

**Saint Joseph
Religious Education Program
Handbook
2017 - 2018**



Office of Religious Education

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Saint Joseph's Religious Education Staff

Director of Religious Education – Pamela Crozier
Administrative Support – Linda Maffia
Administrative Support – Sr. Mary Lynn Kellogg

2017-2018 Religious Education Office Hours

Sunday: 8:00AM – 12:00PM
Monday: 12:00PM – 7:30PM
Tuesday: 12:00PM – 5:30PM
Wednesday: 11:30AM – 4:00PM
Or by appointment

Website: www.stjosephsomers.org (tab to Religious Education link)
Religious Education Email: sjef@yahoo.com
CRE Pamela Crozier Email: pcrozier8@gmail.com

Please know that the Religious Education office is available to help you in any way that it can.

On behalf of the Religious Education office, God bless you and all your loved ones!

Tuition & Books:

The Total Fee helps to cover the cost of textbooks, activity books, supplies, AV equipment, etc. The balance of the Religious Education budget is subsidized by parish funds. The total fee schedule is:

- One Child: \$ 255.00 Two Children: \$ 350.00
Three Children or more: \$385.00
Four or more students \$435.00
- Sacramental Fee for 2nd Grade is \$40.00 and
for 8th Grade Confirmation Classes

Religious Education Sessions & Times

Day	Grade	Time	Grade	Time
Sunday	Gr 1-7	8:20 -9:35am	Gr 1-7	10:20 – 11:35am
Monday	Gr 1-7	4:00-5:15p.m.	Gr 1-7	6:00-7:15p.m
Tuesday	Gr 1-7	4:00- 5:15p.m.		No second session
Wednesday	Gr 8	5:00 - 6:15pm	Gr 8	6:45- 8:00pm

***Please note -Wednesday classes are held at the Parish Center.**

Liturgies and Services

Attendance at scheduled Mass services **is expected and will be considered an absence if missed.** Each month a class takes part in the Mass and does the readings, intercessory prayers and brings up the gifts.

Liturgy Grade Masses:

Each grade level will take a turn preparing and taking part in each of the parts of the Mass. All classes are invited to attend even if it is not their turn.

6:00PM- Sunday, October 22nd – Grades 3 & 4

6:00PM- Sunday, January 28th – Grades 5 & 6

Family Masses:

All classes and families are invited to attend our Family Masses.

Sunday, September 17th –12:00PM

Sunday, October 15th –12:00PM

Sunday, November 19th - 12:00PM

Sunday, December 17th - 12:00PM

Sunday, January 21st -12:00PM

Sunday, March 16th -12:00PM

Weekly Program

Parents should walk their child into the building using the **Main Entrance on side of the School.** **PARENTS MUST WALK THE CHILDREN INTO THE BUILDING. IT IS FOR THE SAFETY OF EVERYONE** Students report to their assigned classroom only after the Catechist is in the classroom. **Children and parents remain outside of the classrooms until catechist arrives and is ready to accept students.** Parents come into the building 5 minutes before dismissal time. Class dismissal **will be from the main and side doors. Dismissal will be after the bell rings. All doors will be LOCKED during class.**

Students Must Be On Time!

Parents please make sure all students are on time. All classes and events will begin promptly. It is a distraction to others when children arrive late. Late arrivals add up to absences and may result in reassignment of class session. Fifteen minutes after class time is considered tardy.

Program Requirements and Policies:

Calendars -

The calendar for the year is posted on the website. Emails will be sent with any changes to the calendar. The Weekly Parish Bulletin contains information about Religious Education activities.

Parents should read information via email, Bulletin and Website.

Class Attendance:

A child's regular attendance at Religious Education classes is very important and each student is required to attend all scheduled classes. Excessive absences may result in the student having to repeat the grade unless there is a **valid reason**, (such as illness, death in family, accident, etc) Parents are asked to submit a written explanation of the child's absence.

- Each classroom based child is allowed up to **4 absences per year.**

It is the responsibility of the student and the parents to make up class work because of an absence.

Tardiness:

Students are expected to be on time for all classes. Catechists keep a

record of tardiness. After three late arrivals, the child's parents will be contacted to see how this difficulty can be alleviated. Every time a child enters a classroom late he/she interrupts the lesson which the catechist has begun.

Early Dismissal

Is Discouraged, however, if a child is to be dismissed early, a parent/guardian must notify the Religious Education Office in advance **with a note** stating the reason for the dismissal. The student needs to be signed out, and someone from the RE Office will get your child from their class. **At no time is a parent/guardian allowed or permitted in the halls to pick up their child during classes.** This is due to Safe Environment safety requirements.

Cancellations:

In the event of inclement weather, or any other reason, cancellations will be announced on: **WHUD: 100.7FM** and on www.WHUD.com Storm Center. And will be posted on the Religious Education Website.

If it is feasible, we will also notify you via email.

