

## **Saint Philip Neri**

# **MATRIMONY: SACRAMENT OF ENDURING LOVE**



## **Religious Education Program**

### **Handbook 2010-2011**

The purpose of the handbook is to set forth the guidelines for those that participate in the Saint Philip Neri Religious Education Program. By enrolling your child into our program, you agree to support and abide by the provisions outlined in this handbook. Parents are therefore encouraged to discuss these provisions with their children to ensure that all parties understand the requirements and obligations of their participation in the Parish Religious Education Program.

Dear Families:

Welcome back! The people of Saint Philip Neri Parish guided by the beliefs and teachings of the Catholic Church, and trusting in the inspiration of the Holy Spirit, commit ourselves to the service of the Kingdom of God. Through Baptism we become children of God; in Confirmation we receive the Holy Spirit who continuously guides us; through the Sacrament of Reconciliation our sins are forgiven; and, in Holy Communion we receive Jesus, the Light of the World, who transforms each of us into a new and holier person. In union with our Holy Father, the Pope, we wish to build up the Kingdom of God.

TO TEACH AS JESUS DID, we wish to draw on a deeper knowledge of his presence in our lives by:

RENEWING OUR LIVES through prayer, retreat, reception of the Sacraments of Penance and the Holy Eucharist. We commit ourselves to be continually educated; opening ourselves to the teachings of the Church, and to passing on what we have learned.

LIVING PRAYERFULLY. We can, through his presence in us, draw the children and the families entrusted to us to our God.

WE DESIRE TO CREATE AND NOURISH CHRISTIAN COMMUNITY by the compassion and respect with which we deal with the parents and their children, and with each other. In implementing the charter for the Protection of Children and Young People, we will provide education and training for children, youth, parents, educators, and others about ways to make and maintain a "safe environment" for children. Standards of conduct for people in positions of trust with regard to sexual abuse will be made clear.

WE DESIRE TO PROCLAIM THE GOOD NEWS BY SHARING THE INFORMATION of who God is in our lives and how he affects all of our lives.

WE DESIRE TO PROMOTE A RELATIONSHIP between those who are in the REP program and the senior citizens of our parish.

WE ENCOURAGE FAMILIES TO PARTICIPATE by becoming altar servers or by bringing the bread and wine up in the Presentation of the Gifts, during the Liturgy.

We pray that our parish may become for all a center of spiritual development, a place of prayerful peace and meaningful community worship.

#### **CLASS TIMES**

Grades 1 to 5	Mondays	4:00-5:30
Grades 1 to 6	Tuesdays	4:00-5:30
Kindergarten	Sundays	10:00-10:50

OUR MESSAGE: It is our sincere hope that the time spent each week in the Religion Room will be a happy learning time for your child. We hope not only to enlighten your child's mind, but to win the heart of each one so that he or she may come to know the great love that God has for them, that they may feel the desire to know, love and serve God in his Church.

#### **FAMILY GATHERINGS 2010-2011**

FAMILY NIGHT	Monday Program	September 13, 2010 7:15 PM	School Hall
	Tuesday Program	September 20, 2010 7:15 PM	School Hall

We hope to make use of this occasion to enrich your faith life and help you in your role as the first educator of your children. It is also an opportunity to get to know your child's catechist. All children and families are expected to attend.

### **CLOSING LITURGY AND FAMILY CELEBRATION**

Monday Program      May 2, 2011 4:30 PM in Church  
Tuesday Program     May 3, 2011 4:30 PM in Church

### **FIRST CLASS**

Monday Program      Grades 2-5      September 20, 2010  
                                 Grade 1          September 27, 2010  
Tuesday Program     Grades 2-6      September 28, 2010  
                                 Grade 1          October 5, 2010  
Sunday Program      Kindergarten    October 3, 2010

### **MASS ATTENDANCE**

Liturgy is the summit and source of our faith life in all we do. Please be faithful in attending Mass and inspire in your family the importance of your role as the celebrating assembly.

