunteers Living in PA for Less than 10 years:

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

Clearances for Volunteers Living in PA Continuously for 10 years:

- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance
- Disclosure Statement application for volunteers to be filed at the place of service.

Volunteers who have regular contact with children are required to complete the following parts of the Safe Environment training within 90 days of beginning their volunteer work.

- VIRTUS – “Protecting God's Children” (instructor-led), is offered regularly at sites throughout the Archdiocese. The training provides basic facts about child sexual abuse and adults’ roles in prevention.
- Review of the Technology Addendum (if VIRTUS taken before 7-1-2011)
- The Mandatory Reporting of Suspected Child Abuse (online), is available online at the Office of Child’s Youth Protection Training Institute in English and Spanish. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws.
- Mandated Reporter Acknowledgement Form

Saint Mary Parish is a safe environment. We pledge our utmost loyalty to our parents that those in contact with your child(ren) have completed all background checks and Safe Environment Training.

XXI. TEACHING PROTECTING GOD’S CHILDREN

Saint Mary Parish Religious Education Program is required to teach one personal safety lesson annually. Saint Mary Parish Religious Education personal safety lessons are entitled “Keeping God’s Children Safe” and can be found on our parish website www.churchofsaintmary.org under the tab labeled Religious Education. You can also find the information on the Archdiocese website <http://archphila.org/catechetical/resources/resources.htm>.

The Office for Catechetical Formation and the Office of Child and Youth Protection recommend that these lessons are taught in the second semester as a relationship between the catechist and students has been established.

Parent Opt Out: After review of the personal safety lesson, parents/guardians may opt out their child from the scheduled session for the teaching of this lesson. The Coordinator of Religious Education encourages parents who do not wish their child to receive a personal safety lesson to review this important lesson with their child at home.

The Coordinator of Religious Education must obtain a written signed and dated opt out form from the parent or guardian. These forms are to be submitted to the Office of Children and Youth with the annual parish audit report. Opt Out Form will be provided to you from the Religious Education Office.

Photo and Video Policy: Parental permission is necessary for the photographing or filming of Saint Mary Religious Education students. The Coordinator of Religious Education is to obtain an annual written permission for each student and retain this permission on file for the entire school year. Before taking pictures or videotaping students, the catechist must check that parental permission has been granted.

The Photo and Video Permission has been included as a line item on Saint Mary Parish Religious Education Program Registration Form as well as a Photo release form that is to be completed by the parents of the children attending our religious education program.

XXII. SAFETY AND SECURITY INFORMATION

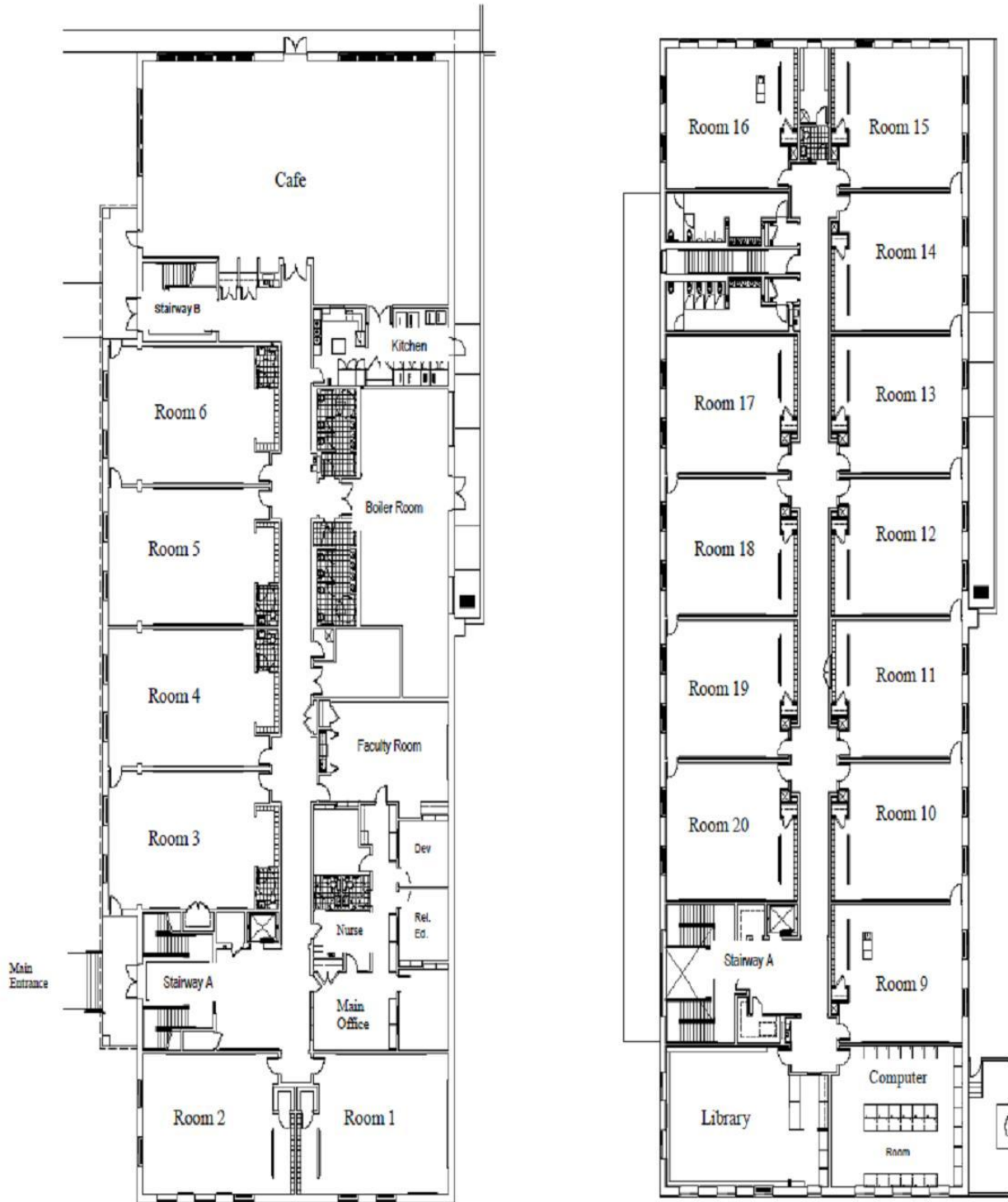
Saint Mary Religious Education Program and Saint Mary Catholic School has developed a Crisis Management Plan which addresses various emergency situations including:

