

Church of the Sacred Heart
Religious Education Program
531 Washington Avenue
South Amboy New Jersey 08879

Dear Parents,

Welcome to Sacred Heart Religious Education Program. As Catholic Christians we are called to "Open our heart and love as Jesus did" - that is to have an open mind and heart in living the Word of God. As Catholic Parents it is our obligation to model out faith for our children by what we say and what we do. Parents are the primary religious educators of their children.

As you journey with your children in faith, it is our privilege to walk with you. Worship is the focus of all Catholic religious formation. It is important for your family to attend Sunday Mass together to grow in love of God, neighbor and each other.

We look forward to working with you and your children. Please read this handbook carefully to become familiar with our policies and expectations. You are welcome to call our office at any time if we can be of assistance.

Sincerely,

Shannon Liana
Parish Catechetical Leader

Welcome to Sacred Heart PREP

Parents: Please note important dates

First Day of PREP - Opening Mass

Monday, September 19, 2016

Penance

Monday, December 5, 2016 - Advent

(1st and 2nd Graders do not attend)

Monday, March 13, 2017 - Lent

(1st and 2nd Graders do not attend)

Last Day of PREP - Closing Mass

Monday, April 24, 2017

DRIVER'S PROCEDURES

ARRIVAL:

1. Students will meet in the church and sit with their class.
2. Parents will not be allowed to sit with them.
3. Drop off is in front of the Church.
4. If you are walking your child in please park across the street in the parking lot.
5. No parent is allowed to the classroom.

DEPARTURE:

1. Students will be dismissed from the church.
2. Please meet your child in church as no child will be dismissed out of the church without a parent.
3. You must park in the lot across the street or a side street for dismissal. No one will be allowed to park in front of the church and there will not be any pickup in front of the church.

SUMMARY:

All safety procedure will be in effect at all times, rain or shine.

STUDENT ARRIVAL:

Supervision of your child(ren) begin 10 minutes before opening prayer. **Please do not leave children unsupervised in the Church.**

POLICIES

ATTENDANCE

- The Diocese of Metuchen allows only **3 absences** per year.
- Please email the PREP Office if your child is going to be absent.
- Students are expected to bring books/folders/notebooks (7th and 8th grade) weekly to class.

Each course of study at each grade level is done sequentially. Frequent absences makes it impossible or your child to grasp concepts.

If your child does not come prepared for class with books and folders they will immediately be sent home and this will count as an absence.

Students are expected to be present for each class unless illness or other serious reason prevents attendance. A child who has been absent is required to present, upon his/her return, a note of explanation signed by a parent. If your child becomes ill, you will be notified and asked to pick up your child in the PREP Office.

Students absent three (3) or more classes, no matter what the reason, may be required to complete home study courses before advancing to the next level. This would require parents to work with the child at home with frequent reporting to our office. This will be determined by the Catechist and Administrator. A nominal book fee will be charged.

PLEASE DO NOT SCHEDULE DOCTOR/DENTIST APPOINTMENTS OR SPORTS ACTIVITIES DURING CLASS TIME.

ACCOUNTABILITY (HOMEWORK AND QUIZZES)

Children "learn" religion through experience; particularly by teaching and imitating those they love best. Classroom learning informs, gives data, and reinforces what the children should be experiencing. Homework and quizzes are meaningful activities if they supplement or reinforce work done in the classroom. There will be times during the year when your child's Catechist will assign supplemental work that will need your supervision. In addition, parents of children in all grades are asked to teach their children the prayers assigned to each level. At the discretion of the Catechist and Administration, a student may not be allowed to continue to the next level if he/she has not completed assigned work and memorized prayers.

ATTIRE

Students are asked to be presentably dressed when they come to PREP class.

BEHAVIOR

Jesus has asked us to love God and love our neighbors as ourselves. As we all strive to follow Jesus, we will be aware of showing respect and courtesy to each other. Parents, your encouragement and cooperation are expected in helping your children to live God's law of love in the classroom. For students who have a problem with classroom behavior or attendance, home study may be the solution.

Any student who is unwilling to cooperate with the "***Student Code of Behavior***" will be asked to withdraw from the Religious Education Program. Parents are expected to sign the contract on the last page of this booklet.

STUDENT CODE OF BEHAVIOR

- Students are expected to show respect for all persons in words and actions.
- Students must conform to the attendance policy stated in this handbook.
- Students should comply with the classroom rules set out by their Catechist in the interest of providing a good learning environment.
- Students should not do anything that could cause physical harm to themselves or to another.
- Students must not destroy or remove property from the building.
- Students are responsible for completing all in-class and homework assignments to the best of their ability and according to the time schedule provided.
- Students who exhibit any inappropriate behavior (in the judgment of the Administration) will be asked to withdraw from the program

Any misconduct from parents will result in the withdrawal of your child(ren) from our program.

CALENDARS

Each child receives a calendar of the year's schedule and activities. Please post these calendars in a prominent place at home. The calendar should also be consulted in case of absence, so that the parent can review missed work.

CELL PHONES

Students are not permitted to use cell phones during PREP (from the time they enter the building until the time they leave the building). Cell phones must be turned **OFF** and kept out of sight for the entire duration of all PREP classes and activities. Violation of these rules will result in the child being sent

home for that class (and will count as an absence) and in forfeiting the privilege of bringing them to PREP.

PREP CLOSINGS

Any time you may think PREP may be closed an email will be sent out from **sacredheartsaprep@gmail.com**. Please check your email if there is any sign of inclement weather. The parish answering service will also be notified of no class.

