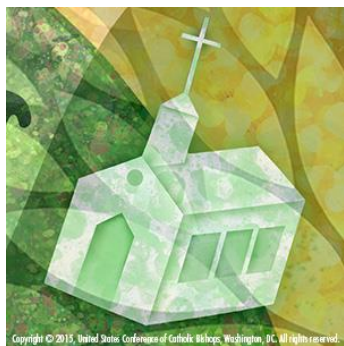


Saint Philip Neri



SAFEGUARDING THE DIGNITY OF EVERY HUMAN PERSON Religious Education Program

Handbook 2015-2016

The purpose of the handbook is to set forth the guidelines for those that participate in the Saint Philip Neri Religious Education Program. By enrolling your child into our program, you agree to support and abide by the provisions outlined in this handbook. Parents are therefore encouraged to discuss these provisions with their children to ensure that all parties understand the requirements and obligations of their participation in the Parish Religious Education Program.

Dear Families:

Welcome back! The people of Saint Philip Neri Parish guided by the beliefs and teachings of the Catholic Church, and trusting in the inspiration of the Holy Spirit, commit ourselves to the service of the Kingdom of God. Through Baptism we become children of God; in Confirmation we receive the Holy Spirit who continuously guides us; through the Sacrament of Reconciliation our sins are forgiven; and, in Holy Communion we receive Jesus, the Light of the World, who transforms each of us into a new and holier person. In union with our Holy Father, the Pope, we wish to build up the Kingdom of God.

TO TEACH AS JESUS DID, we wish to draw on a deeper knowledge of his presence in our lives by:

RENEWING OUR LIVES through prayer, retreat, reception of the Sacraments of Penance and the Holy Eucharist. We commit ourselves to be continually educated; opening ourselves to the teachings of the Church, and to passing on what we have learned.

LIVING PRAYERFULLY. We can, through his presence in us, draw the children and the families entrusted to us to our God.

WE DESIRE TO CREATE AND NOURISH CHRISTIAN COMMUNITY by the compassion and respect with which we deal with the parents and their children, and with each other. In implementing the charter for the Protection of Children and Young People, we will provide education and training for children, youth, parents, educators, and others about ways to make and maintain a “safe environment” for children. Standards of conduct for people in positions of trust with regard to sexual abuse will be made clear.

WE DESIRE TO PROCLAIM THE GOOD NEWS BY SHARING THE INFORMATION of who God is in our lives and how he affects all of our lives.

WE DESIRE TO PROMOTE A RELATIONSHIP between those who are in the REP program and the senior citizens of our parish.

WE ENCOURAGE FAMILIES TO PARTICIPATE by becoming altar servers or by bringing the bread and wine up in the Presentation of the Gifts, during the Liturgy.

We pray that our parish may become for all a center of spiritual development, a place of prayerful peace and meaningful community worship.

CLASS TIMES

Grades 1 to 6	Mondays	4:00-5:30
Grades 1 to 6	Tuesdays	4:00-5:30
Kindergarten	Sundays	10:00-10:50

OUR MESSAGE: It is our sincere hope that the time spent each week in the Religion Room will be a happy learning time for your child. We hope not only to enlighten your child's mind, but to win the heart of each one so that he or she may come to know the great love that God has for them, that they may feel the desire to know, love and serve God in his Church.

FAMILY GATHERINGS 2014-2015

FAMILY NIGHT	Monday Program	September 14, 2015	7:15 PM	School Hall
	Tuesday Program	September 21, 2015	7:15 PM	School Hall

We hope to make use of this occasion to enrich your faith life and help you in your role as the first educator of your children. It is also an opportunity to get to know your child's catechist. All children and families are expected to attend.

