



St. Frances de Chantal
1309 Wantagh Avenue
Wantagh, NY 11793
516-785-2333 x205

dMugno@saintjanefrances.org
lCreed@saintjanefrances.org

Office of Faith Formation

PARENT HANDBOOK

LEVELS 1—5

Monday, Tuesday, Wednesday, **OR** Thursday
4:15 - 5:30pm

All **Special Needs** children
meet on Wednesday at
4:30 - 5:15pm

LEVEL 6

Days alternate from year to year
7:00-8:15pm

LEVEL 7

Days alternate from year to year
7:00-8:15pm

CONFIRMATION

As Scheduled by the Bishop

Mrs. Donna Mugno
Administrator of Faith Formation
Levels 1 - 4

Mrs. Mary Anne Russo
Administrator of Faith Formation
Children with Special Needs

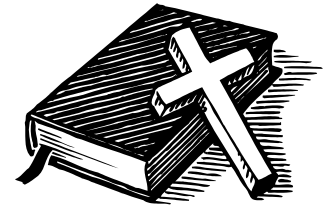
Mrs. Lucy V. Creed
Director of Faith Formation
For Youth

ST. FRANCES de CHANTAL PARISH
OFFICE OF FAITH FORMATION
POLICY AND PROCEDURES
2011-2012

Mission Statement of St. Frances de Chantal Parish

Called by God, we commit ourselves to the following goals:

- Responding to the call of **EVANGELIZATION**, we bring the message of Jesus to all by witnessing the Good News.
- Responding to the call to **SERVE**, we accept the challenge as witnesses of God's unconditional love.
- Responding to the call to **CELEBRATE** joyfully through prayer and worship, we affirm our giftedness as individuals, as families, and as community.



Philosophy of Faith Formation:

To bring the Parish's Goals of **evangelizing, serving** and **celebrating** to all the young people and families in our parish through class instruction, liturgical experiences and prayer in cooperation with all the parents and guardians of these children.

Together we all learn how to "**LIVE JESUS**" everyday of our lives.

OFFICE OF FAITH FORMATION

We at St. Frances wholeheartedly support the teaching of the Catholic Church which states that parents are the first and most important educators in faith formation for their children. By enrolling your child in the Faith Formation Process at St. Frances Parish you are making the commitment to be a companion on your child's spiritual journey to building a relationship with Jesus and His church.

Our goal is to be of service to you in your role as a Catholic Parent. We will assist you in your commitment to raise your child in the traditions of the Catholic Church.

- We will provide weekly instructions in the faith that **you will reinforce in your home.**
- We will provide liturgical opportunities for your child to experience God in prayer and **you will reinforce this experience** by bringing them to **Sunday Eucharist.**

Working together we will help foster and develop relationship with God our Father, our Brother and our Advocate.

ADMISSION

Only children whose parents/guardians are registered in this parish will be accepted into the Faith Formation Program.

Each child must be registered every year. A new form must be filled out yearly. The first year a child is registered, a copy of the child's baptismal certificate must be attached. If the child was baptized in this parish, we must know the date of baptism. **If a child has NOT been baptized, you must let us know at the time of registration, so arrangements for baptism can be made. Please also inform us if your child has not received First Holy Communion.**

If a student is transferring into the program from another parish or a Catholic School, a letter must accompany their registration form giving the dates the student attended as well as the dates and parish(es) he/she received their sacraments. Children must successfully complete each level according to the individual parish guidelines.



All children who have not received prior Religious instruction (grades 2 and above) will be evaluated on an individual basis to determine the appropriate level at which they should begin the faith formation process.

Students making up a class: the Director must approve the attendance of any guest student in a specific class.

REGISTRATION FEES

Please note that the registration fee is:

EARLY BIRD: (received before June 1st)

1 child:	\$210.00
2 children:	\$330.00
3 + children:	\$425.00

REGULAR REGISTRATION:(received after June 1st)

1 child:	\$235.00
2 children:	\$355.00
3+ children:	\$450.00

After giving one full year of service, religious education teachers are charged 1/2 tuition tuition beginning their 2nd year of volunteering. This 1/2 tuition fee excludes sacrament fees. All fees are to be paid prior to the start of classes.

