



St. Patrick Church Faith Formation Program

Handbook
2018 - 2019

Grades:
Kindergarten thru 8

Faith Formation Office Information

Director of Faith Formation : Dani Annino

Office phone number: (860) 267-6644

Email: faithkthruyr2@sbcglobal.net

Class Days and Times

All classes meet according to the class calendar

Grades 1-3

Wednesdays 4:15pm - 5:00pm *or* 6:00pm - 6:45pm

Grades 4-5

Tuesdays 4:30pm - 5:30pm *or* 6pm - 7pm

Grades 6-8

Schedules vary based on class

Admission and Registration Information

St. Patrick Church welcomes all children into the Faith Formation Program. No child will be denied participation on the basis of race, sex, or national origin. All student and family information and records are held in strictest confidence at all times.

Parents are the primary catechists of their children and as such it is their primary responsibility to educate their children in the Catholic faith. The objective of our Faith Formation program is to supplement this task by imparting more knowledge and supporting the formation of Catholic attitudes so that the child may participate more fully in the worship of the Church.

Children must be registered each year. **The registration period will be determined in the Spring. All re-registration forms must be received in the Faith Formation Office during the registration period. New registrations will be accepted until October 1st of the current year.**

Registration for the Kindergarten Program is ongoing and will close at the discretion of the Kindergarten Catechist and the Director of Faith Formation.

All children registering for the first time must present their Baptismal and/or Holy Eucharist certificates at the time of registration. All children must have attended a full year of faith formation in a Roman Catholic religious education/faith formation program immediately prior to enrollment in a sacramental preparation program. The Grade 3 program prepares students for the Sacraments of Reconciliation and Holy Eucharist. Specific information for these programs will be available at the beginning of the catechetical year.

Children who have not been registered in a Roman Catholic Religious Education Program/Faith Formation program and/or have not received the Sacraments of Reconciliation and Holy Eucharist must complete the catechetical formation format as outlined below:

- a) Children entering Grades 1 and 2 will be placed in the appropriate grade level Faith Formation class with their peers.
- b) Children entering Grades 3, 4 and 5 will complete one year of Faith Formation program. In the following academic year, they will be placed in the appropriate Sacramental Preparation Program.

Faith Formation Program Description (Grades 1-8)

Regardless of program, regular Mass attendance is expected. Not only is this part of being a practicing Catholic, it only makes sense in the formation of your child's faith. Our programs are not designed as a stand-alone. Participating regularly in the Liturgy of the Eucharist and the Faith Formation Program defines a child in their Catholic faith.

Classroom Faith Formation Program. Classroom space is limited. Once classes are filled, this option will no longer be available. An additional class fee of \$10 per child applies to this program.

Grades 1-3, Wednesdays 4:15pm - 5:00pm or 6:00pm - 6:45pm

Grades 4-5 First and Third Tuesdays 4:30pm - 5:30pm or
6pm - 7pm

Grades 6-8, According to the calendar for the classes selected

In order to better address the needs of our middle school students, accommodate busy schedules, and facilitate more effective catechesis we are introducing a new middle school Faith Formation program. We will be offering the following classes: Sacraments, Jesus Christ, Discipleship, Prayer and Liturgy, The Creed and Holy Trinity, Mary, The Saints. They will be offered on a rotating basis in three sessions and the children must complete 6 classes between 6th and 8th grade in order to be eligible to begin the Confirmation program in 9th grade. Schedules will be available at registration.

Faith Formation Class Schedule

A class schedule will be provided to each student at the beginning of the catechetical year.

Attendance

Regular attendance at all Faith Formation classes, completion of work and regular attendance at Mass is expected and essential to the growth and development of a strong faith and sense of belonging to the faith family of St. Patrick Church.

For children participating in the elementary level Faith Formation Program repeated absences will result in a meeting with the Pastor and Director of Faith Formation to determine the best way to proceed in the child's faith formation education. More than 1 absence in the Middle School program will result in the

child having to retake that class. Persistent early dismissals from the classes will be treated as absences.

If your child is unable to attend their scheduled Faith Formation class, please notify the Director of Faith Formation at 267-6644 or your child's catechist.

Inclement Weather/Emergency Cancellation

Faith Formation classes are automatically cancelled whenever East Hampton Public Schools are closed due to weather or other emergencies. Other closings are posted on the following:

WFSB TV Channel 3 Eyewitness News or www.wfsb.com

NBC30 www.nbc30.com

The St. Patrick App - To download text: spceh1 for apple devices
spceh2 for android devices
to: 555888

and Facebook page (St. Patrick East Hampton)

Arrival and Dismissal Procedures

Parents of children in grades 1-5 are asked to accompany their children into the Parish Center upon arrival. At the end of class please come into the Parish Center to pick up your child.

Please be prompt in picking up your child from Faith Formation class. If a child is not picked up 15 minutes after the conclusion of the Faith Formation Program, the emergency contact will be called. If the emergency contact cannot be reached and the child has not been picked up 30 minutes after the conclusion of the Faith Formation Program, the East Hampton Police Department will be called for your child to wait with an officer. **Please note:** Your emergency contact should be someone who is within 15 minutes of the Parish Center.

Care of Property

Students are expected to treat all facilities respectfully and to leave the class spaces as they are found. In case of damage, students and/or parents will be responsible for the cost of repairs or replacement. Students are expected to take care of their own Faith Formation textbooks and bring them to each class. Lost books must be replaced at the student's expense.

Medical Emergencies

In the event of a medical emergency, catechists will call 911. Parents will be contacted as soon as possible. Each student must have a medical release form on file in the Faith Formation Office.

Abuse and Neglect

All Faith Formation staff and volunteers are mandated reporters and are required by Connecticut State law and the Diocese of Norwich to report suspected or actual abuse to the appropriate state authorities. All staff and volunteers receive training on this topic.

Discipline/Behavior Management Procedures

All students are expected to treat each person with care, concern, honesty, and respect at all times. Incidents displaying a lack of self-control, respect, physical, sexual, or verbal harassment will not be tolerated and will be addressed immediately.

The steps for disciplinary action are:

First Offense - verbal correction by the catechist.

Second Offense - the catechist will speak with the parent directly. The conversation will be reported to the Director of Faith Formation.

Third Offense- the Director of Faith Formation will contact the parent and an action plan will be developed and documented.

Fourth and Final Offense - a conference with the student, parent, catechist, Director of Faith Formation, and Pastor will be required. The outcome of this conference will determine whether the child will return to the program or be instructed at home.

If at any time a student's behavior endangers the student or others in the class, the student will be removed immediately from the class and the parent will be required to take the student home. The Director of Faith Formation reserves the right to omit one or more of the previously outlined steps whenever it is deemed necessary.

Complaint or Concern Process

Occasionally parents may have questions or concerns about issues or situations that occur in Faith Formation class. We ask that these issues be addressed first with the catechist directly. If the result is not satisfactory please review the situation with the Director of Faith Formation. The ultimate resolution of questions and concerns rests with the Pastor of St. Patrick Church.