

St. Anthony PREP

Handbook 2020-2021

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Admissions and Placement

Registration dates and times are published in the parish bulletin. *Any family wishing to register a child must attend Mass with your child at St. Anthony's each weekend and be registered in the parish.*

Initial Registration

A parent or legal guardian must personally come to the PREP [Parish Religious Education Program] office, and bring a copy of the child's baptismal certificate.

Please inform the director of any special needs your child may have so that each child may be accommodated according to his/her ability.

Medical Information

A medical emergency release must be completed and signed by the parent or guardian. Any changes to the record must be made in writing. No medication can be administered to or taken by the child during the catechetical session *by anyone other than the parent or guardian.*

Re-registration

The *Registration Update* form must be completed annually. Re-registrations may be mailed with the fee.

Hall Monitors

An adult member of each family is required to serve as a hall monitor once per child each year to ensure the safety of our children in their classrooms. You will be scheduled at a time when your child attends class.

Communication

Parents or guardians are always welcome to email and make an appointment with the director to discuss any aspect of the PREP program or their child's progress.

Always watch the parish bulletin for the schedule of office hours.

Registration Fees

A registration fee is required for each child. This fee is used toward educational materials, supplies, activities, postage, etc. The balance of the religious education budget is subsidized by parish funds. The fee schedule is as follows:

	<u>Through 7/15/2020</u>	<u>After 7/15/2020</u>
One child	\$140.00	\$160.00
Two children	210.00	230.00
Three & up	250.00	270.00

Transfers

If your child is transferring from another parish please secure from the director of the previous parish a copy of your child's permanent record

Attendance and Absences

Students are expected to attend class **every** scheduled week and to be **on time**. **To ensure the safety of all children in our program the doors will be locked 10 minutes after the start time. If a student arrives after the doors are locked please park in the front parking lot of St. Anthony's School and use the school front entrance where you will be buzzed in.** Please ensure you arrive on time to avoid being recorded as an absence and disrupting the classes that are already in progress. **THIS POLICY WILL BE STRICTLY ENFORCED.**

The PREP office must be notified *in writing* when a student is absent explaining a valid reason for the absence, otherwise the absence is considered unexcused. Extracurricular activities such as sports, dance, etc. are not considered valid reasons.

It will be the responsibility of the parent and the student to make up all work missed because of absence from class.

PREP Year 1-6: *Absence from four [4] or more classes may require a meeting between the director and the parent/guardian to decide whether the year level needs to be repeated. Any student absent from six [6] or more classes is required to repeat the year.*

PREP Year 7-8: *Since our sessions are 2 hours and 10 minutes and students attend on an alternating week basis, **absences are limited to 3 in total.** THIS APPLIES TO REMOTE AND IN-PERSON.*

PREP will keep a record of late arrivals. **SAME ABSENCE POLICIES FOR IN-PERSON OR REMOTE LEARNING.**

REMOTE LEARNING: *IF ASSIGNMENTS ARE NOT FULLY COMPLETED BY THE DESIGNATED DATE AND TIME, THE STUDENT WILL BE MARKED ABSENT.*

After excessive lateness and/or absences, the director will contact the parents to discuss the problem and the successful completion of studies for that year level.

Arrival and Dismissal from Building

PARENTS NOT PERMITTED IN THE BUILDING.

In-person: Children arriving will have their temperature checked; if it is below 100 they will be allowed in the building, In addition, parents must complete the COVID form each time their child attends PREP. All CDC protocols will be adhered to. No child should enter a classroom unless an adult is present.

At the end of the catechetical session, children are dismissed to the care of a parent or guardian. THERE WILL BE DESIGNATED EXITS FOR DISMISSAL. YOUR CHILD WILL BE BROUGHT TO THE EXIT. IF YOU ARE WAITING OUTSIDE FOR YOUR CHILD PLEASE FOLLOW ALL GUIDELINES PUBLISHED BY THE CDC.

