

Epiphany of Our Lord



FAITH & FAMILY PARENT & CHILD HANDBOOK

Policies, Procedures, and Forms

6596 Smiley Ave.
St. Louis, MO 63139
314.781.1199
www.epiphanystl.org

Faculty and Staff

Fr. Thomas M. Pastorius	Pastor	fathertompastorius@gmail.com
Michael Rennie	Coordinator and Pastoral Associate	michaelrennier@gmail.com
Pat Acquisto Kristen Heuing Amber Rennie	Little Lambs: 1st Reconciliation & 1 st Communion Catechists	
Don Rocco	Blue Knights Catechist	
Penny Rocco Janet Reifstack	Little Flowers Catechists	
	Chosen: Confirmation Catechist	
	Young Disciples: Middle School Catechist	

Amendment of the Handbook

The coordinator retains the right to amend the Handbook for just cause. In addition, the administration, with the consent of the Pastor, has the right to conduct the affairs of the religious education programs with or without expressed written rules as stated in this Handbook for just cause. The safety and well being of each student and Christian principles serve as a guide for these actions. Parents will be given prompt notifications if changes are made.

Handbook Agreement

It is important that each student and his parents carefully read the Epiphany of Our Lord Faith and Family Handbook. It is a contract existing between the parish and the parent/child; all parties must be fully aware of the rights and obligations outlined in the handbook. Parent and child are required to sign the attached form stating that they have read the Handbook thoroughly and agree to be governed by its policies. The Agreement must be returned on or before the first day of class. Because of the importance of the contract, children will not be permitted to participate unless the signed agreement is turned in.

Catholic Witness Statement

For Those Whose Children Attend Faith & Family

One of the gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the call from God to evangelize their children:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him in the practice of the faith. It will be your duty to bring him up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder that the Church understands the home to be a domestic church! It is in the intimate environment of the family that parents are, by word and example, the first witnesses of the faith to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools, parish schools of religion, and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility, a parents commits to be, in word and deed, the first and best teacher of the faith.

Practically, this means, a parent will:

1. Regularly participate in the Sunday Mass (if parent is not Catholic: will regularly participate in worship and prayer with my family).
2. Commit to speak with his child about God and include prayer in daily home life.
3. Participate in and cooperate with Catholic schools and/or parish religious education programs, including sacramental preparation for children.
4. Support the moral and social teachings of the Catholic Church to ensure consistency between home and Church.
5. Teach his child by word and example to have a love and concern for the needs of others.
6. Meet financial responsibilities in supporting the Catholic School and/or religious education program.



Faith and Family Philosophy Statement

We at Epiphany of our Lord *Faith and Family*...

- *believe that each child is a unique gift from God, formed in the image and likeness of the Blessed Trinity.
- *recognize that each child has a unique set of gifts and talents which includes a unique learning style that should be respected so that the child may reach his full potential.
- *acknowledge that parents are their child's first teacher and it is our job to assist parents in this important role.
- *desire to foster self-discipline, leadership, tolerance, and independent thinking.
- *support and guide the children as they learn to respect themselves and others in a formative environment of love and care.
- *encourage children to grow in a personal relationship with God by providing them with opportunities to put their faith into practice.



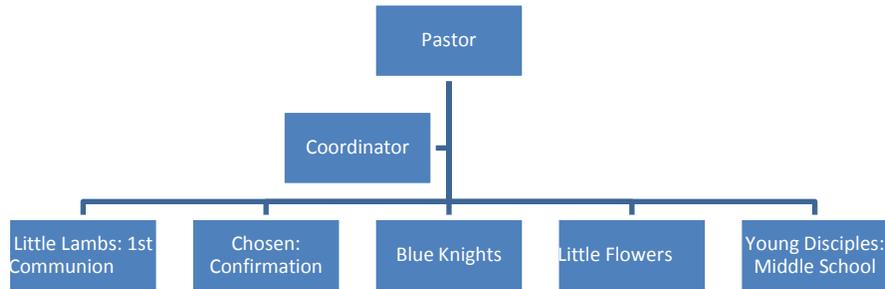
Mission Statement

Epiphany of Our Lord *Faith and Family* strives to educate children in matters of faith by...

- *working in partnership with parents and the parishes from which they come.
- *providing skills and encouragement needed for children to become life-long disciples
- *creating a strong sense of service, justice, and respect for all.
- *forming our children in Catholic Tradition.

Administration

Faith and Family is structured to encourage a spirit of cooperation and shared responsibility. The pastor of the parish, the coordinator of the programs, and the catechists work hard to ensure that each child has an opportunity to grow in faith.



Safe Environment

All employees at Epiphany of Our Lord are mandated reporters of suspected abuse/neglect of children. Under Missouri law, when administration or school personnel suspect the mistreatment of children they must report it to the proper authorities.

All volunteers and staff of Faith and Family are required to attend "Protecting God's Children," consent to a background check, and follow all guidelines of proper conduct as outlined by the Archdiocese of St. Louis.