CLOSING LITURGY AND FAMILY CELEBRATION

Monday Program	May 2, 2016	4:30 PM in Church
Tuesday Program	May 3, 2016	4:30 PM in Church

FIRST CLASS

Monday Program	Grades 2-6	September 21, 2015
	Grade 1	September 28, 2015
Tuesday Program	Grades 2-6	September 29, 2015
	Grade 1	October 6, 2015
Sunday Program	Kindergarten	October 4, 2015

MASS ATTENDANCE

Liturgy is the summit and source of our faith life in all we do. Please be faithful in attending Mass and inspire in your family the importance of your role as the celebrating assembly.

FAMILY MASSES

Grade 8	October 25, 2015	10:00 AM
Grade 7	October 11, 2015	10:00 AM
Grade 6	January 10, 2016	10:00 AM/11:30 AM
Grade 5	November 15, 2015	10:00 AM
Grade 4	January 31, 2016	10:00 AM
Grade 3	April 10, 2016	10:00 AM
Grade 2	December 13, 2015	10:00 AM/11:30 AM
Grade 1	March 13, 2016	10:00 AM
Kindergarten	February 28, 2016	10:00 AM
Pre-K	April 24, 2016	10:00 AM

We look forward to our local and global missionary service projects as we collect Peanut Butter and Jelly in October, food for the poor of Montgomery County area at Thanksgiving, Infant Formula in December and our sacrifices for the children of the world, which takes place especially during Lent.

FIRST PENANCE

FIRST PENANCE RETREAT (GRADE 2) Parents and children
Saturday, November 7, 2015 in School Hall 9:30 - 11:30 AM
FIRST PENANCE PARENT MEETING
Monday, January 11, 2016 in Church 7:00 PM
CANDIDATES MASS for SPN Room 3 and REP Room 3
Sunday, December 13, 2015 10:00 AM Mass
CANDIDATES MASS for SPN Room 5 and REP Room 5
Sunday, December 13, 2015 11:30 AM Mass
FIRST PENANCE
Monday, February 1, 2016 in Church 7:00 PM

FIRST HOLY COMMUNION

FIRST COMMUNION PARENT MEETING
Monday, February 22, 2016 in Church 7:00 PM
FIRST COMMUNION RETREAT (GRADE 2) Parents and children
Saturday, February 27, 2016 9:30 AM-12:30 PM
FIRST HOLY COMMUNION
Saturday, April 30, 2016 10:00 AM Mass

CONFIRMATION

CONFIRMATION NIGHT FOR PARENTS AND CANDIDATES

October 19, 2015 7:00-8:00 PM in Church (Materials distributed and program explained)

CONFIRMATION CANDIDATES MASS 10:00 AM

January 10, 2016 SPN Grade 6 Room 19 AND REP Room 19

CONFIRMATION CANDIDATES MASS 11:30 AM

January 10, 2016 SPN Grade 6 Room 20 AND REP Room 20

CONFIRMATION PARENT NIGHT

January 25, 2016 in Church 7:00 PM

CONFIRMATION RETREAT – January 30, 2016 8:30-12:30 SPN Room 19 and REP Room 19

February 6, 2016 8:30-12:30 SPN Room 20 and REP Room 20

SACRAMENT OF CONFIRMATION – April 21, 2016 4:00 PM

REHEARSALS – CANDIDATES ONLY - APRIL 13, 2016 12:45-2:45 in Church

SPONSOR & CANDIDATE - April 18, 2016 in Church 4:00 PM



SAFE TOUCH LESSONS

One time during the year. If you do not wish your child to be present during this lesson, please notify Jeanette Paul.

EVALUATION

Although faith development cannot be measured numerically, effort must be made to note progress, participation, cooperation and conduct that we experience with each child. Each Catechist will communicate to you his or her method of evaluation.

PROGRESS REPORTS

You will also receive a report card as to how your child is doing during the year. Please call us if you have any concerns or questions. We appreciate your keeping in touch with us.

Dates to be issued:

January, 2016

May, 2016

BAD WEATHER DAYS

The children will go to an assigned spot inside. The catechist or aide will bring them to class when it is time to begin.

