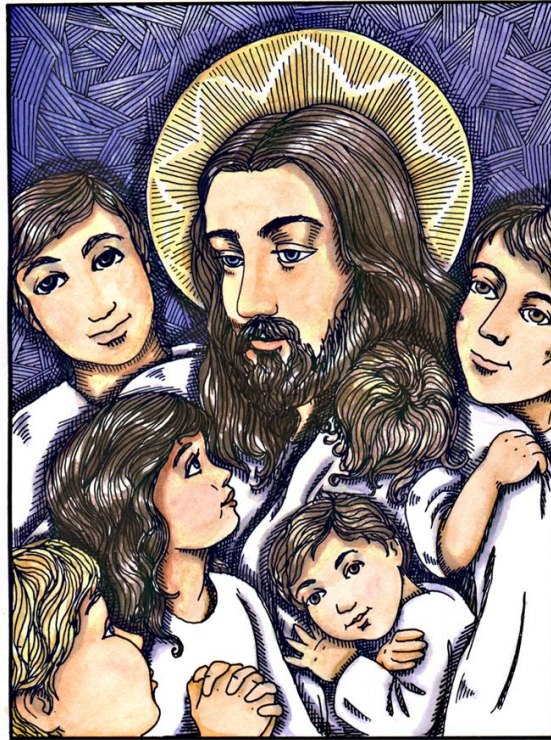


**Saint Philip Neri Parish  
Parish Religious Education Program  
Parent & Student Handbook**



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*“For Wisdom begins with the sincere desire  
for instruction,  
care for instruction means loving her,  
loving her laws guarantees  
incorruptibility,  
and incorruptibility  
brings us near God.”  
(Wisdom 6: 19)*

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

## ***SAINT PHILIP NERI PARISH MISSION STATEMENT***

We are the Catholic Parish Community of St. Philip Neri, answering Christ's call to discipleship through word, sacrament and service. We proclaim God's hope and love for all.

## ***SAINT PHILIP NERI RELIGIOUS EDUCATION PROGRAM PHILOSOPHY***

*Canon Law states that "Parents above others are obliged to form their children in the faith and practice of the Christian life by word and example; godparents and those who take the place of parents are bound by an equivalent obligation" (Can. 774 §2). The General Directory for Catechesis and the National Directory for Catechesis resound the same sentiment. Saint Philip Neri Parish Religious Education Program recognizes and embraces parents in their role as the primary catechists of their children as they strive to fulfill this special role. Our mission is to assist parents in providing sound catechesis on the catechism and teachings of the Catholic Church so that their children will be formed in the faith of the Catholic tradition. This is accomplished by providing parents with a variety of resources and programs that will enable their children to cultivate a deep appreciation and understanding of what it means to be a Catholic Christian in today's changing world. The Parish Religious Education Program provides children with ample opportunities to live and experience their faith through catechesis, community service and worship.*

# SAINT PHILIP NERI FAITH FORMATION PROGRAMS

## **Little Church**

Ages 3 -Kindergarten ~ Celebrated during the 10:00 a.m. Mass. **No fee. Registration Form required.**

Little Church is for Preschoolers to learn about their faith with bible stories and activities during the 10:00 a.m. Mass in our Social Hall meeting Rooms. (Drop off when Mass begins ... pick up when Mass is finished.)

The children set a prayer table, sing with gestures, pray simple prayers, listen to Scripture, and discuss the theme both in their own life experience and in context of the Scripture story. Little Church is a stepping stone to your child understanding of the Mass. If you are interested or would like to volunteer please call the Director of Religious Education.

## **Childrens Liturgy of the Word**

Ages Kindergarten thru 2<sup>nd</sup> grade ~ Celebrated at the 10:00 a.m. Mass. **No fee. No Registration Form required.**

Children's Liturgy is part of Mass, but specially designed for children. It is not play time or coloring/craft time. The Liturgy closely follows the order of regular Mass.

This is not to say that Children's Liturgy is not fun. Indeed, the purpose of Children's Liturgy is to show how joyful it is to be a Catholic,

In Children's Liturgy, the child is all-important. Homilies are therefore interactive.

Childrens Liturgy continues throughout the year except Christmas Day, Easter Sunday, and Holiday weekends.

