

POLICIES AND PROCEDURES

Grades K-8

St. Ann's Parish ~ Office of Faith Formation

Dear Parents,

The office of Faith Formation is dedicated to assisting parents, the primary educators of your children in the nurturing and development of your children's faith. We are committed to instructing our students in the teachings of the Catholic Church and to strengthen and deepen their Catholic faith and practices. In order to achieve consistency as well as to avoid misunderstanding, we present the following statements of expectations, policies, and procedures regarding the Faith Formation Program here at St. Ann's.

Weekly Mass:

We believe that parents are the primary teachers of their faith to their children. Therefore, it is expected that all children enrolled in our Faith Formation Program, and their families attend Mass every week. It is virtually impossible to expect our religious education program to succeed if our families do not participate in the central act of worship. We ask that you not treat your child's attendance at class as a substitute for attending Mass.

Our Mass times:

Saturday 4:00 PM, Sunday 8:00 AM, 9:30 AM, 11:00 AM (w/children's choir), & 5:00 PM (w/teen choir)

Drop off / Pick up Procedures:

Please be on time!! Parents, please make sure your children arrive promptly to class. Tardiness is a distraction to both students and catechists, and decreases valuable instruction time. Students that are late for class should report to the office, where we will walk them to their classroom. **For the safety of the students, parents are not allowed in the hallway after the start of class.**

Kindergarten: Children are to be walked to and picked up from the classroom by a parent/guardian.

Grades 1, 2, 3, & 4: All classes will start in the Parish Hall. Students will sit with their class at a round table. At the end of class children are to be picked up from the classroom by a parent/guardian. We believe this will ensure the safety of our students. **Parents will be allowed down the hallway to the classrooms when the hallway door is open at dismissal time by someone in the Faith Formation office. *Parents please be sure to verbally communicate with each student's teacher before leaving the classroom.*** If you are involved in a carpool, please note that you will be required to go to each student's room individually. **Please do not wave or beckon any child over to join you. Your children's safety is our utmost concern.**

Grades 5-8: Parents may use their discretion as to whether students are dropped off and picked up either in the classroom, or in front of the main doors of the Parish Center. Please urge children to use extreme caution in the parking lot. We ask parents to use extreme caution when driving in and out of the parking lot at drop off and pick up times.

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An "Authorized Caretaker Form" is to be filled out by parents of students in K-8, if your child will be picked up by someone other than their own parent. This includes grandparents, neighbors etc. We do not allow anyone under the age of 18 to pick up any student from the classroom. The Authorized Caretaker form will be on file in the office, not with the teachers. If any changes ever need to be made, please see us in the office.

Attendance and Absence Policy:

Faithful attendance at classes is expected of all students. **Due to the structure of the First Communion Program and the format of the 8th grade program, students in grades 1, 2, & 8 are only allowed one absence for the year.** If your child is going to be absent, please notify the Faith Formation office, by phone (508)824-9021 or email: religioused@stannsrainham.org. If your child is absent from class, he or she will be required to make up each class missed by completing the curriculum at home. The Faith Formation office has a syllabus for each grade level, and will have a record of what the student must make up. Make up work is due in the office two weeks from the missed class. **We ask that absences are those due to sickness and/or urgent family issues. (i.e. not sports or extra- curricular activities) All absences must be made up.** We do have a Home School program (grades 3-8) if conflicting schedules are an issue.

Early Dismissal Policy:

Early dismissals are discouraged but we understand it is necessary at times. If your child needs to be dismissed, we ask that it not be any earlier than **15 minutes before** the scheduled end of class. More than 15 minutes of class time missed will be considered an absence.

Discipline:

It is important to note that our Catechists are all volunteering their time to teach your children. They deserve the utmost respect for all of their efforts. It is expected that all students show consideration for their teachers and fellow classmates and refrain from any behavior that would cause injury or prevent learning. Catechists are instructed to send any student behaving inappropriately to the office.

Students are required to bring their books to **every** class. **Toys and ipods are not permitted in the classrooms. Cell phones must be turned off. Use of cell phone during class will result in the cell phone being taken away, and given to the office. It will be returned to the parent of the student.**

No Food Policy:

Due to potentially serious allergies, parents *please do not send your children to class with any food, candy, gum or drink (soda, sports drink, coffee etc.)* Water Bottles are the only allowed exception.

Emergency Closing:

If Raynham cancels school due to snow or inclement weather, Faith Formation classes are cancelled as well. If inclement weather occurs after school dismissal and before evening class, please tune in to WBZ channel 4, or WCVB channel 5 for cancellations. Cancellations will also be posted on our website stannsrainham.org. Teachers will call their respective students to inform them of any cancellations.

Thank you for allowing us to help you in teaching your children about their Catholic Faith. We appreciate your time in reading our policies and procedures. Please let us know if you have any questions.

Sincerely,

Kristin Kreckler & Lisa Donahue

Religious Education Coordinators