There is an **additional fee** to cover the cost of Communion & Reconciliation celebrations:: \$50.00

Registration fee for level 8 (Confirmation Year) covers cost of Confirmation: \$140.00

If there is a financial problem, it should be discussed with the Directors of Religious Education, Mrs. Donna Mugno or Mrs. Lucy Creed so other arrangements can be made. All matters will be kept in the strictest confidences.

If you request a refund there is a \$25.00 processing fee.

If you request a change in your child's schedule after September 1st there is \$15.00 fee per child.



ACADEMIC CONTENT/POLICIES

All materials taught in the Faith Formation program are in conformity with the Catechism of the Catholic Church. Parents are recognized as the primary teachers to their children in the faith.

All children are expected to arrive to class with their book and pen or pencil and any other supplies requested by the teacher in a book bag (we have provided 1st level students with a tote bag to be used throughout their faith formation years.) If you are new to the program you should ask for a tote bag for your child.

Parents/guardians should review homework assignments, help the children to understand them, and make sure they are completed. If a textbook is lost, there will be a fee for replacing it.

Parents and students are expected to know their teacher's name, their room number and the day they attend Religious Education Classes

ASSESSMENTS

Students in levels 3-4 are given an assessment test near the end of the year to evaluate their comprehension of material taught during the year. Review guides will be given out by the end of October to study from throughout the year in preparation for the end of year Assessment.

Students in level 5, in an attempt to determine a student's readiness to begin the Confirmation Process, prior to entering level 6, are required to complete an abbreviated journal (which includes mass reflections, community service requirement, and Baptism, Reconciliation Reflections). Failure to complete the Journal will result in having to take a WRITTEN exam to determine readiness to proceed to Confirmation Preparation.

Students in Grade 6 and 7, in order to determine readiness for the reception of the sacrament of Confirmation, will be required to complete a journal which includes: Mass attendance reflections, Community Service and other assignments, all journals are to be completed by the end of February. After completing Journals students must make an appointment for a Confirmation Conversation/interview to determine readiness to move on to the next phase of preparation for the sacrament of Confirmation



Faith Formation of children is a **cooperative** effort of parents, Catechists, Catechetical Leaders and the entire parish community. Parents are encouraged to be in communication with their child's catechist, Mrs. Donna Mugno and Mrs. Lucy Creed. The Faith Formation office will communicate with the parents on a regular basis either by email or by sending letters home with students.

ATTENDANCE/LATENESS

Children are expected to arrive for class on time (either 4:15 for grades 1-5 or 7pm for grades 6-7). Parents or legal guardians drop the children off in their classroom. Children and their parents/guardian are not permitted to enter the classroom until the teacher has arrived. While under supervision, students in 6th and 7th grade may wait outside their classroom until their teacher arrives.

Please enter and leave the building by way of the front hallway ONLY. All levels 1-5 will be dismissed at 5:30pm when the bell rings and the doors are unlocked parents may enter the building. Students cannot leave the classroom unless accompanied by an adult **NOT AN OLDER SIBLING**).

NO EARLY DISMISSALS FOR DOCTOR APPOINTMENTS OR SPORTING EVENTS

Please schedule accordingly.

Attendance at the scheduled classes is a vital part of your child's preparation both for the reception of the sacraments and to build a sound foundation for the faith formation from childhood into adulthood. **Weekly Mass attendance is expected by everyone.**

Missing class for extra curricular activities is not an excuse. Please arrange your child's schedule (all doctor's appointments, practices and lessons) so that they will not miss or be late for class. If the child is absent, he/she is expected to complete the chapter assigned for the class missed and to show the completed work to his /her catechist upon their return.

Absenteeism

If your child is going to be absent, please call 785-2333 ext. 246. The assigned lesson should be covered at home before returning for the next class. After a child's **third absence**, the program Director will contact the family to discuss the situation. Excessive absenteeism, **with or without explanation**, and incomplete work will most likely result in a child having to repeat that Level the following year.