### **FAMILY MASSES**

Grade 8	October 3, 2010	10:00 AM
Grade 7	February 6, 2011	10:00 AM
Grade 6	January 9, 2011	10:00 AM/11:30 AM
Grade 5	October 17, 2010	10:00 AM
Grade 4	November 14, 2010	10:00 AM
Grade 3	January 23, 2011	10:00 AM
Grade 2	December 12, 2010	10:00 AM/11:30 AM
Grade 1	March 6, 2011	10:00 AM
Kindergarten	March 20, 2011	10:00 AM
Pre-K	April 3, 2011	10:00 AM

We look forward to our local and global missionary service projects as we collect Peanut Butter and Jelly in October, food for the poor of Montgomery County area at Thanksgiving, Infant Formula in December and our sacrifices for the children of the world, which takes place especially during Lent.

### **FIRST PENANCE**

FIRST PENANCE RETREAT (GRADE 2) Parents and children

Saturday, November 6, 2010 in School Hall 9:30 - 11:30 AM

FIRST PENANCE PARENT MEETING

Monday, January 10, 2011 in Church 7:30 PM

PRESENTATION OF CANDIDATES MASS for SPN Room 3 and REP Room 3

Sunday, December 12, 2010 10:00 AM Mass

PRESENTATION OF CANDIDATES MASS for SPN Room 5 and REP Room 5

Sunday, December 12, 2010 11:30 AM Mass

FIRST PENANCE

Monday, February 7, 2011 in Church 7:30 PM

### **FIRST HOLY COMMUNION**

FIRST COMMUNION PARENT MEETING

Monday, February 21, 2011 in Church 7:30 PM

FIRST COMMUNION RETREAT (GRADE 2) Parents and children

Saturday, February 26, 2011 in Library area 9:30 AM-12:30 PM

FIRST HOLY COMMUNION

Saturday, April 30, 2011

## **CONFIRMATION**

### **CONFIRMATION NIGHT FOR PARENTS AND CANDIDATES**

October 18, 2010 7:30-8:30 PM in Church (Materials distributed and program explained)

### **PRESENTATION OF THE CANDIDATES MASS 10:00 AM**

January 9, 2011 SPN Grade 6 Room 19 AND REP Room 19

### **PRESENTATION OF THE CANDIDATES MASS 11:30 AM**

January 9, 2011 SPN Grade 6 Room 20 AND REP Room 16

### **CONFIRMATION PARENT NIGHT**

January 24, 2011 in Church 7:30 PM

CONFIRMATION RETREAT – January 29, 2011 8:30-12:30 SPN Room 19 and REP Room 19

February 5, 2011 8:30-12:30 SPN Room 20 and REP Room 16

SACRAMENT OF CONFIRMATION – ??????? 4:00 PM

REHEARSALS – CANDIDATES ONLY ?????? 12:45-2:45 in Church

SPONSOR & CANDIDATE - ??????? in Church 7:30 PM



## **SAFE TOUCH LESSONS**

One time during the year. If you do not wish your child to be present during this lesson, please notify Jeanette Paul.

## **EVALUATION**

Although faith development cannot be measured numerically, effort must be made to note progress, participation, cooperation and conduct that we experience with each child. Each Catechist will communicate to you his or her method of evaluation.

## **PROGRESS REPORTS**

You will also receive a report card as to how your child is doing during the year. Please call us if you have any concerns or questions. We appreciate your keeping in touch with us.

### **Dates to be issued:**

January, 2011

May, 2011

## **BAD WEATHER DAYS**

The children will go to an assigned spot inside. The catechist or aide will bring them to class when it is time to begin.

## **REFRESHMENTS**

**Water** and a snack period will be provided for the children ten minutes during class. Pretzels will be offered for a fee of \$11 per child for the year. **If the pretzels are not purchased, please provide a snack for your child.**

## **DISMISSAL**

- Children of all grades will be dismissed from the building.
- We hope to keep the children safe while waiting, and to avoid your frustration of looking for the children.
- Please be prompt.
- **DO NOT PARK ANYWHERE THAT IS NOT A DESIGNATED PARKING SPOT.**

Doors are locked *during class*. Please enter by Main Entrance door.

