



Parent Handbook

2011-2012

The Diocese of Rockville Centre and parishes within the diocese are committed to promoting the safety of our children and the quality of Faith Formation programs. The following guidelines are meant to assist the parents of St. Anne's Faith Formation parents.

Admissions: All students must be formally registered in the parish and the Faith Formation program in order to participate. Each child in the program must have on file a copy of their Baptismal certificate.

Each child in the program is required to attend Sunday Mass. We recommend that each child attend Mass with his/her parent(s).

Transfers from another parish will require verification. It is the parent's responsibility to notify the Faith Formation office of the previous program the child attended.

Registration fees: Fees are \$100.00 for one child; \$180.00 for two children and \$260.00 for three or more children. (A late fee of \$25.00 will be applied to registrations received after the due date.) Sacramental donations in grades 2 and 8 are an additional \$125.00.

Children's safety: Safety of the children is a top priority. For this reason, I request you please observe the following rules:

- Park your car in the school parking lot when dropping off and picking up the children. Double-parking on Dartmouth Street is a HAZARD.
- Notify the Faith Formation Office if your child is being dismissed to someone other than yourself or the usual person you have designated.
- Visitors coming into the school during class sessions must check in with the Hall Monitor or Faith Formation Office.
- If your child has any special health or educational needs please inform us.
- Students are expected to be respectful of the catechists and their peers at all times.

Arrival and Dismissal:

- 1st, 2nd and 3rd grade students are dismissed at the McCloskey Auditorium doors. Tuesday and Wednesday classes are from 4 PM to 5:10 PM. (First grade students are dismissed 10 minutes earlier.) Sunday classes are from 11 AM to 12:10 PM. (First grade students are dismissed 10 minutes earlier.)
- 4th, 5th and 6th grade students are dismissed at the main doors of Saint Anne's School. Tuesday and Wednesday classes are from 4 PM to 5:10 PM. Sunday classes are from 11 AM to 12:10 PM.
- 7th and eighth grade students are dismissed at the McCloskey Auditorium doors. Wednesday classes are from 7 PM to 8:30 PM. Sunday classes are from 8:30 AM to 10 AM. Please consult your schedule for meeting dates as these vary. Schedules are available at the church website (www.stannesgc.org) under Faith Formation.

Attendance and Lateness: Please call the Faith Formation office (488-1032) if your child is unable to attend class as attendance is taken for each class. Students with excessive absences will be asked to meet with the director and/or pastor to determine if the student should be promoted and/or make-up work is required. Students are considered late if they miss more than ¼ of the class.

Early Dismissal: These requests are honored, though since class time is limited, early dismissals are not encouraged. The parent **must** go to the Faith Formation Office and sign the child out. A representative from the office will go to the classroom to escort the child to meet his/her parent. Students will not be dismissed from class to parent or any other adult. The person to pick up the child must be a parent, unless stated otherwise in parent letter.

Program Calendar: Please see the attached documents for the schedule for your child's class. Dates are listed by class day; a separate calendar is provided for grades 7 and 8.

Cancellation of Class: In the case of bad weather please check the News12 website at www.news12.com. If classes need to be cancelled for any other reason, a message will be placed on the office phone (488-1032), a note will be applied to the school doors, and an attempt will be made to reach you via e-mail. The e-mail address of each student should be listed on the registration form.

Student Conduct: We expect courtesy and respect from our children toward the catechist as well as one another. Inappropriate, rude, or disruptive behavior is not acceptable. If the student does not respond to verbal correction and it becomes a repeated problem, the catechist will attempt to reach the parents and will notify the Director of Religious Education. A parent conference will then take place.

Snacks: Due to the variety and prevalence of food allergies among students, no food, candy, or drinks, other than water bottles, will be allowed during class.

Electronic Devices: Because we cannot guarantee the safety of electronic devices, we ask that they be kept at home. If a parent believes it is necessary for a student to have a cell phone, it should be turned off during class time.

Medical and Educational Issues: We desire to educate all children based upon their needs, talents, learning styles and physical concerns. If your child has any type of consideration which might impact his or her learning, please let the Director of Religious Education know. This information will be shared only with your child's teacher and will better prepare all of us to fully assist your child.

Communication: St. Anne's Faith Formation program is committed to promoting the development of the faith and safety of each child. In order to achieve this, parents, educators, and the parish need to work together. This occurs when lines of communication are open. We encourage you to contact the office (488-1032 or lbeck@stannesgc.org) with any questions, suggestions, or concerns.

Safe Environment: All adult catechists and aides must comply with all "Safe Environment" requirements, which include background checks and screenings, volunteer forms, and Virtus training.