Lateness

If a student is consistently late, a letter will go home or a phone call will be made informing the parent, so that we can discuss ways to resolve the problem. Please arrange your schedules so that your child is on time for Religious Education Class. It is extremely disruptive to the catechist and children when class time is interrupted due to late arrivals.

Safety

We make every effort to keep your child/children safe when they are in the building for Religious Education; it is imperative that you give us your cooperation in order for us to maintain a high standard of safety. During the afternoon class times, the doors to the school will be kept locked for safety. The doors will open at 5:30 pm to allow parents to enter and retrieve the children.

Children in Levels 1-5 must be picked up in their classroom by a parent or authorized adult.

Students in Levels 6, 7 and 8 may meet their parent or authorized adult in the school lobby and AT ALL TIMES MUST BE ATTENTIVE AND COOPERATIVE TO THE ADULT SECURITY PERSON.



VISITORS

Under no circumstances are parents/guardians/relatives/friends of the Religious Education students permitted to roam the halls of the school building. If a student needs to be dismissed early, the parent/guardian must notify the Faith Formation office prior to the early dismissal. On the day of the early dismissal, the parent/guardian must come to the front desk; at that point, the student will be brought to the parent at the front desk.



CANCELLATION OF CLASSES

In the event of inclement weather, St. Frances de Chantal Faith Formation will follow the same procedure as the Elementary School and School District. All announcements will be made over Channel 12 News and their website (www.news12.com). A voice message will also be left on the Faith Formation Absentee phone (785-2333 ext. 246)

CLASS SESSION

The Faith Formation school year provides an average of 24 - 75 minute sessions (considering holidays and cancellation) from September through April/May. The schedule for classes is as follows:

Levels 1 - 5:	Monday, Tuesday, Wednesday, OR Thursday 4:15 - 5:30pm
Level 6:	7:00 - 8:15pm (days alternate each year)
Level 7:	7:00 - 8:15pm (days alternate every other year)
Level 8 (Confirmation):	AS SCHEDULED
Children with Special Needs:	Wednesday 4:30 - 5:15pm



PROGRAM CALENDAR

Each family is given a program calendar at the beginning of the school year. The calendar shows times and the start and end dates of the school year as well as the holiday schedule. Each grade is issued a timeline (if it pertains to their particular grade) showing dates of prayer service, parent meetings, due dates of projects, etc. Each family should keep the calendar handy. In addition, parents/guardians are required, at the time of registration, to provide a reliable phone number and e-mail address that is checked frequently throughout the day.

TEXTBOOKS

All Faith Formation textbooks used are in conformity with the guidelines published by the United States Conference of Catholic Bishops.

Preparation for class

Every child is expected to be prepared for class each week. This means he/she has with them:

Textbook (if book is lost a new one must be purchased, the cost of a new textbook is \$25.00)

Backpack or tote bag to put their materials in (everyone in levels 1-6 should have the blue tote they received when they started faith formation). If your family is new to our program please see someone in the office to obtain a Blue tote Bag.

LEVEL 2 – 5: 2 sharpened pencils, pens, folder, crayon

LEVELS 6 AND 7: 2 sharpened pencils, pens, highlighter.

Bible required each week

Re-registration

Forms are available by the last week in February. You will receive notification when you can pick up your registration forms. Placement in class is on a first come basis. Once a class is full no other students will be placed in that class.

Office Hours

Monday—Thursday

10:30am-12:00pm

1:30pm-3:30pm

Or by appointment

Friday—OFFICE CLOSED

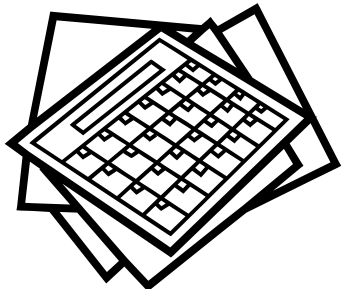
Important Phone Numbers

Office of Religious Education

785-2333 ext. 205

Absentee Line/Program Closings

785-2333 ext. 246



HOMWORK

All Religious Education teachers are permitted to give the students in their respective class homework. Homework is given in order to reinforce what the children learned in their lesson for the day.

