

# Safe and Sound:

Guidelines and procedures for holding on site religious education



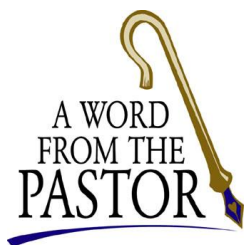
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Dear Parishioners,

September, Labor Day and a new school year will be here shortly. We will also be beginning our Religious Education Program in October this year. We are making all preparations needed to insure the safety and health of our children and catechists along with the cleanliness of the classrooms and building. Some changes to the routine of the children's arrival and pickup have had to be made to insure everyone is safe. Please see further in guidelines packet. We ask that you please follow the guidelines set forth for the safety of all concerned. Thank you for your patience and for your dedication to the religious education instruction of your children. We all look forward to seeing the children once again and to a safe and spiritually fruitful year. God bless you. *Fr. Steven Clark*

Dear families

I would like to start off by thanking each of you for your patience these last few months as we had to suddenly close schools and our religious education programs. You stepped up and guided your child in their faith with at home lessons. We understand it was a challenge for most of you to complete online schooling and completing our workbooks but you did it and therefore I owe you a big thank you for helping us to get their work completed.

We are providing this handbook to show you that our Parish can be a safe harbor for your child where they can anchor their hearts during this storm.

The Archdiocese of New York along with the Office of the Superintendent of Schools have adapted guidelines and procedures which reflect the state and federal guidelines. These guidelines have also been approved by the Office of Risk Management and the Vicar General.

These guidelines will show you how we will put into practice ways to keep the staff, volunteers and most importantly your children safe during these trying times. Please do not get discouraged at first, it may seem scary and daunting and you may wish to forego the formation needed for your child, but we wish you to give us a chance. Now more than ever your child needs to feel the connection and the hope found in Our Lord Jesus Christ and our parish community. Therefore, as we work to develop a meaningful and effective, safe program we ask that you be patient as we all learn to navigate these rough waters ahead. Our goal is to bring your child closer to Jesus Christ, their parish community and to help reduce some stress and anxiety that they, and you, are feeling currently.

As more is being discovered regarding COVID19, these guidelines and procedures may be revised by the Archdiocese of NY and as well as our Parish to suit the safety and needs of all involved

Blessings

*Mrs. Jill Carelli*

Coordinator

# The Highlights

- Classes for all will begin **OCTOBER 13 AND 14, 2020**. We want to give families a month of adjustment to **the new school year before we begin.**
- Currently grades 1, 2, 4 and 5 will meet either on Tuesday afternoon or Wednesday afternoon 4:15 will start screening process please be on time so we do not take away from classroom time. Dismissal time will be announced later.
- Grade 3 will be our “homeschool testers” They will complete their assignments at home, and other requirements and abide by Parish Homeschool contract to be signed by parent, Director and Pastor.
- Grade 6 and 7 will meet on Wednesday evenings starting at 6:30. Again be early or on time for screening Dismissal to be determined later.
- Grade 8 will meet on Tuesday evening same time as grades 6 & 7.
- A high school basic catechism class in English is available for those in grades 8-11 with no previous religious education studies. Tuesday evening 6:30pm start time
- This year we will not offer a BASIC class for first year students in grades 3, 4 & 5 instead you will either:
  - A: go back one grade year to make up what you have missed
  - B: be placed in your regular grade year but you must also complete a basic catechism book at home at same time as your regular grade class. A contract agreeing to requirements must also be signed. Not meeting the requirements will fail you for the year and the grade must be repeated. To do this there is a \$100.00 extra fee in addition to regular tuition.

## Guidelines and Procedures

### Preliminary:

- Due to the significance of the extra steps we must do to ensure social distancing and screening process we will need additional volunteers to assist with procedures such as:
  - Screening students prior to arrival and dismissal
  - Hall monitors
  - Escorts to bring children to classrooms
- If you are interested in volunteering please contact Lisa Reinhardt at 914-666-3161 or at [lisa@sfamountkisco.org](mailto:lisa@sfamountkisco.org). You will be required to fill out an application and go through a background check prior to volunteering.

### Arrival:

- All students **MUST** be accompanied by an adult and will be screened for a fever over 100.4 and any COVID 19 symptoms. A notation of “pass” or “fail” will be noted next to your child’s name.
- Screening questions will be asked of the parent of children in younger grades.1-4: Questions will be clearly posted.
- Anyone who shows signs of symptoms may **NOT** enter the building.
- If a child arrives by walking or bus: Parent may submit a signed and dated card with the answers to the screening questions. Only an all “NO” answers may participate in the program. Failure to hand in a card the child will be asked to go home.
- **NO late arrivals allowed after 4:30pm**
- NO unapproved visitors will be allowed
- There will be no congregating of large groups before, during or after program.
- You may not drop off your child earlier than designated times as we are not responsible for watching them.

## Entrance and signage:

- There will be clearly marked designated entrance into the parking lot to which you will line up and remain in your car for screening.
- There will be a designated entrance to building.
- There will be a designated exit from building.
- Clear signage will be placed throughout the building to help promote social distancing, reminders of mask wearing, washing of hands and disinfecting stations.