## **PREP**

Faith Formation classes for 1<sup>st</sup> grade thru 7<sup>th</sup> grade.

Level 1-6, Wednesdays 6:30-7:45, St. Philip Neri Parish Hall, Pennsburg

Level 7/Confirmation- 1<sup>st</sup> and 3<sup>rd</sup> Sundays, 6-6:30 followed by Youth Group till 8 PM, St. Philip Neri Parish Hall, Pennsburg

## **SPRED**

**Special Persons Religious Education** ~ Every attempt will be made for inclusion. If this cannot be done, parent is offered a homeschool option.

## **Youth Ministry**

Youth Group - 7<sup>th</sup> thru 12<sup>th</sup> grade. Meetings take place at the Neri Center twice a month on Sunday evenings from 6:30-8:00 p.m. Confirmation class arrives at 6:00 for instruction. Director- Anita Fuhs (see Youth Ministry tab)

## **Sacraments**

First Penance                      Winter 2<sup>nd</sup> Grade

First Holy Communion        Spring 2<sup>nd</sup> Grade

Confirmation                    Spring 7<sup>th</sup> Grade

**Reception of the Sacrament of Penance ~ during PREP classes is celebrated in the Fall and in the Spring.**

*In his 1994 Letter to Families, Pope John Paul II writes:  
“Parents are the first and most important educators of their children.”  
When parents present their children to be baptized,  
Catholic parents are reminded that they have the responsibility  
to train their children in the practice of their faith.*

Dear Parent/ Guardian.

The *Catechism of the Catholic Church* speaks of the parent’s responsibility and privilege of evangelizing their children, beginning at an early age, into the mysteries of the faith. It underscores the fact that parents are the “first heralds” of the faith, and have the mission of teaching their children to pray and to discover their vocation as a child of God. (Lumen Gentium 11)

The *Catechism* states that “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. The parish is the Eucharistic community and the heart of the liturgical life of Catholic families; it is a privileged place for the catechesis of children and parents.” (CCC #2226)

This directive must be taken seriously by seeing to your children’s faith development at home, our parish program and in parish life.

It is the mission of the parish catechetical staff, to assist you in teaching the faith to your children. Catechists attend archdiocesan accredited courses and workshops, follow archdiocesan Religion Curriculum Guidelines and use approved textbooks for each class level.

Actions speak louder than words; therefore, as parents you are expected, to nourish within your family a strong sense of Catholic living. This means attending Sunday Mass as a family, and receiving the Sacrament of Reconciliation. The practice of family prayer and the generous sharing of your time, talent and treasure within parish community all draw us deeper into the life of Christ through His Church.

Our goal, is to work together, to nurture the growth of each child in a personal relationship with Jesus Christ. With the prayers of Mary, St. Philip Neri, and the continuous guidance of the Holy Spirit we embrace this task with joy!

***The Catechetical Staff of Saint Philip Neri***

## **PARENT / STUDENT RESPONSIBILITIES**

### **PARENTAL RESPONSIBILITIES**

1. Time is a gift and we do not have enough time with our Religious Education students. Therefore, we must make the most of the little time we do have together. One hour and fifteen minutes a week of formal religious instruction is very little. So we ask you to help your child (ren) arrange their extra curricular activities around their Religious Education time. Since teachers do not have time to repeat lessons for absences, parents should teach the missed lesson at home. All Parents Are Expected to Take an Active Part in Helping Their Children Grow in the Faith. This Includes but Is Not Limited To:
2. **Weekly Participation at Mass** - as a family it is extremely important for your child faith development. Envelopes will be given to each family. One envelope a week with the Family name on it will be placed in the collection. This is your child's attendance slip for Mass for the week.
3. Prayers to know by heart - are to be learned at home with the parent and will be review in class. Pray these everyday with your child. A complete copy is provided to each student (based on their class level).
4. Participation at Prayer Services throughout the year - All prayer services are family oriented. The child sits with their family, not with their class, at all prayer services and gatherings.

