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*Epiphany of Our Lord*



*PSR*

*Policies and Forms*

6596 Smiley Ave.  
St. Louis, MO 63139  
314.781.1199  
[www.epiphanystl.org](http://www.epiphanystl.org)

## Amendments

The Pastor retains the right to amend the Handbook for just cause. In addition, the Pastor has the right to conduct the affairs of the religious education programs with or without expressed written rules as stated in this Handbook for just cause. The safety and well being of each student and Christian principles serve as a guide for these actions. Parents will be given prompt notifications if changes are made.

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## Agreement

Once signed, this is a contract existing between the parish and the parent/child. All parties must be fully aware of the rights and obligations outlined. Parent and child are required to sign the attached form stating that they have read thoroughly and agree to be governed by its policies. The Agreement must be returned on or before the first day of class.

Children will not be permitted to participate unless the signed agreement is turned in.

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## Catholic Witness Statement

God entrusts children to parents who have a primary right and duty to educate their children in the faith. Parents carry out this responsibility by creating a home of love, forgiveness, respect, and fidelity. The family is the community in which one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the call from God to evangelize their children:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him in the practice of the faith. It will be your duty to bring him up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

It is in the intimate environment of the family that parents are, by word and example, the first witnesses of the faith to their children. The parish school of religion is in partnership with the family, assisting parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of the holy parental call, a parents commits to be the first and best teacher of the faith.

Practically, this means, a parent will:

1. Regularly participate in the Sunday Mass (if parent is not Catholic: will regularly participate in worship and prayer with family).
2. Commit to speak with his child about God and include prayer in daily home life.
3. Participate in and cooperate with the parish school of religion, including sacramental preparation for children.
4. Support the moral and social teachings of the Catholic Church to ensure consistency between home and Church.
5. Teach his child by word and example to have a love and concern for the needs of others.
6. Meet financial responsibilities in supporting the parish and school of religion.

## *Safe Environment*

All employees at Epiphany of Our Lord are mandated reporters of suspected abuse/neglect of children. Under Missouri law, when administration or school personnel suspect the mistreatment of children they must report it to the proper authorities.

All volunteers and staff of PSR are required to attend "Protecting God's Children," consent to a background check, and follow all guidelines of proper conduct as outlined by the Archdiocese of St. Louis.

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## *Communication*

Parish Office Hours: Monday-Friday 8AM to 3:30PM  
Phone Number: 314.781.1199

Parents are asked to make an appointment if they wish to have a conference with the Pastor or the catechist of an individual program.

The Flocknote email system is the best method of communication with parents. All participants will be added.

Last minute cancellations for inclement weather will typically be communicated via Flocknote.

Members of the media are to be present at Epiphany of Our Lord only as invited guests and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

Please notify us as soon as possible if you have a change of address, phone number, or email in the middle of the year.

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## *Custody Agreements*

All parents have the right to inspect and review programs that their children are involved in if there is not a court order to the contrary. If parent's custodial rights have been limited by a court of competent jurisdiction, it is the duty of the custodial parent to provide the Coordinator of the program with a verified copy of the court order delineating the rights of the non-custodial parent.

## *Discipline*

Our goals are to develop:

1. A Christian presence in word and action.
2. A continuous demonstration of respect for all persons in our community.
3. An ability to control one's own actions and take responsibility for them.
4. A positive attitude towards one's own abilities.

The safety of student, staff, and others is paramount and it warrants serious consequences when a participant:

1. Threatens to bring a weapon to parish grounds. A participant cannot be readmitted until the administration is reasonably assured by competent professionals that the participant does not pose future danger to self or others by returning to the program.
2. Commits assault or battery resulting from use or threatened use of a firearm or weapon. Police will be notified immediately.
3. Uses pornographic material. Possession, display, or sale of immoral and pornographic materials will not be tolerated.

