

Sacred Heart P.R.E.P. HANDBOOK



Levels Preschool – 7 Policies and Procedures

Religious Education Office

Directors:

Nick and Jennifer Scoville

838 Walnut Street, Royersford, Pa 19468

Phone: 610-948-5915 ext. 2

Fax: 610-948-0573

E-mail: religioused@sacredheartroyersford.org

Website: <http://www.sacredheartroyersford.org>

“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity.” (St. John Paul II)

By your registration in the P.R.E.P., you agree to read and support the provisions outlines in this handbook. Please discuss its contents with your children as appropriate.

MISSION STATEMENT

“Catechesis describes the essential ministry of the (Catholic) Church through which the teachings of Christ have been passed on to believers throughout the ages...Catechesis is an education in the faith of children, young people and adults which includes the teaching of Christian doctrine” of the Roman Catholic Church. (*National Directory for Catechesis*, no.1, United States Conference of Catholic Bishops). Keeping in mind that all the baptized have a right to catechesis, every person, however limited, is capable of growth in holiness (*General Directory for Catechesis*, no. 189). Catechetical and sacramental programs are inclusive of parishioners with disabilities and may need to be adapted for some parishioners with disabilities.

RELIGIOUS EDUCATION OFFICE HOURS

The Religious Education office is open Thursdays 1-4, Sunday 9:30-11:15 am, and by appointment. If we are not available, please leave a message on our voicemail 610-948-5915, ext. 2 or email religioused@sacredheartroyersford.org

REGISTRATION

Registration for new families and returning families occurs in the spring. Information will be posted on the website and sent home prior to the start of registration. Registration is done on scheduled days or by appointment. All children must re-

register for the coming year. A baptismal certificate must be provided for children entering P.R.E.P. If a student has received additional sacraments, those certificates must also be provided.

TUITION

Tuition is due at registration. A late fee will be applied to all registrations received after designated due date. Payment plan options are available. A financial concern will not prevent a child's registration in the program.

1 child	\$180
2 children	\$285
3 or more children	\$350
Confirmation fee	\$50

If there is difficulty meeting the cost please contact the religious education office or Father Gorka.

RETURN CHECK FEE

A returned check fee of \$20.00 will be assessed by the sacred heart business manager on all returned checks.

STUDENT INFORMATION

Each student is required by the Archdiocese of Philadelphia to have a personal file on record in the religious education office. Please contact the religious education office with any changes to address, phone, medical concerns, and educational needs.

INCLEMENT WEATHER

In the case of inclement weather, an email will be released from the religious education office. Please use your own judgment. If you doubt the advisability of driving in inclement weather, please do not come in.

E-MAIL LIST

Our program sends out frequent reminders via e-mail. Please contact the religious education office if you change your e-mail address or need to be added to this list.

DROP OFF AND PICK UP PROCEDURES

A car drop-off line with two P.R.E.P. volunteers will begin at the school doors at 9:45 am. Children will enter the school doors and go directly to their classes.

Children may also enter through the inside entrance from the church and go directly to their assigned classroom.

Class begins at 10:00 a.m.

Dismissal is at 11:00 a.m. from the classroom. Students must be picked up by a parent/guardian.

Please do not park in non-designated parking spots, even for only a few minutes. Not only does this limit the traffic flow but more importantly, it obstructs vision, creating another spot in an already dangerous parking lot where a walking child cannot be seen.

NON-PARENT PICK UP

If a parent/guardian would like another adult (over age 18) to pick up their child at dismissal, a written note or email must be provided in advance.

MASS ATTENDENCE

It is expected that your child will attend mass on Sundays and holy days of obligation. This is the most important part of their faith formation.

CURRICULUM

Level Preschool is the *Catechesis of the Good Shepherd* program.

Levels 1-5 will be using *Discover! Finding faith in Life* by St Mary's press.

Level 6 will be using *Alive in Christ* by Our Sunday Visitor.

Level 7 will be using *Chosen: Your Journey Toward Confirmation* by Ascension press.

Levels 2 & 7 are part of our Sacramental Preparation Program.

ABSENCES

Please email the religious education office to report the excused absences of a student including the reason for the absence. If you know of any planned absences in advance,

please call or e-mail the religious education office as soon as possible.

Regular P.R.E.P. attendance is essential for the student to make the most of his or her religious education time. However, if your child is not feeling well, we respectfully ask that he or she remain at home.

EARLY DISMISSAL

Our time with your child is valuable and limited. We ask you please keep extracurricular activities scheduled after their P.R.E.P. time. Parent/guardian must provide a written note or email for early dismissal. The name of the person picking up the child must be contained in the note.

HOMEWORK

Levels 1-7 homework will be at the discretion of the P.R.E.P. teachers.

FOOD POLICY

Because of the concern for food allergies and cross contamination, there will be no food allowed in the classroom at P.R.E.P. Students may bring a water bottle with water.

CONFIDENTIAL MEDICAL INFORMATION

The parent/guardian is responsible for providing all needed information to the religious education office regarding medical conditions that teachers need to know in order to protect and care for your child during P.R.E.P. classes.

MEDICATION

P.R.E.P. teachers cannot dispense medications such as, and not limited to, EpiPen and asthma inhalers, without a written note from the parent/guardian stating the need for the medication and permission to dispense it to the child.

EMERGENCY FIRST AID AND INJURY

Minor first aid will be administered to your child if needed. First aid supplies will be kept in the religious education office to use for minor injuries such as cuts and scrapes.

STUDENTS WITH SPECIAL ACCOMMODATIONS

We accept all of God's children into our program. We ask that parents provide all needed educational information on your registration form. If you would like to schedule a meeting with the P.R.E.P. teachers to discuss your child's needs for success in our program, please contact the religious education office.

ELECTRONIC DEVICES

No electronic games, cell phones, beeping devices, or electronic devices are allowed during P.R.E.P. time. If a student needs to place a call, please send them to the P.R.E.P. office to use the phone.

KEEPING CHILDREN SAFE

The Archdiocese of Philadelphia requires all volunteers who work with children to complete the Safe Environment course and provide copies of required clearances on both the state and

federal level. Please contact the religious education office for more information. No child's name may appear in an email subject line. No child can receive an email from anyone involved in P.R.E.P.

CLERGY INVITATION

Father Gorka plans on making periodic visits to the classrooms. Please remind your child of the proper way to address a religious when they enter into a room.