Parents/guardians should review homework assignments, help the children to understand them and make sure they are completed. This can be an opportunity for parents/guardians to share their own faith story and belief with their child.

If a teacher assigns homework it is expected that the child will complete the assignment and bring it with them to class. If a child repeatedly does not do their homework, the catechist will notify the parents, Mrs. Donna Mugno and Mrs. Lucy Creed. If this continues the Directors will call the parents and discuss the situation.

STUDENT CONDUCT/DISCIPLINE

Rules to be abided during class:

- + Student must come prepared for class with all necessary items.
- + Student must be courteous and respectful of the catechist at all times.
- + Walking out of class, speaking out or disturbing the class will not be tolerated.
- + Student must be courteous and respectful of fellow students. Bullying of any kind is not acceptable.
- + There is to be no hitting, punching or grabbing of another child's person or property.
- + Any type of verbal abuse by a student to the catechist or a fellow student is not permitted.
- + Running or ball playing in the halls is prohibited.
- + There is to be absolutely no destruction or handling of the bulletin boards, desks, supplies in the student desks or Blackboards in the St. Frances halls or classrooms.

Action:

- + 1st offense - will be handled by the student and the catechist
- + 2nd offense - will be handled by the student, catechist, Mrs. Mugno or Mrs. Creed
- + 3rd offense - will be handled by the student, catechist, Mrs. Mugno or Mrs. Creed and the parent.
- + 4th offense - will mean dismissal from the class and alternate plans will be put into effect after discussion between the parent and Mrs. Mugno or Mrs. Creed.



ELECTRONIC DEVICES



Cell phones are allowed in the classrooms but must be **TURNED OFF**. If a student is found using a cell phone, including texting, the catechist will give a verbal warning. If the student disobeys the first warning, the catechist will confiscate the cell phone and it will need to be picked up by the student's parent from the catechist. **ABSOLUTELY NO ELECTRONIC DEVICES ARE PERMITTED IN THE CLASSROOM.**

VANDALISM

Student(s) caught vandalizing anywhere on the parish property will be responsible for the repair damage. Depending on the extent of the damage, the Faith Formation Office, in conjunction with the Pastor, may remove the student from the program.

SUBSTANCE ABUSE

Substance abuse is defined as the possession of, use of, selling or distributing any unauthorized, illegal drug, chemical alcohol, or tobacco-like substance, which can be introduced into the body through ingestion, Inhalation, or injection. Any student found in possession of an illegal or unauthorized substance on parish property or at parish-sponsored events will be immediately suspended from the program. A conference with the student, parent, Mrs. Mugno, Mrs. Creed and Fr. Cappuccino is mandatory for re-admittance into the program. Any student selling or distributing will be turned over to the local authorities.



PHOTOGRAPHS/VIDEOS

Throughout the year pictures of the children in the Faith Formation program may be taken during various activities. In some cases these photos or videos may be used for promoting the Faith Formation program or the parish.

A Photo/video Permission and Release form will be given to each family to be filled out and returned to the Faith Formation Office. Signing this release form gives the parish permission to use any photos/videos of your child. When you receive this form please read it carefully.

SAFE ENVIRONMENT/EMERGENCY PROCEDURES/FIRE DRILLS

The Diocese of Rockville Centre and St. Frances De Chantal Parish are dedicated to promote and ensure the protection and safety of all children and young people. The Diocese of Rockville Centre along with St. Frances De Chantal Parish will do all in its power to create a safe environment for children and young people, to prevent their physical and mental abuse, sexual abuse and neglect.

The following are safety guidelines that have been implemented to ensure the safety of all children within the Faith Formation program. Children and young adults are entitled to:

1) Basic Safety Skills

A. Emergency Procedures (Lockdown, etc.)

+Children are directed to follow instructions of Police, Mrs. Mugno, Mrs. Creed, Faith Formation office staff, teachers and Faith Formation Aides. Parents will be notified of any lockdown via phone or e-mail.