### **STUDENT RESPONSIBILITIES**

1. In order for a child to learn to be responsible in the practice of their faith, we begin with the little things.
2. Each student is responsible to bring to class: textbook, activity book, pencil, folder, homework, prayers, journal, Bible, and any other materials required by the Catechist. Crayons, scissors and glue will be provided by the program for art activities. Your child's name should be on their belongings. A \$20.00 fee will be charged to replace lost books.
3. Each student must responsible to be prepared for and participate in class.
4. No gum, toys or other inappropriate personal belongings may be brought to PREP.
5. Each student is responsible for weekly communication information. Parents are asked to check for information weekly via the student communication folder or via email.
6. Each student must display a Christian attitude and act in a Christian manner respecting adults, fellow students and the property of the school and others. Disrespect will not be tolerated.
7. Each student must use only appropriate language, especially the use of God's Holy Name. Disrespectful use will not be tolerated.
8. Each student must help make sure that their desk and classroom are in good order at the end of class each week.
9. Each student who has reached the age of reason (seven) shares the responsibility with their parent of full, conscious and active participation at Sunday Mass. It is the parent's duty to cultivate this good habit. See weekly Mass attendance under Parent Responsibilities.

## POLICIES AND PROCEDURES

### I. REGISTRATION - PARISH FAMILIES

All families must be registered members of Saint Philip Neri Parish before PREP registration can take place.

### II. REGISTRATION - FAMILIES REGISTERED IN ANOTHER PARISH

For a variety of reasons it is sometimes not possible for a child to attend religious education classes in their home parish. If you are not registered parishioner of St. Philip's we must be presented with a letter from the pastor of the parish in which you are registered giving permission for your child to attend religious education classes at Saint Philip Neri Parish. This letter will be attached to your child's permanent record card.

### III. RE – REGISTRATION

Re- registration is held in the Spring of each year. Parents are asked to promptly re-register their children at this time. A late fee may be imposed if not done in a timely matter. Registrations of new families are accepted any time.

### IV. BAPTISMAL CERTIFICATES

A copy of your child's baptismal certificate must be submitted at the time your student is registered for our program. This information is necessary when your child receives other Sacraments. If your child was baptized here at St. Philip's, it is only necessary to provide the baptismal date and we will verify the information.

### V. ATTENDANCE & ABSENTEE POLICY

**The faith formation received in our program is ongoing in that each session builds upon the previous session. Therefore, it is imperative that children attend classes regularly.**

**Archdiocesan Policy** – more than 3 absences is considered excessive. Three absences is the equivalent of a month worth of education.

**Absences** should be for serious reasons only. Excused absence includes: illness of student, serious illness in the family, death in the family or quarantine. For other [urgent] reasons.... consult the Coordinator of Religious Education.

If your child is unable to attend a session for any reason, a parent **MUST** follow this procedure:

1. Contact the Religious Education Office Number - 215-679-7839 before 4:30 p.m. or email- [prep@spnparish.org](mailto:prep@spnparish.org) the night of class. Please be sure to leave your child's name and grade level.
2. If your child will be attending the session late, you must call and notify Mrs. Wendy Benner at 215-679-7839 before 4:30 p.m.
3. If your child fails to report to a session and no phone call is received, then the absence will be recorded as unexcused.
4. **After the third unexcused absence the program director will contact the parents by letter and**

**email to notify them that the child may be required to repeat the grade level and that dismissal from the program could result.**

5. ANY STUDENT ACCUMULATING FOUR (4) UNEXCUSED ABSENCES WILL BE DISMISSED FROM THE PROGRAM. The Student may re-enroll the following school year. Upon re-enrollment the Student will be required to repeat the previous grade level that was not completed. This proceeding will delay the reception of sacraments.
6. **Make-up class work** - will be assigned by the catechist. It is the parent's responsibility to help the child complete the work that was missed during the illness. The assignment is to be returned to the next class.
7. Extended absences due to illness require a doctor's note when returning to the program. Parents should be in regular contact with the Coordinator of Religious Ed. in an effort to obtain assignments and keep their child's formation.
8. Please call the Coordinator of Religious Education to determine the course of action that is in the best interest of the child.

