

CHURCH OF THE HOLY FAMILY

GUIDELINES AND PROCEDURES FOR CHRISTIAN FORMATION

GRADES K-5 SCHOOL YEAR 2021-2022

GRADES K-5 CURRICULUM:

- 1. You will receive a confirmation email after registering; if you do not receive an email, please contact Abby Causey at (757) 937-8144 to ensure your child is registered. You will receive an email by September 12th with your child's classroom and teacher assignment.** The Class Schedule and Classroom Map will be available at that time via links on the Christian Formation page of the website at <https://holyfamilyvb.org/parent-resource-page>
- 2. The Christian Formation schedule runs from September 19th- May 15th.** Class time is from 9:30 a.m. - 10:40 a.m. on the days scheduled.
- 3. To receive information by text message** regarding Christian Formation, you can text **HFCF to 84576** to automatically sign up for Flocknote.
- 4. Inclement Weather Alerts.** See the following page for instructions.
- 5. ALL STUDENTS MUST BE WALKED IN AND PARENTS MUST PICK UP ON SEPTEMBER 19TH, THE FIRST DAY OF CLASS.** This will give you a chance to meet your child's teacher and see where his/her classroom is located. **A parent meeting will follow to go over the schedule, new curriculum, and activity and events for the year.**
- 6. Student Drop Off/Pick-Up will begin Sunday, September 26th and is open from 9:25 a.m. to 9:30 a.m. After 9:30 a.m., you must park and walk your child to the parish office entrance (the doors near the brick mailbox).**
 - Drop off ends promptly at 9:30 a.m. and preschool exterior doors will lock at 9:30 a.m. and reopen at 10:40 a.m. for security purposes.
 - If you will not be walking in your child, YOU MUST USE THE DESIGNATED DROP-OFF AREA; for safety reasons no child is to be dropped off at any other area of the church grounds. Please click the following link for the classroom map: (link). We will also review the procedure for drop-off/pick-up during the parent meeting.
- 7. Please be prompt in dropping off and picking up your child.** If you will be late picking up your child at 10:40 a.m., please call (757) 937-8144.
- 8. Absences.** Please contact Abby Causey at (757)937-8144 and leave a message if your child will be absent from class. *Those preparing for First Sacraments should not have 3 unexcused absences for Christian Formation classes during the year.* If a child misses

more than 3 classes, reception of the sacraments will be at the discretion of the director of religious education and/or the pastor.

- 9. FIRST SACRAMENT PARENT ORIENTATION.** If you are interested in having your child prepare to receive First Reconciliation and First Communion this school year, **THERE WILL BE A PARENT ORIENTATION CLASSES WHERE YOU WILL REGISTER YOUR CHILD FOR THE SACRAMENTAL PREPARATION CLASSES.** First Sacrament orientation will be **Sunday, October 24th** during regular Christian Formation class time and will be held in the atrium.
- 10. Backpacks.** Children will receive Christian Formation drawstring backpacks which will be used for taking home lessons and information each week. PLEASE MAKE SURE YOUR CHILD'S BRINGS HIS/HER BACKPACK TO EVERY CLASS AND THAT HIS/HER NAME IS PRINTED ON IT.
- 11. Volunteers Needed.** Volunteers are needed throughout the year to assist with various activities. Information will be sent home through Christian Formation classes for ways to volunteer. Before adults begin volunteering to work with children and the elderly, they must attend VIRTUS, the safe environment diocesan training on sexual abuse awareness. Volunteer opportunities include:
 - **Drop-Off/Pick-Up Volunteers** – Greet students and help them out of cars at the drop-off area between 8:45 a.m.-8:55 a.m. when we have Christian Formation.
 - **Hall monitors Substitute Teacher Assistants** – be on call to help assist with class activities or serve as a 2nd VIRTUS-trained adult in the classroom

If you have any questions please contact Abby Causey, Coordinator of Religious Education, cre@holyfamilyvb.org or (757) 937-8144.

In the Event of Inclement Weather....

Please check the following which applies to Christian Formation Grades K-5 ONLY for class cancellations.

If you have teens in grades 6-12, you will be contacted by Jeff Mingin, our youth minister, regarding class updates. Sunday Masses will proceed as normal unless otherwise posted on Facebook or the website.

Weather Alerts will be posted by 6:00 p.m.
the Saturday prior to a Sunday class through the following:

- **Email. Please check your email.** If the server is down, I will not be able to access my database so it is important that you check the other forms of communication that follow.
 - **Holy Family's web site:** www.holyfamilyvb.org
- 12. Sign up to receive text messages for Christian Formation and still keep your number private.**
you can text **HFCF** to **84576** to automatically sign up for Flocknote.
- **Facebook:** Like our group page <https://www.facebook.com/holyfamilyvb> or search Facebook for **Holy Family VB**