

# Parishes of St. Anthony and St. John the Evangelist

## Parent and Student Handbook

### Religious Education and Youth Ministry Program

We at St. Anthony's and St. John's are dedicated to helping our students grow in faith in a loving, safe environment that spreads the true message of our Catholic faith so that our students may come to recognize the love of Christ and to help them participate more fully in the life of the Catholic Church.

### Program Policies

In order for our Program to run smoothly and ensure safety measures while your children are in our care, we ask that you please read our **Parent and Student Handbook** in its entirety. Included you will find guidelines for safety and security, building entrance and exit, student behavior while attending our program, as well as guidelines for our policy on absences and tardiness for our students.

### Safety Policy

These rules are set in place to ensure the safety of our students attending our Program and we follow the guidelines set by the Albany Diocese. Your cooperation is crucial.

1. All children in our program Kindergarten through Grade 11-12 Confirmation Preparation may be escorted by a parent or family member to their classroom on the **first day of classes only**. If the catechist has not arrived, parent/s or family member may stay until the catechist is in the classroom. After the first day of classes the hall monitors will wait with students for catechists to arrive if they are running late which very rarely happens. After the first class catechists, hall monitors and students will be allowed upstairs and in our hallways. There will be comfortable seating available in the cafeteria for parents to wait for their children. Children will be dismissed from their classes and will reunite with parents in the cafeteria.
2. The main doors of the Parish Center will remain locked. The rear parking lot entrance will be the only entrance available to our building. **For the convenience of parents and students the parking lot entrance will be accessible 15 minutes before classes begin and 15 minutes before dismissal.** Parents are asked to bring their children into the building as follows:
  - a. For the 8:15-9:15AM Grade 2 Session: Eastern Avenue parking lot access to the building will be at 8:00AM. Door will be locked at 8:20AM. Door will be unlocked at 9:00AM.
  - b. For the 10:45-11:45AM Session: Eastern Avenue parking lot access to the building will be at 10:30AM. Door will be locked at 10:50AM. Door will be unlocked at 11:30AM.
  - c. For the 12:00-1:00PM Session: Eastern Avenue parking lot access to the building will be at 11:45AM. Door will be locked at 12:05PM. Door will be unlocked at 12:45PM depending on the availability of a hall monitor. If no hall monitor is available for the 9<sup>th</sup>. and 10<sup>th</sup>. grade session dismissal, the door will remain locked until class dismisses.
  - d. For Tuesday 7:00-8:00PM Classes: Eastern Avenue parking lot access to the building will be at 6:45PM. Door will be locked at 7:05PM. Door will be unlocked at 7:45PM depending on the availability of a hall monitor. If no hall monitor is available for the 9<sup>th</sup>. and 10<sup>th</sup>. grade session dismissal, the door will remain locked until class dismisses.
  - e. **If you arrive after the allotted time** you will need to RING the bell at the parking lot entrance and a staff member or hall monitor will let you in.
3. A written note of permission is required from the parent, for anyone picking up his or her child who is not the parent. This person needs to be an adult, 18 years of age or older (including siblings) A written note of permission is required from the parent if you must pick up your child early from a class or event.



**It is expected that all children in our Religious Education and Youth Ministry Program attend Mass each weekend and on Holy Days of Obligation.** If Mass attendance is not a family priority we are not able to fully instruct your children in our faith. Parents are the first example of faith; we are here to assist your children in learning the teachings of the Catholic Church. We hope to assist you throughout the year in providing your children with the best faith formation for their future. **"On your part, you must make it your constant care to bring them up in the practice of your faith."** (Rite of Baptism for Children)

### **Weekend Mass Schedule**

#### **St. Anthony's Church**

Daily Mass celebrated Monday through Saturday – 8:00AM  
Saturday Vigil celebrated – 4:00PM  
Sunday Mass celebrated – 8:30AM and 10:30AM (Spanish)  
Confessions – Saturday 3:00 – 3:30PM or by appointment

#### **St. John the Evangelist Church**

Saturday Vigil celebrated 4:00PM  
Sunday Masses celebrated 7:30AM, 9:30AM and 5:00PM  
Confessions – Saturday, 3:00 – 3:45PM

### **Sacramental Program for Grade 2 and Grades 11 – 12**

Sacramental year students will have additional class instruction, Parent Meetings and Retreats. Details for each will be sent via email to all registered families.

### **Tardiness and Early Dismissal Policy**

To help prevent disruptions to the classes already in progress, please make every effort to arrive on time and have consideration to our volunteers and their planned lessons. It is disruptive when students arrive late to class. Should a student repeatedly be tardy, the Director will contact the parents in hopes of rectifying the issue.

### **Special Needs/Medical Conditions**

Please inform the Director before the first day of class if your child has any special needs or medical conditions. Medication of any kind is not permitted to be carried by a student. If special emergency medication is necessary for your child, such as an EpiPen or food used to adjust blood sugar please speak to the Director beforehand. There is a section on the registration form to include this information.

## **Food Policy – Allergies**

Our classrooms are considered a 'Food Free' area during all sessions unless previous notification has been given to parents for special events such as Christmas and other holiday gatherings and/or retreats.

## **Absentee Policy**

1. If your child will be absent, please email Dianne Galarneau at [dgalarneau@sjchurch.com](mailto:dgalarneau@sjchurch.com)
2. Excessive absences will be addressed with the student's parent/s to possibly modify the instruction plan.
3. If the child/student is enrolled for Sacramental Preparation for First Reconciliation, First Eucharist (Communion) and for Confirmation and absenteeism is noted it may be necessary for the child/student to receive the sacrament during the following year.

## **Home Study Option**

Home Study is available to all students in all grade levels with the exception of Grade 2 and Grades 11-12 which are our sacramental preparation years. Parents selecting Home Study for their children in Grade 3 through 10 must have their student return the text evaluation for the student's file. Progression to the next grade level is adherent to this policy.

## **Cell Phone and Electronic Device Policy**

Cell phones or electronic devices are not to be used in class. Older students may carry their cell phones for emergency use, but the cell phone or any electronic device must be out-of-sight.

First Offense: If the student is found using his or her cell phone they will be asked to give it to the catechist for return upon dismissal. Parents will be notified.

Second Offense: If the student is found using his or her cell phone again, all students in the class will be required to put their phones in a personalized envelope which will be returned at dismissal. Parents will be notified.

## **Email Communication and Family Information**

Email is our main source of communication with our families. It is necessary for parents to check their email regularly.

1. If your email, home address, cell or any other important family information changes, please contact the Faith Formation office (518-372-3381 ext.226 or [dgalarneau@sjchurch.com](mailto:dgalarneau@sjchurch.com))
2. Please add Faith Formation email address; [dgalarneau@sjchurch.com](mailto:dgalarneau@sjchurch.com) to your contacts (both in your email and iPhone) this should help with delivery and decrease messages going to your trash file.

## **Emergency Closure Policy**

For weather related closing, there will be a notification on the Faith Formation office phone at least 3 hours before a scheduled class or event. Whenever in doubt, please call 518-372-3381 ext. 226. Every Friday the greeting on this line will include all weekend scheduled classes and events. Closures are not posted on television or radio.