

Revised 2017-2018  
St. Anthony of Padua  
Religious Education  
Policy Statement



As we begin the Religious Education Program, the administrative staff and the catechists welcome you as the primary religious educator of your family. We request your cooperation and your continued support in our efforts to enrich the foundation in faith that you have already established. Please read through this important booklet from beginning to end along with your child. It is our hope that the following guidelines will be respectfully observed so that you and your family will enjoy a fruitful experience of your child' religious formation.

**To participate in the program, your child is expected to:**

- **Attend Mass weekly** and live by the teachings of Jesus Christ.
- Experience six years of religious education before entering the two-year Confirmation Preparation Program.
- Arrive early or on time for the weekly sessions.
- Be prepared, that is, bring the textbook/binder and a pen/pencil to every session. Levels 6, 7 & 8 should bring their bibles. Level 6 will receive their bibles at a special Mass.
- Children who arrive late will be asked to sign in at the front desk and explain reason for lateness. **Three (3) late arrivals** will equal **one (1)** absence.
- **Provide a note of explanation for every absence.** All missed classroom work will be assigned to do at home. More than **five (5)** absences whether excused or unexcused will result in repetition of the current level.
- After an absence, complete assignments at home by reading the chapter with parents/guardians. Fulfill requests the catechist made to enhance the lesson.
- Cooperate with the catechist and be compliant with expectations of proper behavior in a group setting. **A child may be moved to a different class at the discretion of the coordinator of Religious Education. Inappropriate behavior will result in a phone call to the parent.**

**CODE OF CONDUCT:** Courtesy & respect is to be shown to each other, to catechists and to all adults. Respect all school property; books, desks, bathrooms, classroom projects, etc.

- No food or drinks allowed in the school.
- No running, yelling or bad language at any time.
- No use of tobacco, alcohol or illegal drugs.
- No weapons, ipods, heeies or skateboards on premises.
- **All Cell Phones Must Be Turned Off. No electronic devices allowed at any time. Leave them home.** In the event your child is ill or needs to reach you, your child may use the office phone. If you need to get in touch with your child during class time, call Trinity Regional School @ 631-261-5130. Please do not text or call your child during class time.
- Please have your child/children use the bathroom before going to the classroom to help cut down on bathroom trips.
- Students are expected to wear appropriate clothing in a Catholic School setting.

**For your child to participate in the program, a parent/guardian is expected to:**

- **Attend Mass weekly** and live by the teachings of Jesus Christ.
- Discuss the guidelines with your child and support the guidelines to the best of your ability.
- **Attend Parent Meetings**, help out in your child's class when needed and cooperate with your child's catechist.
- Record the schedule of classes on your home calendar and note the parent meetings, the three parent enrichments and your child's grade level Masses, attendance will be taken.
- **Levels 1 – 6:** Accompany your child *into and out of* the building through the **Fifth Avenue Entrance only.**
- **Levels 1 – 6:** Follow the sign-out procedure. Provide names of those authorized to pick-up your child on Signature Page.
- **Level 7 Classrooms & Level 8 Parish Outreach Rooms:** **Must use Main Entrance to enter and exit the building. Do not use Parish Outreach exit doors or parking lot.**
- **Early Sign Out** - Come into the building to sign-out your child if he/she has to leave before the session ends for health or another serious reason. Your child will not be allowed to leave the building to meet you in the parking lot. A note of explanation is required and must be brought to the front desk before classes begin. **Note should include:** child's name and grade level, teacher's name and room number, pick up time and reason for leaving early. Do not make doctor appointments during class time. **Three (3) early pick-ups will equal one (1) absence.**
- **Absences** require a note explaining the reason for your child's absence and requesting make-up work when your child returns to the weekly session. **More than five (5) absences, whether excused or unexcused, will result in repetition of the current level. Three (3) early dismissals or three (3) late arrivals will equal one (1) absence.**
- **Discuss the *priority* of your child's attendance at religious education sessions with coaches and other activity leaders.**
- **Please inform the Rel. Ed Off. of any special needs your child has: e.g. allergies, learning disabilities, physical limitations, medications we should be aware of concerning your child.**

**Program sessions are one hour and fifteen minutes in length and are offered as follows:**

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| ➤ <b>Tuesday, Wednesday and Thursday Afternoon:</b>  | <b>Levels 1— 8: 4:30PM—5:45PM</b>                |
| ➤ <b>Wednesday Evening: Confirmation Preparation</b> | <b>Level 7 &amp; Level 8 only: 6:15PM—7:30PM</b> |
| ➤ <b>Saturday Morning Session 1:</b>                 | <b>Levels 1—8: 9:00AM—10:15AM</b>                |
| ➤ <b>Saturday Morning Session 2:</b>                 | <b>Levels 1—8: 10:45AM—12:00 Noon</b>            |

**Any custody agreements, orders of protection and legal documents pertaining to your children should be provided to our Religious Ed. Office. All information will be held in strictest confidence.**

**Good communication between parents and Rel. Ed. staff is essential for your child's needs to be met. Rel. Ed. Off. communication with parents/guardians is primarily done through email. Please keep us updated with any changes to your email address.**

**Arrival and Dismissal:** The main entrance on Fifth Avenue is the only door to be used to enter and exit the building. The doors will be locked within 10 minutes of the start of classes and will remain locked until 5 minutes before the end of classes. Late arrivals must ring the bell to enter and sign in at front desk. Levels 1-6 students are to be signed-out at the classroom. Each child in a carpool is to be sign-out by a previously authorized adult. Authorization is given on the parent/guardian signature page completed at book pick-up.

**The children will leave their classrooms for the following reasons:**

- **Catechists are encouraged to take the children to visit and tour the church during class time.**
- **The Sacrament of Reconciliation is celebrated each week during Advent and Lent. Beginning with level 3 students, every week a different grade level will walk to the church accompanied by their catechist to receive the Sacrament.**

**When Northport/East Northport School District cancels afternoon activities or closes school due to inclement weather, Religious Education classes will be cancelled.**