

# HEART OF MARY CLUSTER

St. Mary, VINTON

## 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 and on the cluster website.

#### “Early-Out & NO School” Days

We will **not** have RE classes on Wednesdays that are scheduled as “No School” &/Or “Early Out” days in the Vinton-Shellsburg School District. This applies to all grades K-12<sup>th</sup>.

#### Absence from Class

If your child will be absent from class for any reason, **please phone the RE office at 472-3368. This applies to ALL Wednesday classes (K-12<sup>th</sup> Grades).** It will be best to call the office and not your child’s catechist (when they may be at work). Your child’s catechist will be notified of their absence.

**In the interest of safety for all our children**, parents/guardians will be contacted by phone if your child is absent from class to insure that they are safe and accounted for. You may leave a message on office answering machine or with the secretary, if I’m not in my office. If you know ahead of time that your child will be gone from class, you can let your child’s catechist know ahead of time.

#### 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 kcrq.com (TV9); and we will attempt to have announcement made at each school building.

**\*Check the Heart of Mary Cluster website: [www.heartofmary.org](http://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

Classes for K through 5<sup>th</sup> grades are held on Wednesday with instructional time from 3:45-5:00 pm. Children may be dropped off here as soon as they are dismissed from their school building. All children should come directly to the Parish Hall where they will be supervised and have a snack until their catechist arrives. Please use the south door of the RE Center for drop off.

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 is through the south doors only. For the safety of all our children

**Parents please enter the building at 5:00 o'clock through the south doors and pick up your children from their individual classrooms. Children will be held in their respective classrooms by the catechists until an adult picks them up.**

Classes for 6<sup>th</sup> through 12<sup>th</sup> grades will be held from **6:45 – 8:00 pm on Wednesdays**. Again, please use the south entrance of the RE Center for drop off and to pick up.

### **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, the Site Supervisor/Director of Faith Formation (DFF) and/or the 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, CYM or DFF 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. This includes, but is not limited to, cell phones, I-Pods, etc.

### **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 RE Office. Only necessary calls will be made, with permission and assistance from the Site Supervisor/CYM/DFF.

**Lost Articles**

Lost and found articles are kept in the library of 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.

**Music**

K through 5<sup>th</sup> Grade classes will have music during the first portion of the year on a rotating class schedule in preparation for the Children's Mass of Thanksgiving in November. Music is an important component of religious education.