- Lockout
- Lockdown
- Evacuation
- Reverse Evacuation
- Severe Weather
- Shelter in Place
- Fire Drills

Saint Mary Safety and Security committee meets 3 times a year to review and update our Crisis Management Plan as well as discuss lessons learned from drills. We are always looking to improve our preparation for the need to address emergency situations.

Fire, Lockout, and Lockdowns drills are conducted at regular intervals throughout the school year. Lockdown drills are done once a year with the assistance of the Lower Frederick Police Department. Drills help to ensure that every student will be familiar with the emergency signals and respond appropriately without confusion or delay. Catechists will review the Crisis Management Plan on a yearly basis.

Saint Mary Catholic Education Center



COPY OF ACKNOWLEDGEMENT FOR YOUR RECORDS

I, _____, have received and read a copy of the St. Mary Parish Religious Education Program (PREP) Handbook which outlines the goals, policies, and expectations of St. Mary Parish, as well as my responsibilities as a parent / guardian.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PREP Handbook provided to me by St. Mary Parish. I understand this handbook is not intended to cover every situation which may arise, but is simply a general guide to the goals, policies, and expectations of St. Mary Parish.

(Parent / Guardian signature)

This receipt must be returned to the Religious Education Office no later than September 30, 2015.

SAINT MARY PARISH PREP HANDBOOK ACKNOWLEDGEMENT

This PREP handbook has been prepared for your information and understanding of the goals, policies, and expectation of St. Mary Parish. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Religious Education Office A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the St. Mary Parish PREP Handbook which outlines the goals, policies, and expectations of St. Mary Parish, as well as my responsibilities as a parent/guardian.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PREP Handbook provided to me by St. Mary Parish. I understand this handbook is not intended to cover every situation which may arise, but is simply a general guide to the goals, policies, and expectations of St. Mary Parish.

(Parent / Guardian signature)

DATE: _____

This receipt must be returned to the Religious Education Office no later than September 30, 2015.

COPY OF ACKNOWLEDGEMENT FOR YOUR RECORDS

I, _____, have received and read a copy of the St. Mary Parish Religious Education Program (PREP) Handbook which outlines the goals, policies, and expectations of St. Mary Parish, as well as my responsibilities as a parent / guardian.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PREP Handbook provided to me by St. Mary Parish. I understand this handbook is not intended to cover every situation which may arise, but is simply a general guide to the goals, policies, and expectations of St. Mary Parish.

(Catechist / Aide)

SAINT MARY PARISH PREP HANDBOOK ACKNOWLEDGEMENT

This PREP handbook has been prepared for your information and understanding of the goals, policies, and expectation of St. Mary Parish. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the Religious Education Office A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the St. Mary Parish PREP Handbook which outlines the goals, policies, and expectations of St. Mary Parish, as well as my responsibilities as a parent/guardian.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PREP Handbook provided to me by St. Mary Parish. I understand this handbook is not intended to cover every situation which may arise, but is simply a general guide to the goals, policies, and expectations of St. Mary Parish.

(Catechist / Aide)

DATE: _____

This receipt must be returned to the Religious Education Office no later than September 30, 2014.