

HEART OF MARY CLUSTER
Sacred Heart, WALKER & St. Mary, URBANA
faith formation PROGRAM
GUIDELINES AND PROCEDURES

Calendar Changes

If the calendar is changed, you will receive written notice with your child and/or a notice will be placed in the Parish Bulletin.

“Early-Out & NO School” Days

We will not have RE classes on Wednesdays that are scheduled as **“No School” in the North Linn or Center Point-Urbana School Districts**. This applies to all grades K12th.

Regularly scheduled Wednesday **“Early Out” days in the North Linn School District** mean there will be no after school Religious Education classes for grades K-6. North Linn middle school and high school will hold regularly scheduled classes.

“Weather Related Early Out” in the North Linn or Center Point-Urbana School districts means all Religious Education classes at those sites for grades K-12 are cancelled.

Inclement Weather

***If school is canceled or dismissed early due to inclement weather, RE classes are cancelled.**

***If school isn't dismissed early or canceled**, and it is necessary to cancel RE classes we will request announcement to be posted on the **website of the following TV stations**: kgan.com (TV-2); kwwl.com (TV-7) and kcrj.com (TV9); and we will attempt to have announcement made at each school building.

***Check the Heart of Mary Cluster website: www.heartofmary.org**

*** A text message and/or e-mail message will be sent to families who chose to be notified via those options when they completed online registration for Religious Education classes.**

Arrival and Dismissal

Sacred Heart, Walker after school: Classes for K through 6th grades are held on Wednesday with instructional time from 4:00-5:15 pm. All children should come directly to the Parish Hall where they will be supervised and have a snack until their catechist arrives.

Students will not be allowed in the classrooms until the catechist arrives. Students are expected to conduct themselves in a respectful and courteous manner.

All other sites: Students will not be allowed in the classrooms until the catechist arrives. Students are expected to conduct themselves in a respectful and courteous manner.

Dismissal @ Urbana: Because of the additional traffic as families drop off their older children for the late/second evening class session, parents of Kindergarten through 5th grades must come into the building to pick up their children from their classroom when classes end at 7:15. (An older sibling may be sent into the building to pick up a child.)

Special Needs

Parents are requested to list any health concerns of a student on the registration form. This information will be communicated to the appropriate catechists.

Parents are requested to list any special needs of a student with learning disabilities on the registration form. This information will be communicated to the appropriate catechists.

Communications

There will be written communications to parents during the year. Children will be responsible to deliver notes to parents from catechists or the Site Supervisor, Director of Faith Formation) or Coordinator of Youth Ministry (CYM). Notes ordinarily will be sent home with the youngest member of the family. Ongoing communication between catechists and parents is highly recommended. Parents are encouraged to contact the catechists, the Site Supervisor, DFF, or CYM if a problem develops.

Open Door Policy

Parents are welcome and encouraged to visit their children's classroom(s) during class time. Parents, siblings and parishioners are invited to attend our prayer services, special masses, etc.

Property

Respect for a person's property and for parish property is expected in every area of the RE Center and the church. Children are required to walk in hallways and classrooms for their safety. Personal belongings that disrupt the classroom procedure will be collected by the catechist and returned to the student after class.

Proper Dress

Appropriate attire in the Religious Education Program is necessary. Dress reflects attitude towards persons and the activity.

Emergency Calls

Phone calls by a child may be made from the office. Only necessary calls will be made, with permission and assistance from the Site Supervisor, DFF or CYM.

Lost Articles

Lost and found articles are kept in the RE Center. If your child leaves a coat, backpack, etc. and you discover a missing item, a phone call to the Parish Secretary will help insure that the item is returned to you.

Field Trips

If a field trip is planned, parents are required to give written permission for a child to participate. Permission forms need to be signed by the parents before departure. Parents are encouraged to assist in transportation and/or as chaperones.

Prayers, Beliefs and Practices

Prayer is to be an integral part of every lesson at all age levels. Parents/guardians are to help their child learn their prayers. Please see the listing of Prayers, Beliefs and Practices and the grade levels at which they are to be taught.

Safe Environment Curriculum

The safe environment curriculum will be covered in grades 1; 3; 5 or 6; grade 8; grade 9 or 10; and grade 11 or 12.