**Participation in Sports is *not* an excuse for absence, neither is it a reason to arrive late for class. If your child belongs to a team that has practices before class on Wednesday night, please secure a copy of the "*Coach's Letter*" from my office. Your cooperation is most appreciated.**

### **EARLY PICK-UP OF A STUDENT IS DISCOURAGED.**

If there is a serious need to pick-up your child early from class you must this procedure must be followed:

1. Before class **two** signed notes / index cards must be brought to the office stating your child's name, their catechist, time of pick-up, the name of the adult coming for the child, and the specific reason for the early dismissal.
2. The adult picking up the child must come to the office at the requested time to sign a register and meet the child in the office. **A PARENT MAY NOT GO INTO THE HALL TO GET THEIR CHILD.**

### **STUDENT SAFETY**

**No one is permitted** to linger in the hall after bringing their child to class. Once classes have begun, any person entering the building must report to the religious education office. An office staff member will assist you.

### **VI. ENROLLMENT & ATTENDANCE**

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

Any Student who 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.)



## VII. PROMPTNESS

Sessions begin promptly at their designated times. Any student 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 could interfere with your child's promotion to the next grade level and reception of sacraments.

## VIII. ARCHDIOCESAN REQUIREMENTS AND GUIDELINES

### The Charter for the Protection of Children and Young People

The Archdiocese of Philadelphia provides a Safe Environment Lesson for the Parish Religious Education Program and catechists. The charter mandates that this lesson be taught during one class every year. Safe Environment lessons are posted for your review at [www.archphila.org/catechetical/resources/resources.htm](http://www.archphila.org/catechetical/resources/resources.htm).

### Religion Guidelines

The Archdiocese of Philadelphia Religion Guidelines for every grade level is available for viewing and downloading on the Archdiocesan website: <http://archphila.org/catechetical/resources/resources.htm>.

In addition to the above, each grade level includes the following:

1. **The Liturgical Year** - Advent, Christmas / Christmas Season, Lent, Holy Week/ the Triduum, Easter, Ordinary Time, Feasts.
2. **Prayers** - The Our Father, The Hail Mary, Act of Contrition, Prayer in Common, Song and Gesture, Journal Keeping, Meditation, Guided Meditation and Shared Prayer.
3. **Social Justice** - Life and dignity of the Human Person, call to be a Family, Community and Participation, Rights and responsibilities of the Human Person, Care of God's Creation, the Dignity of Work and the Rights of Workers and Solidarity of the Human Family.
4. **Saints, Feasts, Special People** - 120 Witnesses of our Catholic Faith.

### RECEPTION OF SACRAMENTS

The Archdiocese requires that Sacraments be received in the parish in which the family is registered.

The Archdiocese requires two consecutive years of Religious Education before the reception of a Sacrament. E.g. Grades One and Two are required for the reception of the Sacraments of Penance and Eucharist.

Readiness for the reception of a Sacrament is more important than the age or class level of the child. Discernment of readiness is shared by the parents and staff. The pastor will be consulted if postponement of a Sacrament is deemed advisable. The pastor has the right and responsibility to postpone the reception of a sacrament.

It is the policy of St. Philip Neri Parish that students continue their religious education uninterrupted through and including the year of Confirmation. At present Confirmation is celebrated in the Spring. Confirmation takes place during the 7<sup>th</sup> grade. Students are required to complete their Confirmation year.

**Confirmation is a Sacrament of Initiation and is therefore a beginning and not an end to religious education.** It is expected that students continue their religious education after they have been confirmed. This

is to insure that as they mature into their teen years and into young adulthood they will continue to mature in the understanding and practice of their faith.

### **OLDER CHILDREN RECEIVING SACRAMENTS**

Older children receiving Sacraments will be evaluated and arrangements will be made for their class placement. Two consecutive years must be completed before the reception of a Sacrament. Parents must take a very active part in their studies and the readiness process.

### **CHILDREN WITH SPECIAL NEEDS**

All children develop at their own pace and at various times need individual attention. We ask parents to please advise us of any special needs your child may require. Alert us if your child has difficulty seeing, hearing, delayed reading skills, ADD/Hyperactivity, etc.

Children with special needs are individually assessed and will be accommodated to the best of our ability. With your help, we strive to offer the best Catholic learning environment for each child. Parents must take a very active part in their studies and readiness process.