REFRESHMENTS

Water and a snack period will be provided for the children ten minutes during class. Pretzels will be offered for a fee around \$12 per child for the year. **If the pretzels are not purchased, please provide a snack for your child.**

DISMISSAL

- Children of all grades will be dismissed from the building.
- We hope to keep the children safe while waiting, and to avoid your frustration of looking for the children.
- Please be prompt.
- **DO NOT PARK ANYWHERE THAT IS NOT A DESIGNATED PARKING SPOT.**

Doors are locked *during class*. Please enter by Main Entrance door.

POLICIES & PROCEDURES

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 610-834-9868 before 3 PM or 610-828-3082 ext. 2 (**Do not leave any message on the school's attendance line**) to report the absence on the day of their Program. Please be sure to leave your child's name and grade level.
2. 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.
3. After the third unexcused absence the program director will contact the parents by phone or email to notify parents that the child may be required to repeat the grade level and that dismissal from the program could result should unexcused absences continue.
4. 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.

MISSED ASSIGNMENTS

Homework will be given to the family by note or phone by the Catechist or aide. (Please contact the Catechist if you have any questions.)

- Each Catechist will communicate his or her own method or how they will deal with this matter in a specific way.

WORKBOOKS

Every participant is assigned a workbook at the beginning of the year and is required to bring the workbook to **EVERY** program session. The program director will contact a parent by phone if there is repeated failure to bring the workbook to a session.

NON-CUSTODIAL PARENTS

It is the responsibility of both parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. Saint Philip Neri 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 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.

DISCIPLINE

The Parish Religious Education Program offered 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. Such behaviors violate the central teaching of our faith and will not be tolerated in any form.

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.

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.

However, Saint Philip Neri reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

Our Discipline Policy is based on respect and reverence for all life. During the time at REP including riding on the bus:

- Children must respect the property of others, and follow the instruction of the Catechists and Yard Monitors.
- The parish grounds and building are the property of everyone and must be used with respect.
- Supervised play will be provided before class, children are to be inside the area blocked off by the orange cones.
- When the bell rings, the children are to stand in line and wait for the Catechist or aide to bring them to the classroom
- WALKING QUIETLY is required in the hallways.
- Lavatories may be used properly.

CELL PHONES

We realize that devices such as cell phones have become a necessary tool in keeping communications open with children, especially for working parents. However, it is the policy of this program that such devices may not be used during catechetical sessions. If a student uses a cell phone during the program, the device will be sent to the school office and must be picked up by a parent/guardian.

ACCIDENT OR MISHAP

No child may touch another child in the event of an injury. He or she may go to the Yard Monitor or Catechist to inform them of what has happened. Remind the children about this. You will be notified if anything serious occurs.

EMERGENCY CLOSING

We adopted the Blackboard Connect Notification Service which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using Blackboard to notify you of PREP cancellations due to inclement weather, as well as remind you about various events, including retreats, parent meetings, and Church dismissals. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

What you need to know about receiving calls sent through Blackboard Connect

- Caller ID will display PREP's main number when general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- Blackboard Connect will leave a message on any answering machine or voicemail.
- If the Blackboard Connect message stops playing, press any key 1-9 and the message will replay from the beginning.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

As soon as a decision is made the night before based on the information that is being broadcasted you will be notified, but this would also apply to unpredicted weather related emergencies as well as unplanned possibilities like no heat or electricity. In any event, your child should always know what to do in case of an emergency closing should it happen on a Monday or Tuesday **during school**.

PARISH STAFF

Msgr. Charles P. Vance
Miss Michelle Hildebrandt
Mrs. Elizabeth Veneziale
Mrs. Donna Ryan
Mr. Dane Connelly

Pastor
Director of Liturgy
Principal
Administrative Assistant
Director of Religious Education

Religious Education Office 610-834-9868
Saint Philip Neri School Office 610-828-3082 ext. 2
e-mail – d.connellyspn@gmail.com

Please do not e-mail on Tuesdays if it is to report an absence for that day.

PREP information

http://www.saintphilipnerichurch.com/Parish_Religious_Education_CCD.html