## **POLICIES & PROCEDURES**

### **ATTENDANCE**

The faith formation received in the programs is ongoing in that each session builds upon the previous session.

Therefore, it is imperative that children attend their program sessions regularly.

If your child is unable to attend a session for any reason, a parent ***MUST*** complete the following procedures:

1. Call 610-834-9868 before 3 PM or 610-828-3082 to report the absence on the day of their Program. Please be sure to leave your child's name and grade level.
2. If your child fails to report to a session and no phone call is received, then the absence will be recorded as unexcused unless a doctor's note is provided upon returning to the program.
3. After the third unexcused absence the program director will contact the parents by phone or email to notify parents that the child may be required to repeat the grade level and that dismissal from the program could result should unexcused absences continue.
4. In addition, parents should be in regular contact with their child's catechist in an effort to obtain assignments and keep their child's formation up-to-date when possible.

### **MISSED ASSIGNMENTS**

Homework will be given to the family by note or phone by the Catechist or aide. (Please contact the Catechist if you have any questions.)

- Each Catechist will communicate his or her own method or how they will deal with this matter in a specific way.

### **WORKBOOKS**

Every participant is assigned a workbook at the beginning of the year and is required to bring the workbook to **EVERY** program session. The program director will contact a parent by phone if there is repeated failure to bring the workbook to a session.

## NON-CUSTODIAL PARENTS

It is the responsibility of both parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. Saint Philip Neri will request these documents in the beginning of the year. If either the Custody Order or Custody Agreement changes during the course of the year, it remains the responsibility of both parents to provide that document to the Parish immediately.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

## DISCIPLINE

The Parish Religious Education Program offered is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church teaching. The program has **NO TOLERANCE** for behaviors that are contrary to Catholic faith and morals, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, vandalism, demeaning behavior such as name-calling, obscene language or gestures. Such behaviors violate the central teaching of our faith and will not be tolerated in any form.

Conduct by children or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the Parish is grounds for disciplinary action.

In the event a participant engages in any of the above listed behaviors or any other inappropriate conduct, and has failed to respond to a catechist's attempt to stop or correct the behavior, the following action may be taken and at the discretion of the Pastor or Director of Religious Education:

1. **First Incident:** The student will be removed from the session and the parent or guardian will be immediately notified by phone by the program director. The program director will schedule a conference with the parents/guardians, student, and catechist to discuss the matter.
2. **Second Incident:** The student will be removed from the session and be suspended from the program for a period of one session. The parents/guardians will be immediately notified by the program director and required to pick up their child. Prior to returning to the program the program director will schedule a conference with the parents, student, and catechist to further discuss the matter.
3. **Third Incident:** The student will be removed from the session and dismissed from the program. The parents or guardians will be immediately notified by the program director and required to pick up their child. Following a conference with the program director, parents, student, and catechist, the parents will be

provided with the option of having their child repeat his or her current grade level the following school year or opting to complete the current year's material by home-schooling their child. In either case, no refund of tuition or material fees will be made.

However, Saint Philip Neri reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

Our Discipline Policy is based on respect and reverence for all life. During the time at REP including riding on the bus:

- Children must respect the property of others, and follow the instruction of the Catechists and Yard Monitors.
- The parish grounds and building are the property of everyone and must be used with respect.
- Supervised play will be provided before class, children are to be inside the area blocked off by the orange cones.
- When the bell rings, the children are to stand in line and wait for the Catechist or aide to bring them to the classroom
- WALKING QUIETLY is required in the hallways.
- Lavatories may be used properly.

## CELL PHONES

We realize that devices such as cell phones have become a necessary tool in keeping communications open with children, especially for working parents. However, it is the policy of this program that such devices may not be used during catechetical sessions. If a student uses a cell phone during the program, the device will be sent to the school office and must be picked up by a parent/guardian.