A parent substitute must be someone designated as the emergency contact person [*or otherwise*], in

writing, at registration. If someone other than the parent or parent substitute is to pick up the child, this information must be given to the director, in writing, prior to the session in question.

If a child needs to be dismissed early, a written request must be given to the director prior to the scheduled class. The request should include: the name of the child, the name of the person picking up the child, the date and time, the reason for the early dismissal, the signature of the parent.

Class Placement

Parish religious education programs are preparation for life; the students are expected to attend religious education continuously from level one through high school. *High school religious education takes place within the youth group. There is no registration fee.*

In order to be eligible to receive First Communion the students must complete the first two years of the religious education program.

Any child older than the first grade level who enters the program without previous formal religious education must complete the first and second year curriculum to receive First Communion. The child will be placed in the appropriate year level after completing the curriculum of the year[s] missed.

Any child who drops out of the catechetical program after receiving First Communion will, when reentering the program, be required to complete the year level[s] curriculum missed.

Course Work

The heart of learning about one's faith is in personal experience. Any family that asks religious education for its children has the responsibility to give that personal experience to their children. For Catholics, the personal experience of God is found in the Mass.

Weekly Mass attendance(Virtual or in-person) is required of any family bringing its children to

PREP. The Sunday scriptures are a part of the curriculum and it is expected that every student will be hearing them at Mass each week. See the weekend Mass schedule.

Each student is expected to bring his/her textbook, folder and assignments to class each week. Students in years 6 and up are expected to bring their Bibles as well.

REMOTE LEARNING WILL TAKE PLACE DURING THE TIME YOUR CHILD WOULD HAVE BEEN IN SESSION. SO PLEASE MAKE SURE THE ASSIGNED CHAPTER IS READ AND ALL QUESTIONS ANSWERED COMPLETELY AND SUBMITTED BY THE TIME DESIGNATED. THIS WILL BE USED AS ATTENDANCE, WORK NOT SUBMITTED WILL BE MARKED AS ABSENT. THE ATTENDANCE AND ABSENT POLICIES ADDRESSED PREVIOUSLY IN THIS DOCUMENT WILL BE STRICTLY FOLLOWED.

All sponsors must present a written statement from the pastor of his/her parish affirming that he/she is qualified to be a Confirmation sponsor.

Formation programs of catechesis for Confirmation may include, but are not limited to: a period of instruction, service, retreat experience, interview, letter of request, saint report.

Family Catechesis

Parents will be required to share in their child's faith journey.

“Family catechesis precedes, accompanies and enriches all forms of catechesis.” [GDC 226]

“Education in faith by parents, which should begin from the children’s tenderest age, is already being given when the members of a family help each other to grow in faith through the witness of their Christian lives, a witness that is often without words, but which perseveres throughout a day-to-day life lived in accordance with the Gospel.” [CT 68]

Archdiocesan Guidelines

The Archdiocese has prepared and published the Guidelines for Catechesis which ensure a clear and uniform presentation of the faith for each year level. The Guidelines are not a substitute for the textbook. Rather they are an assistance to the Catechist in the use of the textbook by identifying the essential content to be taught.

Safe Environment

The Archdiocesan Safe Environment program is a part of the curriculum at all class levels. **Safe Environment instruction will be conducted at the start of the year. Parents will be sent an email when this instruction will be held and can make the choice in writing to opt out.**

Homework and Testing

The main objective of the *PREP* program is to foster love of God and neighbor. However, there also should be some assurance as to a level of knowledge and understanding of our Catholic faith and its practices. Tests and quizzes are some of the assessment tools used. Please inform the director of any special needs so that each child may be accommodated accordingly.

Progress reports will be sent home twice a year. If a child does not fulfill the year level requirements according to the Archdiocesan Guidelines, a meeting will be arranged with the parents to discuss how the child can review the concepts needed. If necessary, a child may need to repeat a year.

All homework and make-up assignments must be completed as part of the requirements for promotion to the next level. It is vital that the parents be involved in their children’s catechesis, therefore parents are not only expected to see that the child has completed his/her work, but also to do these assignments with the child. Parents are to sign their child’s completed work.