B. Fire Drills

+children are directed to follow instructions of Mrs. Mugno, Mrs. Creed, Faith Formation office staff, teachers and Faith Formation Aides on quick evacuation from the building through proper designated exit doors.

2) Recognition of abuse and dangerous situations between adults/children and children/children including bullying, inappropriate language, suggestions, touching.

3) Recognition of appropriate and inappropriate physical contact and other interpersonal boundary violations consisting of:

A. Sexual Abuse

*Any act of interaction which involves sexual conduct involving a child and a parent or any other person who has responsibility for the supervision of a child, whether or not it involves genital or physical contact with or without the child's consent and even if initiated by the child and whether or not physical injuries are sustained.

B. Physical Abuse

*Purposely causes or inflicts physical injury to a child.

*Intentionally causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to the child.

- 4) The ability to say "no" to unwanted situations.
- 5) The ability to identify trusting adults with whom to speak, i.e. Faith Formation teacher, Mrs. Mugno, Mrs. Creed, Parent, Faith Formation office staff with the understanding that the matters will be held in the strictest confidence. Also, children/parents can contact the Office for the Protection of Children and Young People at 516-678-5800 ext. 573.
- 6) The importance of disclosure if inappropriate or unwanted actions are directed toward self or others. It is the moral obligation of all to report knowledge or reasonable suspicion of any type of child abuse.
- 7) The recognition that abusive situations are never the fault of the child.

MEDICAL CONDITIONS & ACCIDENTS

Mrs. Mugno and Mrs. Creed should inform the catechist of special medical conditions (allergies, asthma, auditory, learning disabilities, visual impairment, seizures, etc.) of any children in the class. No medication of any kind may be given to a child by a Catechist.

If an exception has to be made to administer an EPI pen, the parent must provide Mrs. Mugno or Mrs. Creed with the "Food Allergy Action Plan" authorizing Mrs. Mugno, Mrs. Creed or the catechist to administer the EPI Pen. A photo of the child must be attached to the "Food Allergy Action Plan". All EPI Pen administrators must be trained in accordance with the law. In the event the person trained is not onsite, the parents of the child with a life-threatening allergy will be notified immediately to pick up their child. Disclosure of the allergic condition to staff will be on a "need to know" basis. Under no circumstance should the student's medical condition be discussed with any parties who do not have an actual "need to know". The "Food Allergy Action Plan" must be received within the first week of classes and can be obtained from the Faith Formation Office.

In the event of a serious accident or incident, these steps should be taken in the following order:

1. The catechist notifies Mrs. Mugno or Mrs. Creed. Mrs. Mugno or Mrs. Creed will call 911 or the local police or fire department. If Mrs. Mugno or Mrs. Creed cannot be notified, the catechist will call 911 or the local police or fire department.

In the event of a serious accident or incident, these steps should be taken in the following order:

1. The catechist notifies Mrs. Mugno or Mrs. Creed. Mrs. Mugno or Mrs. Creed will call 911 or the local police or fire department. If Mrs. Mugno or Mrs. Creed cannot be notified, the catechist will call 911 or the local police or fire department.
2. Mrs. Mugno, Mrs. Creed or the Catechist must report the accident or incident to the parent. If the parent cannot be reached, the instructions on the student's permanent record will be followed.
3. Mrs. Mugno, Mrs. Creed will notify Fr. Gregory Cappuccino.

CHILDREN WITH SPECIAL NEEDS

Providing Faith Formation for children with special needs is an important part of our Faith Formation process. We strive to accommodate ALL children, regardless of their abilities. The children are taught on a one-to-one basis each Wednesday from 4:30 - 5:15pm. The Rosemary Kennedy Program is used as a curriculum guide. In most cases, we use the same text/materials as the coordinating level in order to maintain the connection with the entire "Faith Community" of St. Frances de Chantal.

