

Family Name: _____

St. Peter's Church Faith Formation Faith Formation Handbook 2017-2108

PLEASE **READ** AND **RETURN** THE LAST PAGE



Address:

2118 Main Street
Spring Grove, Illinois 60081

Parish Office:

816-675-2288

Faith Formation Email:

faithformationstpeters@gmail.com

Faith Formation Coordinator and Assistant

Aimee Thomas and Roseann Basford

GENERAL INFORMATION:

1. Sacramental Preparation

The sacraments of 1st Reconciliation, 1st Holy Communion and Confirmation are two year programs. Students must complete two years of Sacramental preparation before making each sacrament.

2. It is the Diocese's mandate that each child be enrolled in a religious education program two years prior to receiving the sacraments of First Communion and Confirmation.

Regular attendance at classes is presumed. It is difficult to maintain consistent instruction if attendance is sporadic. Attendance will be taken during each class session. Parents are required to call the Faith Formation office at 815-675-2576 or email at faithformationstpeters@gmail.com to class to excuse an absence. Please leave a message. Parents will be contacted after two absences. Students will make up any missing class work. If a child is absent more than three times a conference will be arranged between parents, teacher, Pastor and Directors

3. Behavior:

Students and parents are expected to conduct themselves in an appropriate manner, to communicate with respect in a Christian fashion. This includes behavior before, during and after class. If a child's behavior disrupts the learning environment, the child will be removed from the classroom. If disruptive behavior persists, parents will be contacted for early pick-up and an appropriate plan will be developed to ensure the behavior does not continue. If disruptive behavior continues the child will be removed from the program. The parents will then set up a meeting with Father Joe and the Directors to create a plan either for home study or a plan to earn the privilege of returning to Faith Formation class.

In summary:

- **Level One:** Removal from room, discussion with Director to return to class.
- **Level Two:** Removal from classroom, phone call to parents and early pick-up and set up planning meeting with parents, Father Joe and Directors.
- **Level Three:** If child continues to be disruptive following planning meeting the child will be removed from the classroom program. At that time the child is a candidate for home study or may earn the privilege to return through other suggested service projects.
- All behavior expectations will be displayed and discussed on the first day of Faith Formation class.

4. Background Checks:

All Catechists and aides over 18 are subject to a background check prior to volunteer service.

5. Drop Off / Pick Up:

Children must be dropped off promptly at the start of class. Grades will be grouped for pick up for safety reasons. Older siblings will meet at youngest siblings designated area for family pick up. Pick up procedures are outlined below and subject to change based on number of students and safety. Students and families are responsible for their own safety during dismissal. No children will be allowed to stay between sessions. Doors will stay locked until pick up time.

Parent must read, understand, sign and return pick up procedure acceptance located on the back page of this handbook.

1st Grade:

1st Grade students must be dropped off and picked up by Parent at their classroom. Parents must escort their child to class and sign-out child after class. Changes to this requirement must be stated in writing and verified with teachers and directors.

2nd Grade:

Second grade students will be dismissed from the Parish Hall. Parents must sign out child after class.

3rd Grade:

Third grade students will be dismissed from the door at the back of the building. Parents must park their vehicle, turn off headlights and stand outside of their car. Please make visual and/or verbal contact with supervisor and child.

FOR SAFETY ALL CARS MUST PARK AT PICK UP.

4th Grade:

Fourth grade students will be dismissed from the stairs at the back of the school building. Parents must park their vehicle turn off headlights and stand outside of their car. Please make visual and/or verbal contact with supervisor and child.

FOR SAFETY ALL CARS MUST PARK AT PICK UP.

6th and 7th, 8th Grade:

Sixth, seventh and eighth grade students will be dismissed from the back of the school. Students must remain with teacher/director until visual contact is made with parents prior to teacher dismissal.

Parents must park their vehicle, turn off headlights and stand outside of their car. Please make visual and/or verbal contact with supervisor and child.

FOR SAFETY ALL CARS MUST PARK AT PICK UP.

6. Family Communication:

Forms of communication within our church are the Sunday bulletin and on the Parish website. The primary form of communication will be via e-mail unless requested by parents.

St. Peter Catholic Church Website: StPeterCatholicChurch.org

St. Peter Faith Formation e-mail: faithformationstpeters@gmail.com .

In case of emergency you may call or text Aimee Thomas as **815-342-6318**

7. Fees:

All fees must be paid in full according to the specifics of the registration contract. Accounts must be up to date before attendance in class. Should any family have difficulty meeting their financial obligation, they are encouraged to contact the pastor to discuss other arrangements which are reasonable and acceptable for everyone.

8. Registration:

Registration forms for the upcoming year will be given to each family in May. Registration forms can also be obtained at the exit of each church door from May-August. In addition, registration can be fill out online at: StPeterCatholicChurch.org

Registration for current families will close on the last day of August. This allows us to recruit teachers and order supplies. Any student registered after August is not guaranteed a spot in class.

9. Weather Emergencies/School Closings:

A mass e-mail will be sent in the event of a school closing. St. Peter Church will also follow decisions made by Districts #2 and #157. Please check email often on Faith Formation days especially if the weather is questionable. You may always contact the office at 815-675-2288 if you are concerned about class.

10. Food/Snacks:

The classroom teacher may provide snack for the students. Students who are not able to eat and clean up their snack in a respectful manner will not be allowed to have food. The classroom teacher has the option to disallow food and drink at her discretion. Please make sure any food allergies are communicated to the teacher right away.

11. Mass Attendance/ Registered Parishioners:

Mass attendance for us Catholics, is vital for our spiritual development and growth (Jn. 6.) Mass attendance is essential for all St. Peter's Faith Formation families. We can't encourage participation in Sunday Mass enough! Our Catholic faith can't be learned and practiced one hour per week at Faith Formation class. In addition, all Faith Formation families must be registered members of St. Peter's Church.

Family Name: _____

**SIGN and RETURN at faithformationstpeters@gmail.com or RETURN TO
TEACHER**

Please initial when section is read, understood and in agreement.

Photo Disclaimer:

_____ St. Peter Church may photograph my child for classroom use.

_____ St. Peter Church may photograph my child for use within weekly church bulletins, church website and/or newspaper.

Faith Formation Payment:

_____ I understand and agree to tuition payment as stated in the tuition section of this handbook.

Dismissal and Pick-up Procedure:

_____ I understand and agree to the dismissal procedure as stated in the dismissal and pick-up section of this handbook.

Discipline Procedure:

_____ I understand and agree to the discipline procedures as stated in the discipline section of this handbook.

X _____
Signature of Legal Guardian

Please email back to faithformationstpeters@gmail.com or return to the classroom teacher.