Security and Safety

Drop-off and Dismissal

*Your children's safety is our primary concern and responsibility when they are in our care, and that safety is the sole reason for our security procedures. The slight inconvenience of following these procedures is far offset by the safety provided to the students by having a single, supervised point of ingress and egress. **Cars must remain in a single line when dropping off students.***

*The **only** entrance to the school building, for pick-up, is the set of double doors at the rear of the school. The gym doors must remain locked at all times, and **no access is permitted via the gym.** Please do not open the gym doors to anyone. The assistance of everyone is necessary in dismissing such a large group. **DISMISSAL, STUDENTS WILL BE BROUGHT TO PRE-DESIGNATED EXITS PARENTS WILL BE WAITING OUTSIDE THE DESIGNATE EXIT. WHILE WAITING FOR YOUR CHILD PLEASE FOLLOW ALL CDC GUIDELINES. MASKS MUST BE WORN.***

Sacraments

The sacraments require lifelong participation and study, so at least two consecutive years of formal religious education are essential for the reception of First Penance and Holy Eucharist.

Meetings are scheduled to help parents grow in their own understanding and appreciation of these sacraments. The required meetings equip and enable parents to participate in the sacramental preparation of their children.

St. Anthony's sacramental program is comprehensive, and all students are to complete the full course. Students receive the sacraments as follows: Reconciliation and Holy Eucharist in second year, and Confirmation in high school.

Religious education throughout all grade levels is essential for proper sacramental preparation.

First Holy Eucharist and Penance

First Holy Eucharist & Penance Fee: \$30.00
(discounted only for the 2020-2021 PREP Year)

“For the administration of the most Holy Eucharist to children, it is required that they have sufficient knowledge and careful preparation so as to understand the mystery of Christ according to their capacity, and can receive the Body of the Lord with faith and devotion.” [Canon 913]

Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation. The Sacrament of Penance normally should be celebrated prior to the reception of First Communion.[Canon 914]

Confirmation

Confirmation fee: \$70.00

As a Sacrament of Initiation, Confirmation is intimately related to Baptism and the Eucharist. Confirmation renews and strengthens the Christian's baptismal call to bear witness to Christ before the world and work eagerly for the building up of his body.

As primary educators of their children, parents along with sponsors, are to be intimately involved in the catechesis for Confirmation.

Sponsors

Each child to be confirmed should have an individual sponsor. It is very fitting that the sponsor at Confirmation be the same sponsor one had at baptism. Requirements for the sponsor are the same as those for baptism. [Canons 893, 874]

Custodial Rights of Parents

The director should be informed by the custodial parent, in writing *at registration*, of the rights of a noncustodial parent as these rights pertain to the child's participation in and release from the program.

Visitors

No unauthorized persons are allowed in the area where the catechetical sessions are taking place. Parents and other visitors must go directly to the *PREP* office or designated reception area.

Discipline and Dismissal of Students

The religious education sessions take place in an atmosphere of learning within a Christian setting. Each student is expected to be respectful of the Catechist, his/her fellow students, and parish property. Normal discipline problems will be handled by the Catechist.

Students may be removed from the group session when: [a] it is believed that the student would benefit significantly from an individual or smaller group situation, [b] the student's behavior is seriously inhibiting the learning of others in the group, [c] temporary removal is used as a disciplinary measure for persistent disruptive behavior. When possible, the *PREP* office will consult the Catechist, student and family before removing a student from class; however, the *PREP* office reserves the right to make the final decision.

If, in an extreme case, the director finds it necessary to remove a student from the program entirely, the final decision must be approved by the pastor.

Cell Phones

All cell phones must be kept powered "OFF" at PREP. Any phone found "ON" will be confiscated.

Cancellations

*In case of inclement weather or other emergency, PREP will be using **Flocknotes** as our primary cancellation notice. EMAILS WILL ALSO BE SENT SO KINDLY CHECK IT BEFORE YOU LEAVE. DO NOT CALL THE RECTORY; they will not have cancellation information.*