## ACCIDENT OR MISHAP

No child may touch another child in the event of an injury. He or she may go to the Yard Monitor or Catechist to inform them of what has happened. Remind the children about this. You will be notified if anything serious occurs.

## EMERGENCY CLOSING

Since KYW has a public service that is available to us, it will now be your responsibility to access that information. If you are unable to do any of the opportunities available below, please contact me.

Our KYW number for emergency closing is 1137.

- ❖ Scrolled on the screen of TV stations CBS3 and CW Philly 57
- ❖ On KYW Newsradio School Closing Phone line at 215-925-1060
- ❖ You can receive a call with school closing information if you sign up for the KYW Storm Center Phone alerts at [kyw1060.com](http://kyw1060.com). For more information, click on the KYW School Closing link on the webpage.
- ❖ You can receive a Text Alert to cell phones and PDAs. Sign up at [KYW1060.com](http://KYW1060.com) and click on the KYW School Closings link for details.

I try to post a cancellation as soon as I make a decision the night before based on the information that is being broadcasted, but this would also apply to unpredicted weather related emergencies as well as unplanned possibilities like no heat or electricity. In any event, your child should always know what to do in case of an emergency closing should it happen on a Tuesday **during school**.

## PARISH STAFF

Msgr. Charles P. Vance	Pastor
Mrs. Jean Martin	Director of Liturgy
Berenice Annechini	Principal
Sister Judy Scranton, SSJ	Administrative Assistant
Ms. Jeanette Paul	Director of Religious Education

### **VOLUNTEER CATECHIST ~ Sunday Program**

Kindergarten	Mary Elizabeth Entwistle	610-238-0337	Room 21
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### **VOLUNTEER CATECHISTS ~ Monday Program**

Grade 1	Mrs. Mindy McKinney	610-828-0998	Room 4
Grade 2	Mrs. Marielle Entwistle	610-238-0337	Room 3
Grade 3	Mrs. Barbara Ronan	610-828-3711	Room 20
Grade 4	Mrs. Kathy Marine	610-828-9583	Room 19
Grade 5	Mrs. Victoria Koenig	610-828-6721	Room 8

### **VOLUNTEER CATECHISTS ~ Tuesday Program**

Grade 1	Sister Maureen James	610-828-2866	Room 2
	Mrs. Fran Mattei	610-832-2532	Room 21
	Mrs. Maria Lauria	610-397-0392	Room 22
	Mrs. Marion Bonnevie	215-233-5179	Room 1
Grade 2	Mrs. Michele Clancy	610-834-9616	Room 5
	Mrs. Michaelle Khatchadourian	610-825-9183	Room 5
	Mrs. Rachel Kamieniecki	610-828-0516	Room 4
	Mrs. Kate DiGiacomo	610-941-3343	Room 4
Grade 3	Mrs. Georgeann Foster	610-825-5090	Room 11
	Mrs. Jodi Jones	610-825-2010	Room 12
	Mrs. Christine Sullivan	610-832-9992	Room 13
Grade 4	Mrs. Jeannette Scanlon	610-275-1092	Room 7
	Mrs. Margie Sciarone	610-313-2323	Room 8
	Mr. Tom Kolsun	215-990-2212	Room 18
Grade 5	Mrs. Cindy Perecko	484-351-8478	Room 15
	Mrs. Kerri Hanlon	610-260-9319	Room 17
	Mrs. Stephanie Jaramillo	610-888-0683	Room 20
Grade 6	Mrs. Anne Sulock	610-828-2505	Room 19
	Mrs. Linda Falcione	610-828-8779	Room 16

**Religious Education Office                      610-834-9868**

**Saint Philip Neri School Office                610-828-3082**

**e-mail - [jpaul@saintphilipnerschool.com](mailto:jpaul@saintphilipnerschool.com)**

**Please do not e-mail on Tuesdays if it is to report an absence for that day.**

**PREP information**

[http://www.saintphilipnerichurch.com/Parish\\_Religious\\_Education\\_CCD.html](http://www.saintphilipnerichurch.com/Parish_Religious_Education_CCD.html)