

# SACRED HEART FAITH FORMATION, PARENT GUIDELINES 2018 – 2019

The following guidelines will better help us to meet your child's faith formation needs. We ask for your cooperation, please call the Faith Formation Office so that we may assist you. Have a great year and may God bless your family.

**Arrival:** For all minor children, please walk your child into their session. Session I begins at 4:45 p.m. and Session II begins at 6:30 p.m. in assigned meeting rooms. Parking may be an issue so please allow yourself ample time so your student arrives to their session on time.

**Parking:** Parents should park in the front of the building. Only parents who are volunteers for the Faith Formation session should park in the back of the building.

**Tardiness:** Any student who is 10 minutes late should report to the Faith Formation Office to receive a late slip before going into their session.

**Attendance:** It is expected that students will miss no more than three sessions during the year. Advance notice is expected if the student will attend another session that week. Also, a separate request will be expected for make-up work if the student is sick.

**Absence:** The parent/guardian is expected to call the Faith Formation Office (703-590-0256) to report that the student will not be able to attend their session.

**Excused Absences:** Excused absences are death in the family, illness, and celebration of sacraments. For any other extenuating circumstances, please contact the Faith Formation Office (703-590-0256).

**Dismissal:** Parents of minor children should pick-up their student at their assigned meeting room. Session I ends at 6:00 p.m. and Session II ends at 7:45 p.m. – please be prompt.

**Early Dismissal:** The parent will be expected to bring a note with this request to the Faith Formation Office BEFORE the student goes to their class. Faith Formation volunteers will escort the student from their session to the Faith Formation Office for parental pick-up at the designated time.

**Discipline:** Since sessions are only 1 hour and 15 minutes long, it is difficult to lead when a student cannot or will not participate or constantly disrupts the class.

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The following three steps outline the action if a student does not cooperate with catechists: 1) The catechist will speak to the student during the class. If this does not have the desired effect, the catechist will escalate and 2) Notify the Faith Formation Director, Anne Cashdollar, to call the parent and inform them of the situation. If this does not have the desired effect, then 3) The parent will need to attend the Faith Formation session with the student.

**Snow Days/Inclement Weather:** Sacred Heart Faith Formation will follow Prince William County School closings for inclement weather. If the school and evening activities are canceled due to inclement weather in Prince William County then Faith Formation sessions will be canceled. If you are unsure, check our website at <http://sacredheartmanasas.org>.

**Books:** Students will be issued texts, which should be brought to their session each week. A fee will be charged to replace lost books and parents will need to contact the Faith Formation Office at 703-590-0256 to make arrangements to receive another book as catechists will not issue them.

**Prayers:** Prayer is an essential part of our life as Catholics. Devotional and liturgical prayers will be used at each session but the family is where the teaching or prayer and development of prayer life is to take place. We expect that parents will take the responsibility of enforcing a life of family prayer.

**Cell Phones:** Be advised that Faith Formation volunteers will collect cell phones at the start of the session then return at the end of each session. Students will not be permitted to use their cell phones during the session.

**Change of Contact Information:** Parents are expected to notify the parish office (703-590-0030) with new contact information.

If you have any questions or need additional information, please contact Anne Cashdollar (DRE) at [anne@shcva.org](mailto:anne@shcva.org) or Brenda Cunningham (Faith Formation Administrative Assistant) at [brenda@shcva.org](mailto:brenda@shcva.org). The telephone number for the Faith Formation Office is 703-590-0256.