

OUR LADY QUEEN OF PEACE
RELIGIOUS EDUCATION PROGRAM
209 US Highway 206 Branchville, NJ 07826
(973)948-3185
Email: reled@olqpbranchville.org
FATHER ED RAMA, PASTOR

OLQP RELIGIOUS EDUCATION PROGRAM **CATECHIST/AIDE INFORMATION PAGE 2018-2019**

Roles and Responsibilities:

- ***Catechist:*** Primarily responsible for the preparation and teaching of the curriculum content.
- ***Classroom Aide:*** A non-teaching role. Primarily assists catechist with maintaining attendance records, student work folders, classroom distribution and collection of materials, and monitoring students during breaks

Sunday Family Mass Attendance:

All children in our program are required to attend Sunday Family Mass on the scheduled date for their grade. Attendance will be taken. Consideration to extenuating circumstances will be considered on an individual basis.

Saturday Morning Class Attendance:

- More than 4 absences during the program year may necessitate that the student repeat the grade.
- A written note from the parent is required for all absences, a doctor's note for extended medical absences.
- Leaving class early is discouraged as instructional time is highly valued.
- Make-up work will be assigned for missed classes.

Location of program:

Saturday morning classes for Grades 1 through 10 will be held in the Frankford Township Public School from 8:30am-10:00am. Morning assembly will be conducted in the Frankford Township Middle School gym at 8:30am to begin each session, and program dismissal will take place from the same location at 10am. **Parking:** Please use the middle school parking lot located in the rear of the Frankford Township Public School.

Program Security:

For security reasons, all doors will be locked at 8:45am after morning assembly and unlocked at 9:45am for program dismissal. Parents are not allowed to go directly to the classrooms to drop off or pick up students. No food or drink will be allowed in the Frankford School classroom during sessions.

Early Dismissal:

A signed, written request from the parent is required for early dismissal from class. The CRE or designee will escort the children from the classroom to their parents for early dismissal.

Inclement Weather:

- Program closures due to inclement weather will be posted on our website www.olqpbranchville.org by 7am the morning of class.
- Closings will also be announced on WSUS -102.3 FM and posted on their website under closings and delays at <http://wsus1023.iheart.com/features/closings-and-delays-1423/>
- A Flocknote will also be sent to all parents' cellphones via text message.
- Please do not call the rectory.

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Student Medications:

Administrators, Catechists, or Classroom Aides are NOT permitted to administer medication/s to a student at any time. Parents, or designee with written parental permission, must be present to administer medications. A signed doctors note must be submitted annually if a student is required to self-medicate.

Sacraments:

The Sacraments of First Reconciliation and First Communion are celebrated in 2nd grade. The Sacrament of Confirmation is celebrated in Grade 10 after a consecutive two-year program. Sacramental dates and descriptions are posted on our website at www.olqpbranchville.org under the Religious Education tab.

Sacramental Retreats:

The Confirmation 1 and 2 retreat will be conducted at Our Lady Queen of Peace Church. The First Eucharist retreat will be conducted at the Sacred Heart Spirituality Center in Newton NJ. Specific information regarding the dates, times, and locations of these retreats will be included in a separate notification and posted on our website at www.olqpbranchville.org under the Religious Education tab.

Curriculums:

Grades 1-7 will be using the **Faith and Life Series** from Ignatius Press. Grade 8 will be using the Matthew Kelly **Decision Point Program** from Dynamic Catholic; Grade 9 Confirmation 1(C1), and Grade 10 Confirmation 2(C2) classes will be using **Chosen** from Ascension Press. Grades 8, 9, and 10 will also be using **The Diocese Of Paterson Basic Required Content For Candidates For Confirmation-Baltimore Catechism #1** from Bishop Serratelli.

Text Books: Children in grades 1-7 should not write in or on their textbooks and are expected to return their books in good condition at the last class session.

Calendar:

The Religious Education Program Calendar will be mailed in the Parent September Packet and is also posted on our website at www.olqpbranchville.org .

Inappropriate Behavior:

Inappropriate behavior will not be tolerated. Any student engaging in disrespectful and/or inappropriate behaviors will be sent to Father Ed or the CRE, and the parent will be called to come pick up the student.

Cell Phones, IPODs, Electronic Devices:

Cell phones, iPod, or other electronic devices may only be used in case of an emergency, or upon administrative discretion.

Dress Code:

Modest attire is required.