

# **Parent Guide to St. Bernard's Religious Education Program**

## **Guidelines and Rules**

**Weekly attendance at Mass** : *The whole point of being in a religion program is to learn about and practice our Catholic faith. Attendance at Mass on Saturday night or Sunday is how we worship God as Catholics. We regard weekly Mass attendance as a commitment in the practice of our faith. Masses at St. Bernard's are Saturday evening at 5pm or Sundays at 7:30am, 9:00am, 10:30am 12noon & 5:30pm.*

**Class Attendance** : *Students are expected to arrive on time. Our fire doors are closed for security once classes have begun. If your child will be absent, please call the office (516) 731-8511, email us at reled@stbernardchurch.org or send an absent note to their next class. Please DO NOT call or contact your child's teacher. Early pick -ups are discouraged and should only be done for serious reasons (i.e. doctor appt.). Please contact the Director or Level Coordinator by phone or written note beforehand to make arrangements if you need to pick up your child early. Excessive unexcused absence and lateness may result in a student having to repeat their current year.*

**Textbooks** : *Textbooks (or Bibles when required) are to be brought each week with a pencil. Please remind your child to bring his/her book. Any lost books may be replaced for \$25.00 in our office.*

**Conduct** : *We expect courtesy and respect for one another and for our volunteer catechists. Disruptive or disrespectful behavior will not be tolerated. Incidents will require a parental conference with the Grade Level Coordinator and the Director to resolve the issue.*

**Dress Code**: *NO pajama bottoms, short or inappropriately worded shirts, short shorts or bedroom slippers are permitted. Please dress appropriately. Violations of this policy could result in the parent being notified to come and pick up their child.*

**Cell phones** : *MUST be OFF and put away upon arrival. No electronic games, Rubik's cubes, toys, spinners etc. are permitted. Please explain to your children that the catechist will hold on to these items during class time so it's best your child does not bring these items to class. Thank you for your cooperation.*

**Fees** : *We count on your financial help in order to operate our large program. We provide services such as parent meetings, books, supplies, etc. with your tuition payment. If experiencing financial difficulty, we will work with you but you need to contact us. All payments are expected as we begin a new catechetical year and need to be completed before the end of that year in order for your child to be eligible to re-register.*

**Medical Conditions** : *We need to be informed of any medical conditions. For food allergies or EPI-PEN use, please contact our Office for further guidelines at (516) 731 8511.*

**Special Considerations** : *Please inform us of any special needs or circumstances that we should be aware of so we can accommodate you.*

**Food** : *Due to the prevalence of children with food allergies it is a Diocesan policy that NO food, snacks, gum, candy, milk shakes etc. be allowed our building. Water bottles are permitted.*

## ***Important Safety Procedures***

For the safety of all our children we ask that you read and follow these important guidelines.

### ***Traffic and the Parking Lot***

- Please observe ALL traffic signs in the parking lot.
- Do not park in the handicapped space without a permit (you will be ticketed!)
- Do not park in front of the barricades at the main entrance, it causes gridlock.
- You may use the municipal parking lot adjacent to our facility.
- Please use the Salem Lane entrance weekdays from 3 pm -6 pm as the Hempstead Tpke gate could be closed.

### ***Pick -Up/ Drop Off***

- Enter the building through the main lobby doors.
- Use the Main staircase to pick up children on the 1st and 2nd floor.
- Main hallway doors will be locked 10 minutes after class starts.
- Latecomers please bring your child in and knock on the hallway door to be let on the floor.
- Students **MUST** be picked up by parent or other authorized adult. No children or sibling under 18 will be allowed to pick up a student.
- You **MUST** submit a note if another adult(s) or sibling over 18 is authorized to pick up your child. This can be kept on file for the entire year.
- For the safety of all, no student will be permitted to be dismissed from the classroom unescorted.
- Weather related closings will be on our website [st.bernardchurch.org](http://st.bernardchurch.org) (click on Rel Ed News tab) Fios Channel 1, Cable Channel 12 and on our phone message (731-8511 **ONLY. DO NOT CALL THE RECTORY**).

Please make sure all your information is kept up to date.  
If you change your phone number, email or address please notify us.

***Thank you for your cooperation in supporting our effort to provide a faith filled and safe learning environment for your child!***