## **IX. ARRIVAL & DISMISSAL PROCEDURES**

Students should arrive at least 10 minutes prior to the scheduled start time of PREP and its programs. All Students are to use the main doors of the Parish Hall. Parents please follow these directions:

All cars must enter the parking lot at the entrance between the church and Parish Hall. All C

### **Arrival**

#### **1. NO PARKING IN THE FRONT OF THE PARISH HALL**

Students grade 3-7 may be dropped off at the doors

Parents with students in grades 1 thru 2 must park their car and walk their children to the classroom by a parent or older sibling.

### **Dismissal**

#### **1. NO PARKING IN THE FRONT OF THE SCHOOL**

2. All Parents will enter the Parish Hall through the main doors and gather their children from the classroom area and let the Catechist know that the child is in your care. If you have more than one child you will need to go to each child's area to be picked up.

3. **IF YOU ARE UNAVOIDABLY DETAINED, PLEASE CALL 215-679-7839, YOUR CHILD WILL BE BROUGHT BACK INTO THE OFFICE UNTIL YOU ARRIVE. YOU MUST COME TO THE OFFICE IF YOU ARE DETAINED.**

## **X. 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. 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.

## **XI. DISCIPLINE**

Saint Philip Neri PREP 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.

**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 an adult volunteer and/or the Coordinator of Religious Education immediately.

Bullying conducted by a child or parent / guardian, or anyone acting on their behalf, is incompatible with the educational and religious mission of the Parish and 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.

When there are cases of threats of violence or harassment, including oral, written, or electronic, by a child against any member of the school community, a child may be suspended. A return to class requires the student to have psychological or psychiatric clearance before returning to school.

In the event a student engages in any of the above listed behaviors or any other inappropriate conduct, actions may be taken and at the discretion of the pastor or Coordinator of Religious Education.

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

## **XII. CONTRABAND**

**BRINGING CONTRABAND TO PROGRAM SESSIONS IS STRICTLY PROHIBITED AND THE CONTRABAND WILL BE CONFISCATED AND RETURNED TO PARENTS ONLY, DEPENDING ON THE CONTRABAND CONFISCATED.**

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

### **SEARCH & SEIZURE**

It is the policy of the Parish Religious Education Program to respect the privacy of its students. However, in the event that a student is suspected for having weapons or drugs in his/her possession or is believed to be a threat to him or herself or others, the Coordinator will be notified immediately. The parents will then be notified and required to come to the school immediately.

When there is a serious threat to the student or if there is a danger level to other students and adults present, the coordinator may conduct a search with 2 (two) adult staff member as a witness. Refusal on the part of the student to cooperate will result in the parents/guardians being 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 may also be contacted.

### **CELL PHONES**

We realize that devices such as cell phones have become a necessary tool in keeping communications open with children. However, it is the policy of the PREP program that such devices must be turn off during the catechetical classes. If a student has a cell phone or other electronic in public view during class in will be confiscated and returned to the parents that night. If any electronic device disrupts class it will be taken and returned to the parents.

### **XIII. ASSIGNMENTS**

Every catechist assigns take-home assignments on a weekly basis in the form of written work, activities, or study. It is expected that parents will supervise the completion of these assignments.

Faith formation requires academic study. Faith must also be experienced, witnessed, and lived.

**WORKBOOKS** - Every Student is assigned a workbook at the beginning of the year and is required to bring the workbook to **EVERY** class.

**MAKE-UP WORK** - will be assigned by the catechist. 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**

Progress reports evaluate the students in the knowledge of their faith, knowledge of prayers, class participation and Catholic attitude/ behavior. Progress reports will be sent home after the first semester. Parents are asked to sign the mid-year progress report, write any comments, and return the report to the catechist. Final reports at the year end may be kept. All concerns and questions with progress reports should be referred to the Coordinator of Religious Education.

### **XIV. SERVICE INITIATIVES**

From time to time, catechists may invite Students 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 class. In the event that a catechist elects such an option, he or she will provide the Students with a detailed list of suggested activities as well as permission and release forms.