RIGHT TO AMMEND

Mrs. Donna Mugno, Administrator of Faith Formation Levels 1 - 4 and Mrs. Lucy Creed, Director of Faith Formation for Youth and Fr. Gregory Cappuccino, Pastor of St. Frances De Chantal Parish reserve the right to amend the Parent or Catechist Handbooks for just cause. Parents and Catechists will be notified if changes are made.

COMPLAINT PROCEDURES

In the event a parent has a complaint regarding the Faith Formation program, the following procedure should be followed; first speak to the catechist, if you are still not satisfied speak to Mrs. Mugno (levels 1-5) or Mrs. Creed (levels 6-8), finally, if you are still not satisfied you can speak with the Pastor, Fr. Gregory Cappuccino. If the parent is unsatisfied with this procedure, they should contact the Diocese of Rockville Centre Office of Faith Formation at (516) 678-5800, ext. 506.

DRESS CODE

Appropriate clothing must be worn at all times. Students will be reminded of the following guidelines once. If the student continues to disobey the rule, the student will be referred to Mrs. Mugno or Mrs. Creed to set up a meeting with the student and parent.

- +No clothing may be worn with suggestive or questionable language or drawings.
- +No bare midriffs or any shirt/top that exposes excessive cleavage.
- +No basketball jerseys or see-through mesh unless a T-shirt is worn underneath.
- +No sagging pants that expose undergarments.
- +No pajamas, bedroom slippers and shower shoes.
- +Heelies (sneakers with skates on them) are NOT permitted.
- +Hoods may NOT be worn inside the church or school building.
- +No chains or any attire that could be used as a weapon.



CUSTODY ISSUES AND ORDERS OF PROTECTION

Parent(s)/guardians must present all documents of custody issues and orders of protection to the DREs (Mrs. Mugno or Mrs. Creed). The copy of these documents must be kept on file in the Faith Formation office. The copy should have the signature of the person who actually saw the original and the date on which the copy was received. If possible, a picture of the person against whom the order of protection was entered should be kept on file. Mrs. Mugno or Mrs. Creed must inform the catechist regarding any issues related to the custody of a child and orders of protection.

CUSTODY ISSUES AND ORDERS OF PROTECTION (continued)

Where there is an order of protection in effect, the parent or guardian must provide a list of names of those persons allowed to pick up the child. This list must bear a notarized signature of the parent or guardian. Where there is an order of protection in effect, anyone picking up the child must present photo I.D. to the catechist.

If the catechist sees the person referred by the order of protection, the police should be called immediately and the Office should be notified.

BATHROOM

Parents are encouraged to remind children (especially primary grades) to use the bathroom before they come to class. However, if a child (primary age) comes to class from school, the parent must accompany him/her to the bathroom before classes begin. If a child has a physical condition that might require frequent bathroom usage, the parent must notify the catechist and Mrs. Mugno or Mrs. Creed.

SNACKS

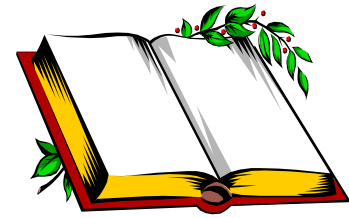
ABSOLUTELY NO food, drinks, snacks, candy or gum-chewing is allowed in class. Students who come to class directly from school should snack on the way to Religious Education or in their car before entering the building.

Halloween, Thanksgiving, Christmas, Valentines' Day, St. Patrick's Day, Easter or Birthday goodie bags ARE NOT ALLOWED to be distributed in class to any of the students.

This is done to protect the children who might have severe allergies to certain foods.



A PARENT'S PRAYER



Oh God, make me a better parent.
Help me to understand my children,
To listen patiently to what they say,
And to answer all their questions wisely and kindly.
Keep me from criticizing them
So that they can learn from their strengths and weaknesses.
Keep me from making their decisions
So that they can learn to solve problems.
Keep me from interfering
So that they can develop responsibility.
Help me to have the courage to
Refuse giving in to what will harm them.
Help me to appreciate my children as they are,
Not as I would have them be.
When I grow discouraged,
Remind me that my child is also your child.
Abide with us always.
Sheltering us in your care.
Surround us with your goodness and enfold us in your love.
Amen.