4. Engages in dishonest behavior. Lying, cheating, stealing, forgery, etc. will be disciplined appropriately.
5. Disrespects others. This includes insubordination or disrespect shown to any staff member or fellow participant.
6. Vandalizes property. Damages caused by willful destruction of church, school, or personal property will be charged to the individual(s) involved.
7. Uses obscene language. This includes words, gestures, or in written form.
8. Possesses cigarettes. Minors are not allowed to possess or smoke tobacco products. Catechists will also refrain while on campus in an official capacity.
9. Possesses alcoholic beverages. Minors are not allowed to possess or drink alcoholic beverages on parish property. Catechists will also refrain while on campus in an official capacity.
10. Engages in other violence or threats.
11. Behaves disruptively. This includes consistently talking or acting in a loud, disorderly, or disrespectful way toward teachers or fellow participants.

Violations of a rule will be handled on a case-by-case basis by the Pastor. Children who are disruptive during class will first have their behavior referred to their parents. In extreme cases parents may be required to sit with their child during Mass or during a class, and if the behavior becomes unmanageable the child will not be able to return to class for the rest of the year.

#### **Cell Phones**

Without the express permission of the teacher, participants are not allowed to use cell phones or other electronic devices during PSR. If found in use, these will be confiscated and returned at the end of class.

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### *Student Health*

PSR maintains a basic medical history for each participant and follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

**PLEASE DO NOT SEND CHILDREN TO A PROGRAM UNTIL THEY HAVE BEEN WITHOUT FEVER FOR 24 HOURS.**

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### *Lost and Found*

Students are responsible for their own belongings. A lost and found is available and participants may search for belongings with permission of their teacher. Unclaimed articles will be recycled at the end of the year.

**Letter of Verification for Out-of-Parish Participants**

From: \_\_\_\_\_  
(registered parish of participant)

To: The Reverend Michael Rennie  
Pastor, Epiphany of Our Lord  
6596 Smiley Ave  
St. Louis MO 63139

**This is to verify that:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(family name and address)

- \_\_\_ Registered parishioners of our parish
- \_\_\_ Live within our boundaries but are unregistered

**May have their child(ren):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_ **Attend PSR at Epiphany**
- \_\_\_ **Receive 1<sup>st</sup> Communion with PSR class at Epiphany**
- \_\_\_ **Receive Confirmation with PSR class at Epiphany**

Parish Seal

The Rev. \_\_\_\_\_ Date: \_\_\_\_\_



*Epiphany of Our Lord PSR*  
Participant Information

Child 1 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Child 2 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Child 3 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Child 4 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parents/Guardian

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Current Parish Registration: \_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

## Medical History

Allergies \_\_\_\_\_  
or \_\_\_\_\_  
Special \_\_\_\_\_  
Needs \_\_\_\_\_

## Agreements

1. As the parent or guardian of the children listed above, in signing this form, I hereby state that the information included in this form is correct and give permission for my child to participate in PSR, Blue Knights, Little Flowers, and/or Children's Choir.
2. I understand that my child will be under the supervision of the Epiphany of Our Lord staff and volunteers.
3. I recognize that there are risks inherent in participation in any activity and agree to hold the Archdiocese of St. Louis, its affiliates and its and their employees, volunteers and agents, harmless from any injury to my child or damage to or loss of personal property of my child not caused by the negligence or misconduct of the Archdiocese of St. Louis, its affiliates and its and their employees, volunteers and agents.
4. In the case of a medical emergency, I understand that every effort will be made to contact me, but in the event that I cannot be reached, I hereby give permission for my child to be evaluated, diagnosed and treated in accordance with standard medical practice by licensed medical personnel.
5. I hereby give permission to the Epiphany of Our Lord or the Archdiocese of St. Louis to use any photographs or video footage taken of my child in print and on their website for promotional purposes.
6. I understand that for all PSR activities there is a zero tolerance policy for the use of any mood altering chemicals (including alcohol and illegal drugs), foul language, threats or any type of abuse, and inappropriate physical contact. I agree to the follow this policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_