### **XV. SACRAMENTS**

**STUDENTS EXHIBITING CHRONIC ABSENCES (3 or more unexcused absences), LATENESS, OR WHO ARE A PERSISTENT DISCIPLINE PROBLEM MAY HAVE THEIR RECEPTION OF BAPTISM, RECONCILIATION, FIRST HOLY COMMUNION, AND/OR CONFIRMATION DEFERRED UNTIL THE FOLLOWING YEAR OR LATER.**

Preparation for the reception of a sacrament is a time of prayerful reflection and discernment. A Student's desire to receive the sacrament is reflected in his or her positive attitude toward the preparation process. Thus proper attendance and behavior is expected.

Activities and meeting for Parents and Students for all Sacraments are listed on the PREP Calendar. *This calendar is subject to change during the course of the year.*

Archdiocesan policy requires that a child receive the sacraments of initiation (Baptism, Eucharist, and Confirmation) in the parish that their family is registered.

## **XVI. FIRST AID POLICY**

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**

No child will be sent home without the knowledge of the parent, guardian or authorized person. Since the program has limited facilities for sick children, parents are asked to respond as promptly as possible when a child becomes ill. If your child is ill before PREP, please do not send them. Your child should be free from fever for at least 24 hours before returning to class. Other children's welfare could be affected adversely if your child comes to classes sick.

### **MEDICATIONS**

Catechist, assistants and staff members shall not 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 authorize their child to self administer a medication if the following procedure is followed:

- With a written note to the Coordinator of Religious Education from the parents or legal guardians a child may administer their own medication in the presence of the Coordinator of Religious Education only.
- All medication must be left in the Coordinators office.
- ALL medication must be clearly labeled by a licensed pharmacy detailing name of student, contents, dosage and doctor's name.
- All student medication will be administered by the Coordinator or other authorized adult designated by the parent in the above written note.
- Student may not bring any medications (prescription or over the counter) to class.
- The Coordinator and catechist may approve the use of cough drops with a written note from the parent / guardian. The Coordinator and catechist, not the student, will administer the cough drops provided by the parent.
- **NO STUDENT MAY TAKE MEDICATION, PRESCRIBED OR OVER THE COUNTER, WITHOUT AUTHORIZATION AND SUPERVISION.**

## **XVII. TUITION**

Tuition for the Religious Education Program is as follows:

**One Child- \$200.00   Two Children- \$300.00   Three or more- \$400.00**

Enrollment Contracts must be completed and returned with registration form and payment.

Two payment plans are available, Yearly and Semi-Annually. The yearly Payment Plan requires full tuition to be paid by the first day of class. The Semi-Annually Plan requires the 1<sup>st</sup> payment due by the first day of class and the remaining payment due by December.

In the event that your child is dismissed from the program due to excessive absences, lateness, problem behavior, or for any other reason, no refund of tuition or material fees will be made to the family.

## **XVIII. SNOW EMERGENCY & CANCELLATIONS**

If Upper Perkiomen School District (#282) is closed there is no class. Please listen to cancellations, especially if you are in another district. If your district is closed and Upper Perkiomen is open, there will be class. If your roads are too dangerous to travel, please call the Coordinator of Religious Education. Please also check your email for communications or the PREP website.

If there is a cancellation or change in the schedule you will receive an email from the catechist or Coordinator of Religious Education.

## **XIX. COMMUNICATION**

Open communication between the Coordinator of Religious Education, Catechist, Parents and children is essential. Information will be sent home with the youngest or only child in each family or via email. Parents will be informed as to upcoming events in the liturgical life of the parish, parish religious education program or any changes or cancellations. Specific reminders will be sent home periodically.

Catechists are also encouraged to send a letter of introduction to parents in the beginning of the year stating their expectations. Letters may also be sent home when a catechist finds it necessary to contact a parent for a specific need.

### **Calendar**

Parents are provided with a yearly calendar at the beginning of the program year. *This calendar is subject to change during the course of the year.* Parents will be notified of changes.

## **Parish Contact Information**

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 means listed below:

Wendy Benner, CRE  
1325 Kliner Rd.  
Pennsburg, PA 18073

Email [prep@spnparish.org](mailto:prep@spnparish.org)  
(W) 215-679-7839

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 coordinator to make arrangements to meet or speak with your child's catechist.

### **FINAL NOTE**

The Pastor and Program Coordinator reserve the right to amend this handbook. In the event of any such amendment, parents will be given prompt notification of the changes made.