

ST ANTHONY'S CATECHETICAL MINISTRY POLICIES

We are happy to return to the classroom for Religious Education and Confirmation classes. We will follow Diocesan guidelines for gathering – update will be sent prior to the start of class. Virtual classes will be made available for anyone with underlying health issues.

Registration

Registration remains open throughout the year. All families enrolled in Religious Education sessions...

- Submit copy of baptism certificates for new students
- Participants who are transferring from another parish religious education program, please to submit a letter of transfer from the other parish
- Attend regularly scheduled parent meetings (sacrament preparation classes)

**Registered members – Parishioners who regularly worship at St. Anthony parish and have completed the parish family registration form and received a parish identification number.*

Tuition Fees

Traditional Religious Education Program

The registration fee for ongoing Religious Education (Preschool thru Grade 9)
\$80 for one child, \$150 for two, \$210 for three or more.

Confirmation Program for Teens

\$224 per youth for Confirmation Preparation (includes weekend retreat)

\$200 Catholic School Confirmation 1 includes weekend retreat

This includes all books and materials. Confirmation Fee includes session materials, books, retreats and ceremonies. Payment is appreciated by September 30, 2021. However, we do have Payment Plan available that will allow you to stretch your payments out for the Catechetical year (September 2021 thru April 2022). Tuition must be paid by April 30, 2022. Financial hardship should NOT keep you from registering your child(ren). To request a Financial Assistance, waiver or scholarship, please contact the Catechetical Office. All requests will be forwarded to the Pastor for approval.

Attendance

All those involved in religious education - students, parents, catechists - are expected to be present for all events. This includes class time, regular and special meetings, rites, rehearsals, etc. Too many absences send a message about the importance and the commitment of the individual. If participating in a Virtual session, participants need to have their video on and fully participate in discussion.

We allow 3 excused absences (2 absences for Confirmation preparation). More than 3 absences indicate a lack of interest. Parents are asked to contact the Catechetical Ministry Office if a child will be absent from class **(909) 981-7080**. The Office will notify the Catechist. Excused Absences includes a student's illness or death in the family. All doctor/dentist appointments need to be scheduled for time other than the child's class time. Perfect

attendance awards are given at the end of the year for children who physically attend all scheduled sessions. **Excused absences and/or make-up assignments are not recognized as perfect attendance.**

Catholic High School Confirmation Policy

FIRST YEAR CONFIRMATION ONLY: St Anthony's Parish Confirmation Program is for youth who will be age 15 by April 1, 2022. Confirmation program includes two years for immediate preparation for the Sacrament of Confirmation. Youth *attending a Catholic High School* will only be required to attend ONE TRACK (7 sessions) TRACK A (Sep-De) or TRACK B (Dec-Mar). This applies to Confirmation 1 ONLY. Minimal schedules for FIRST year of Confirmation include a total of 7 Class SESSIONS (includes 5 Core Class Sessions, (1) Virtus Safety Lesson & (1) Unity Event. In addition, the youth will attend

- 1) Retreat** -- Attend St. Anthony's Confirmation 1 weekend retreat
- 2) Parent * Teen Orientation** –Date to be announced
- 3) SERVICE** Complete Service Hours/5 hours Parish Service, 5 hours Community Service, 2 Fellowship Events

Make Up Assignments

If a child misses a session, a copy of the lesson is available through the Catechist. Parents are asked to review the lesson with the child. Please provide written work and or description of home assignment to the Catechist.

Pick Up and Drop Off of Children

Parent's COOPERATION is asked regarding the safety of the children which is our primary concern. We ask that all children be dropped off & picked up **ON TIME**.

Arrival

We ask that you walk your child to the door. It is the parent's responsibility to stay with the child until the Catechist has arrived.

Sign In, Sign Out! For children in grades PreK thru 8th Grade (Edge)

In a greater effort to ensure safety for our children, and to adhere to Diocesan requirements, all parents are asked to **SIGN IN and SIGN OUT** their child(ren) (preschool through eighth grade). **A parent/guardian must accompany the child to the room and sign in.** Please do not sign out when you are signing in. Sign in when your child arrives; sign-out when your child is leaving.

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Dismissal

If you have an emergency and must be late please call and notify the office immediately so that arrangements may be made for your child's safety. Children will only be released to a parent/guardian or someone that has been designated on the emergency card. **SIGN OUT!!** If

you are sending someone to pick up your child(ren) that is not on the notification card, please send a written note.

We ask that you pick up your child ON TIME. Our volunteer catechists have families waiting for them. If you are more than ten minutes late, your child will be taken to the Catechetical Ministry Office. If your child is left for more than a half an hour and we are not able to locate you with the phone numbers you provided with your registration packet, we will need to notify the police department and file a child abandonment report.

EARLY DISMISSAL

We highly encourage our parents to set a good example to their children by putting their faith enrichment before sports and other after school activities. If a child needs to leave early, the parent/guardian must give a signed note (stating the reason, time, date, and catechist's name and room location) to the Catechetical Ministry Office. Your child should be picked up in the Catechetical Ministry Office and ***signed out by the parent/guardian. Your child will be released only to those persons whose names are listed on the emergency card.***

Unexpected Cancellations

Best efforts are made to ensure that all sessions are held as scheduled. However, there are occasions when a catechist has to cancel (illness, death in the family, etc.). If we are not able to find a substitute for the session, we will notify the parent/guardian by phone calls from the Catechetical Ministry Office.

Conflict Resolution

We are here to serve the religious education needs of our children, youth and adults. If you have any questions, comments, or suggestions please feel free to share them with your child's catechist or call the Catechetical Ministry Office. If there are conflicts between children, parents and Catechists, they must first be addressed (and hopefully resolved) between the catechist/parent and/or child. If no satisfactory resolution occurs, the matter is given to the Coordinator or Director for resolution. We maintain an attitude of shared responsibility in matters of conflict.

Diocesan Policy requires that all adults working around children need to complete background check and attend Safe Environment training. Any parent who wants to sit-in on a Religious Education session must meet these requirements. We are here to serve the religious education needs of our children, youth and adults. If you have any questions, comments, or suggestions please feel free to share them with your child's catechist or call the Catechetical Ministry Office.

Confidentiality

Catechist will respect confidence of the child except when there is a danger to life, health or safety.

Mandated Reporter

Diocesan Policy requires Catechists to be mandated reporters. Should a catechist know or reasonable suspect that a child has been the victim of child abuse, he/she is to report the known suspected instance to a child protective agency immediately or as soon as practically possible by telephone and to send a written report within 36 hours.

Emergency Card

An updated Emergency Card will be required annually for each participant registered in a Religious Education session.

Permission Slips

Permission slips signed by the parent/guardian are required for any offsite activities, retreats, etc.

Phone and Address Changes

Parents are asked to provide the Catechetical Ministry Office with any updates throughout the year regarding changes to phone number, home address and/or email address so the office retains current contact information to transmit parent information and/or to reach a parent in the event of an emergency.

Religious Education Accident Insurance

The parish maintains a safe environment for your child while he or she participates in the Religious Education sessions and related sponsored and supervised activities. Even so, accidents can and do happen. Insurance is provided while your child attends sessions. If your child sustains a covered injury, please contact your coordinator for a claim form and instructions or you may direct questions to the plan administrator at Myers-Stevens & Toohey & Co., Inc. (949) 348-0656.