Communication

Parish Office Hours: Monday-Friday 7:30AM to 3:30PM
Phone Number: 314.781.1199

Parents are asked to make an appointment if they wish to have a conference with the coordinator of the programs or the catechist of an individual program.

The Flocknote email system is the best method of communication from the administration to parents. Please register for Flocknote by going to www.epiphanystl.org and clicking on the Flocknote icon. Follow the instructions and register for the applicable groups [for example: Blue Knights]. By signing up for Flocknote you can choose to receive messages through either e-mail or text messages. Please also check the website www.epiphanystl.org for other important information.

Last minute cancellations for inclement weather will typically be communicated via Flocknote.

Members of the media are to be present at Epiphany of Our Lord only as invited guests and are not allowed to interview students on matters unrelated to the purpose for which they were invited. Epiphany of Our Lord may use photos of Faith and Family for promotional materials.

Please notify us as soon as possible if you have a change of address, phone number, or email in the middle of the year.

Custody Agreements

All parents have the right to inspect and review programs that their children are involved in if there is not a court order to the contrary. If parent's custodial rights have been limited by a court of competent jurisdiction, it is the duty of the custodial parent to provide the Coordinator of the program with a verified copy of the court order delineating the rights of the non-custodial parent.

Discipline

We strive to provide a safe learning environment for all participants. We believe that Faith and Family should reflect the values of the Gospel including an emphasis on the dignity of all persons.

Discipline means to train the mind and to use self-control. The purpose of a disciplinary policy is to spell out the value system upon which we operate and to specify the intentions of the staff. Our goals are to develop:

1. A Christian presence in word and action.
2. A continuous demonstration of respect for all persons in our community.
3. An ability to control one's own actions and take responsibility for them.
4. A positive attitude towards one's own abilities.

The safety of student, staff, and others is paramount and it warrants serious consequences when a participant:

1. Threatens to bring a weapon to parish grounds. A participant cannot be readmitted until the administration is reasonably assured by competent professionals that the participant does not pose future danger to self or others by returning to the program.
2. Commits assault or battery resulting from use or threatened use of a firearm or weapon. Police will be notified immediately.
3. Uses pornographic material. Possession, display, or sale of immoral and pornographic materials will not be tolerated.
4. Engages in dishonest behavior. Lying, cheating, stealing, forgery, etc. will be disciplined appropriately.
5. Disrespects others. This includes insubordination or disrespect shown to any staff member or fellow participant.
6. Vandalizes property. Damages caused by willful destruction of church, school, or personal property will be charged to the individual(s) involved.
7. Uses obscene language. This includes words, gestures, or in written form.
8. Possesses cigarettes. Minors are not allowed to possess or smoke tobacco products. Catechists will also refrain while on campus in an official capacity.
9. Possesses alcoholic beverages. Minors are not allowed to possess or drink alcoholic beverages on parish property. Catechists will also refrain while on campus in an official capacity.
10. Engages in other violence or threats.
11. Behaves disruptively. This includes consistently talking or acting in a loud, disorderly, or disrespectful way toward teachers or fellow participants.

Harassment

Faith and Family maintains a learning environment that is free from all forms of harassment. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, and visual.

All complaints of harassment will be thoroughly and promptly investigated. Investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored.

Alcohol-Drugs-Tobacco

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from Faith and Family. In addition, civil authorities may become involved.

Violence

Violence inhibits human development and successful learning. Therefore violence is not tolerated. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. All reported or observed instances of threatened or actual violence will be addressed by the parish administration.

Weapons

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Epiphany of Our Lord is strictly prohibited.

Cell Phones/Pagers/Ipods/Electronics

Without the express permission of the teacher, participants are not allowed to use cell phones, text messages, pagers, beepers, ipods, or other electronic devices during Faith and Family. If found in use, these will be confiscated and returned at the end of class.

Tornado, Fire, and Earthquake Drills

To assure the safety of each child in the event of tornado, fire, earthquake or other potentially hazardous situations, drills may be held periodically during the year to familiarize students and teachers with emergency procedures.



Snow Days

Our main consideration will be the safety of all in hazardous road conditions. The decision to cancel Faith and Family is made by the Pastor and the Coordinator independent of other school closings. Please check the parish website www.epiphanystl.org and Flocknote messages to see if there is a cancellation.



Student Health

Faith and Family maintains a basic medical history for each participant and follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

PLEASE DO NOT SEND CHILDREN TO A PROGRAM UNTIL THEY HAVE BEEN WITHOUT FEVER FOR 24 HOURS.



Lost and Found

Students are responsible for their own belongings. A lost and found is available and participants may search for belongings with permission of their teacher. Unclaimed articles will be recycled at the end of the year.

Vehicle Transportation

When possible, bus transportation by an insured carrier will be provided. If there are not a sufficient number of participants attending an off-campus event to warrant a bus, a private vehicle may be used; the following criteria apply:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for a minimum limit of \$100,000 per person and \$300,000 for occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Any vehicle used to transport students should have one safety belt per rider in the vehicle.