If **Somers and North Salem Schools** are closed due to inclement weather, Religious Education Classes are cancelled for that day and/or evening. **Please do not call the Rectory. Listen to the radio or go to our website.**

Use your judgment. **Safety is THE PRIORITY OF EVERYONE..** If it is possible there will be a message on the Religious Education's answering machine (914) 276-1067.

Food During Religious Education Program:

The Religious Education Program will not serve food during the sessions because some children have medical restrictions or allergies to certain foods or ingredients.

Car Pools:

Parents are asked to submit in writing, at the beginning of the year, the name(s) of adults who will provide transportation for their child.

One (1) Copy to the teacher and one (1) copy to the office.

Bathroom Use:

Please have children take care of their bathroom needs **before class**. To avoid multiple distractions during class, the use of the bathroom is limited during class time. **Students cannot leave the classrooms** unless it is an emergency.

Preparation for Class:

All students are required to bring a pocket folder, 2 pencils, and their Textbooks and Bible (Grades 6,7, & 8). **It is the responsibility of the parents to check this folder each week for assignments and important notices.** It is up to the discretion of each individual catechist whether or not other supplies will be required for their particular class. Catechists will send home an email with your child listing the supplies they will be using. Students are allowed to bring a bottle of water to class.

Lost Books:

Although the registration fee covers the cost of the textbooks, they are expensive, so please remind your child to put their name in the book and to take care of his/her book and to bring it to class. **A fee of \$25.00 will be charged for replacement of a textbook.**

Discipline:

Religious Education Classes take place in a Christian setting. Each student is expected to show respect for the catechist, their fellow students, and for the desk/table that they are using. If there is a problem:

- The catechist will discuss the student's inappropriate behavior and try to resolve the issue directly with the student and/or Parent.
- If the student does not respond, they will be sent to the office to meet with the Director .
- The Parent of the Child will be called to come immediately to pick up their child for continual behavioral issues.

Parish/School Property:

If a RE Student has damaged parish or school property, the parent will be responsible for replacing, repairing, and/or paying for the damage.

Home Assignments:

Students are expected to learn certain Prayers, Liturgical Symbols and Gestures and Words at each grade level. In order to promote family involvement in passing on our faith, these items should be reviewed and practiced. In addition, any home assignments that are given must be completed. In addition, lessons taught in class should be reinforced at home each week.

Our Textbooks contain a Family Page for each lesson. Please take the time to review this material with your child as a family. It will help them to fall more in love with God and develop a personal relationship with Jesus and the Holy Spirit.

Problems / Concerns:

There are different needs in children as they grow. If parents have special concerns, they are asked to call the office to speak with the Director of Religious Education.

Our Security Policy

Doors of the school are locked during class time. For drop-off all parents must use the front doors to enter and leave the building. Dismissal is by the side doors next to the Church. This is especially important during the winter months.

Students in grades 1-7 will be released from the classroom to their Parents **ONLY** at dismissal time, unless the Religious Education Office is notified in advance in writing. (This includes carpool arrangements, and other family members who must be 16 or older.) If someone other than a parent or legal guardian is picking up a child, written permission needs to be on file in the Religious Education Office and a copy with the student's teacher.

For your child's safety, it is essential that children are dropped off no more than five minutes before class time and picked up promptly at the end of the class session. If an emergency arises, call the Religious Education Office.

Sacramental Preparation and Practice

In Saint Joseph's Parish, a child's sacrament preparation is under the leadership of the Pastor and Director of Religious Education. Parents, as the primary religious educators, prepare their children for the sacraments of Reconciliation, Eucharist and Confirmation.

First Reconciliation and First Eucharist

Sacramental preparation of First Reconciliation and Eucharist requires a two year preparation which begins in 1st grade. At home, parents should review each week the lessons learned in class. As part of this preparation, parents attend two meetings, one in October and the other the end of January. 2nd graders need to attend a Rite of Enrollment held on Saturday in Oct. (See calendar) Reconciliation & Retreat takes place in March. First Communion will take place on Saturdays in the Spring, 2013 (check calendar). Dates and times will be announced. Parents will receive further information regarding sacramental procedures prior to the event.

Sacrament of Penance - Reconciliation:

Each child in grades 3 through 7 should receive the Sacrament of Penance at least once per year. We will bring each class to Reconciliation at least once during the school year. You can attend a Reconciliation service during Christmas or Easter (check bulletin for dates and times) or you can attend any Saturday reconciliation held in the Church.

Confirmation Preparation Program

The students receive their Confirmation Folders to guide them through their preparation in November. There is also a Confirmation retreat. Preparation for the Sacrament of Confirmation is outlined in the

Confirmation Packet. **The Confirmation interviews will take place on Jan 3rd &, Jan 10th during class time at the Parish Center.**

Grade 8 Confirmation Class Only,

Retreat at St. Joseph's Church:

5pm students Jan17, 2018

6:00 –9:00pm

6:45pm students Jan 31, 2018

6:00pm – 9:00pm

All students are **required to attend**