REMEMBER: IF SOUTH AMBOY PUBLIC SCHOOLS ARE CLOSED, PREP CLASSES ARE CANCELLED.

CURRICULUM

WORSHIP

Family worship at Mass is the most important part of our curriculum. As the primary and principal educators of your children it is important that you, as a family, come to Sunday Mass on a regular basis. Worship with your children at a weekend Liturgy. Let them see young and old alike at Mass in community prayer and celebration. Remember they cannot be themselves, so you, who are their greatest influence, must show them the way.

Each child will receive quarterly Mass attendance sheet which must be shown to their teacher each week. Please keep these sheets in a place you will remember to take them on Sunday morning for mass. For each week the Church of attendance, time and signature of priest or Deacon only must be listed.

PRAYER

In each level, parents are asked to teach and help their child(ren) memorize the following prayers:

Level One: Sign of Cross - Our Father - Hail Mary - Glory Be

Level Two: Act of Contrition - Mass Responses

Level Three: Grace Before/After Meals - 7 Sacraments

Level Four: Apostles Creed - Nicene Creed

Level Five: Rosary/Mysteries - Corporal Works of Mercy

Level Six: Stations of the Cross - Spiritual Works of Mercy

Level Seven: Mass Prayers - Gifts of the Holy Spirit - Fruits of the Holy Spirit

Level Eight: Review All Prayers

Each level adds on new prayers. As your child progresses to each level please review the previous level prayer with the new.

SACRED HEART PREP EMAIL

The Sacred Heart PREP email account is sacredheartsaprep@gmail.com. This is the email address you will receive changes in calendar, announcements or class cancellations. This account is only to be used for informing of student absence and change in information for your child. Any email sent regarding a situation that has taken place in the classroom or with your child will be forwarded to Father Stanley, printed and placed in your child's permanent file. These emails **WILL NOT** be answered, instead you will be called on the phone or called in for a meeting to discuss the situation. Should you have an issue please call the parish office and make an appointment to meet with Mrs. Liana and/or Father Stanley.

CHANGE OF ADDRESS, TELEPHONE OR EMAIL

Please notify the PREP office immediately if you should have a change of address, telephone number or email address. This information should be current in case of an emergency. You may request a transcript if you are moving out of the parish.

CHILD ABUSE POLICY

New Jersey State Statues require that the Division of Youth and Family Services (DYFS) be notified immediately if a Catechist and/or Director of Religious Education suspects that a child has been abused.

CUSTODY

In cases where the custody of our students has been restricted by the courts, a copy of the court document **MUST BE ON FILE IN OUR OFFICE**. Sacred Heart abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to academic records and to information regarding the academic progress o their children, unless there is a court order specifically stating that the non-custodial parents is denied access to such information.

DISMISSAL

All students will meet in the church at the end of PREP classes. Children must be picked up by a parent inside the church. Students WILL NOT be dismissed without a parent. Children are not permitted to leave the church to be picked up in front of the church steps. No students will be dismissed to another parent without written permission from their parent.

Students who need to be excused early from class must have a reasonable excuse in writing signed by their parent and presented to the catechist at the start of class. The catechist will send the not to the PREP office. The parent MUST come into the Church and sign their child out. No student will be released before this is done.

2 EARLY DISMISSALS = 1 ABSENCE

Food Allergies

Food allergies are a growing health concern for children across the country Even a miniscule amount of the allergenic food is sufficient because a life-threatening reaction and inadvertent contact (via nose, eyes, mouth) can be sufficient to put a child in danger. **It is the goal of Sacred Heart's PREP to provide an allergen-free environment for children with food allergies**, so that they may enjoy a safe and respectful place to grow in their faith.

Recognizing that strict avoidance of the allergen is the only way to prevent a potentially life-threatening reaction, we ask your cooperation with the following policy: **No food or drink of any kind will be permitted in the church/school building during PREP classes**. This includes foods that are considered to be "safe". Parents and guardians of highly allergic children MUST make known the special needs of their child to the DRE and Catechist, so that al precautions can be taken.

ILLEGAL SUBSTANCES AND WEAPONS

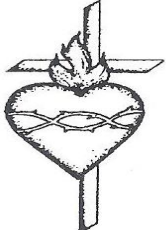
Drugs, alcohol, tobacco and weapons of any kind are not allowed on Church property. If a student is found to be in possession, the student will be detained until the police are notified and your child will be withdrawn from the PREP Program.

LATENESS

Lateness interferes greatly with a child's progress and is disruptive to both the catechist and class. Young Children become disoriented and upset when arriving late. Late students may have difficulty finding their classes when special events are scheduled. It is very important for children to arrive on time each week. Should your child have continual lateness a meeting with Mrs. Liana and Father Stanley will be set up to discuss this situation.

REPORTING PROGRESS

Progress reports are distributed in November, February and April (last class) of the PREP year. It is good policy to discuss the report with your child. Please be sure to sign and return the Progress report promptly (the following week) to your child's Catechist.



Church of the Sacred Heart

This certifies that I/We have read and review with our child(ren) the Sacred Heart PREP Program handbook and agree to follow the rules and regulations of the program.

_____ who is assigned to Level _____

_____ who is assigned to Level _____

_____ who is assigned to Level _____

Parent Signature

Date

Parent Signature

Date

THIS COMPLETES THE REGISTRATION OF YOUR CHILD.

Should this page not be handed in and signed by Monday, September 19, 2016 or your child will not be permitted to attend PREP class on Monday, September 26, 2016.