## Room and facility set up:

- Rooms will be set up with either desks/chairs or tables/chairs that ensure a safe distance away.
- Some rooms that cannot offer a safe distance will provide partitions to be used to separate students safely.
- Masks must be worn by students and catechists.
- **Water fountains will be shut down. Please provide a water bottle clearly labeled for your child** as we cannot provide them with anything. They must dispose of bottles at home when finished.
- NO Food/snacks is allowed.
- Windows and doors can be opened for proper ventilation.
- All students must always come to class prepared with books, folder if required and writing instrument.
  - Grades 1-5 will be given a “kit” of a Bible and folder in a drawstring backpack. That must come back to class weekly.
  - Grades 2-5 Must also supply pencil, colored pencils and washable markers as well as a small packet of tissues.
  - Grade 1 will receive necessary coloring supplies to keep. Please send small packet of tissues for personal uses.
  - Grade 6, 7 & 8- must bring books home weekly and back to class weekly. Must also provide writing instrument.
  - Grade 7 also needs a composition notebook or spiral one subject notebook with name on outside.
  - **NO crayons, colored pencils or extra pencils will be used for sharing.**
  - Failure to come to class prepared will result in an incomplete for the day.
  - student may purchase two pencils for \$2.00 to keep.

## Regular cleaning and Disinfection:

- All rooms and furniture used by the program will be cleaned and disinfected after each session.
- **If anyone needs financial aid for tuition and would consider offering your services to clean between sessions, in exchange for a reduction, please speak to Fr. Clark.**
- Hand sanitizer stations will be located throughout the building for use.

## Dismissal:

- **NO Early dismissals for any reasons allowed: Dr appt., sports, extracurricular activity etc**
- Dismissal of students will be by class at different intervals outside of the building
- There will be only one exit of the building: the door adjacent to the garden in long hallway.
- Please follow signs in building to exit.
- NO parent may enter building for pick up.
- We will attempt the reverse of drop off/arrival.
- There will be NO Parking in the parking lot.
- Dismissal will be done in five-minute intervals; please try not to arrive earlier for your time.
- Please do not arrive later than 6:00pm for pick up. A late fee will be charged to your account.
  - Grade 1- 5:30pm
  - Grade 2- 5:35pm
  - Grade 4- 5:40pm
  - Grade 5- 5:45pm
  - Grade 6- 7:50pm
  - Grade 7- 8:00pm
  - Grade 8- 8:00pm
- Failure to arrive on time for pick up and the child must wait more than ten minutes will result in a fee of \$5.00 after the first 10 minutes and \$5.00 for every extra five minutes of our time we are waiting.

## Tuition assistance:

- If you are facing financial difficulties:
  - you must still fill out registration form in our office
  - we will give you a copy of your paperwork to show Fr. Clark
  - Make an appointment AFTER we give you your copy back. Contact Fr Clark for an appointment at 914-666-5986

## Communication:

- All communication will be done via email. Therefore, it is imperative that you provide a **VALID** email address for us to send any updates to.
- If you change your email, please contact the office to update it. You may do so via email.

## Homeschooling:

- As much as we prefer in class learning we understand that some students may not be able to attend in person. Those mostly with a compromised immune system.
- In class meeting, helps students build up the church community, they gather with like minded students and form a Christian bond.
- Tuition is the same regardless if you are homeschooled or in class. Publishers are charging almost three times their regular pricing to offer online resources and learning therefore there is no reduced rate or refund given if you homeschool.
- If for some reason your child in grades 1, 4 and 5 cannot attend in person, we will give you strict guidelines that they must follow, and a contract signed by those involved. Students will be asked to come in person on set day every other month to be evaluated of their home learning. If it is deemed the student has not completed assignments or is clearly not learning at home, a decision will need to be made as to whether the student switch to in class studies or repeat the grade the following year.
- Elementary grades will be using the publisher St. Mary's Press and hopefully by September they should have their online site available for students to use along with their "kit"
- Grade 6 should be done in building and extra resources are available online through publisher Loyola Press. Once September arrives, I should be given access to their online site as well to distribute to you.
- Grade 7 is not available at home and is strongly encouraged the attend in class. They will attend a "trimester" of classes: one class with one catechist will teach one subject and after ten weeks they will switch to another catechist and topic and after ten weeks again switch for the last time.
- Grade 8 is encouraged to be done in class as they must prepare for the Sacrament of confirmation. If they have not picked up their RED FOLDER already you must do so when you register your child. The Red folder contains "projects" they must complete in a timely manner.
  - 5 Gospel reflections: attend Mass or on tv or online. Listen to the Gospel and homily: write what it was about and what it meant to you.
  - Saint report: research a Saint you wish to use for your confirmation name and fill in the blanks on provided sheet.
  - Letters of faith: think of three questions you have about your faith that you would like to know more about. Ask about 15 different people (older than you) to reply to your questions. Send me or Ms. Lisa the questions BEFORE you send them out so we can approve them. When you get the replies pick out the ten most interesting ones that you liked and tell me what you learned from their reply.
  - Community service: you must complete 15 hours of community service. Please email Mrs. Reinhardt to discuss your service- it should be preapproved before you start it. Mail to either me at: [religioused@sfamountkiosco.org](mailto:religioused@sfamountkiosco.org) or Ms. Lisa at [lisa@sfamountkisco.org](mailto:lisa@sfamountkisco.org)