Little Lambs: First Reconciliation & First Communion

Little Lambs prepares children who are not enrolled in a Catholic School to make their First Confession and First Communion. Little Lambs meets Sundays from 9:15AM to 10:15AM in the Epiphany of Our Lord Rectory Basement beginning in September and ending on Divine Mercy Sunday (the Sunday after Easter). Children are encouraged to attend Mass with their parents each Sunday, either at their home parish or at Epiphany of Our Lord directly before or after Little Lambs.



Admission Policy: Any Baptized child in the second grade may register. If you are not a member of Epiphany of Our Lord Parish you will need a letter of permission from your current pastor in order to participate.

Arrival and Dismissal Procedure: Parents are to sign in their children at the Rectory basement at 9:15am and pick them up at 10:15am. Parents must be present for both sign-in and pick-up and children are not allowed to depart alone.

Attendance and Punctuality: The two Sacraments that your child will receive are important foundational Sacraments and therefore children are expected to attend as many classes as possible. If a child misses more than 3 classes, he may be asked to attend Little Lambs for another year before he receives the Sacraments.

Fee: There is a fee of \$40 dollars that will cover the cost of books and other materials. There is also an expectation that parents will volunteer in class as a parent-helper on occasion.

Registration: Students need to be fully registered at the time they attend the first class. This can be done by filling out the registration forms and paying the registration fee.

Calendar: At the beginning of the year, families will receive a calendar listing all important dates. Please check with the director of the program if you have any questions.

Supplies: Children will be responsible for their catechism and prayer books and bring them to class each week. We will provide a blank communion banner and decorating it will be the responsibility of each child.

Dress Code: Participants are expected to dress and present an appearance consistent with standards of good taste and appropriate for church events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate and not allowed.

Chosen: Confirmation Preparation

Chosen confirmation preparation prepares teens to receive the Sacrament of Confirmation. Participants will be taught the faith and invited to embrace a life in Christ. It is a comprehensive learning experience centered on fully integrated videos, workbook lessons, and opportunities for service. *Chosen* meets every Tuesday (or per the schedule) from 6:30-8PM.

Admission Policy: Any student in 8th grade or high school who is not yet confirmed may register. If you are not a member of Epiphany of Our Lord Parish you will need a letter of permission from your current pastor in order to participate.

Arrival and Dismissal Procedure: Participants arrive in the parish gym at 6:30PM each night prepared to participate. Classes will end at 8PM each evening. Teens may arrive and depart on their own if given permission from a parent.

Attendance and Punctuality: Confirmation is an important foundational Sacrament and therefore teens are expected to attend as many classes as possible. If a teen misses more than 3 classes, he may be asked to attend *Chosen* for another year before receiving the Sacrament.

Finance: There is a fee of \$40 dollars that will cover the cost of a student workbook, a parent workbook, a sponsor workbook, and other materials.

Registration: Students need to be fully registered at the time they attend their first class; this can be done by filling out the registration forms and paying the fee.

Calendar: At the beginning of the year, families will receive a calendar listing all the important dates. Please check with the catechist if you have any questions.

Supplies: Each teen will be responsible for his or her workbook and any other materials they need to bring to class.

Dress Code: Participants are expected to dress and present an appearance consistent with standards of good taste and appropriate for church events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for Church and is not allowed.



Blue Knights (K-5th Grade Boys)

The Blue Knights Boys Club teaches the Catholic faith to boys through Scripture, saint biographies, games, crafts, and the Catechism of the Catholic Church. Blue Knights maps out nine virtues each year. Written by a Marine, Major Dan McGuire, Blue Knights is designed specifically for boys. They keep track of their progress by earning badges that form shields to proudly display on their Crusader breastplates. Each year also has its own colored cape to mark your Blue Knight's advancement through the Club.

Blue Knights meets at Epiphany of Our Lord on the first and third Tuesday of the month from September to May from 6:30PM-8PM.

Admission Policy: Blue Knights is more than a religion class and more than a parish school of religion class. It is an opportunity to supplement a child's faith learning and so it is open for all boys in kindergarten through fifth grade.



Arrival and Dismissal Procedure: Participants must be signed in by a parent in the gym by 6:30 and will be dismissed at 8PM. Parents must be present for pick up.

Attendance and Punctuality: A child will get as much out of the program as much as he puts into it. While it is not mandatory for a child to attend every session, please know that a child may miss out or find himself behind the next time he comes.

Finance: The cost of the Blue Knights program is \$50 a year.

Registration: Students need to be fully registered at the time they attend their first class. This can be done by filling out the registration forms and paying the registration fee.

Calendar: At the beginning of the year, families will receive a calendar listing all the important dates. Please check with the catechist if you have any questions.

Supplies: Participants are responsible for their own books. All supplies, including the books and crusader gear, are provided.

Dress Code: Participants are expected to dress and present an appearance consistent with standards of good taste and appropriate for church events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for Church and is not allowed.

Little Flowers (K-5th Grade Girls)

The Little Flowers Girls Club teaches virtues through scripture, saint biographies, and the Catechism of the Catholic Church. Based on the spirituality of St. Therese, the Little Flower of Liseux, this beautiful, authentically Catholic program has delights and instills a love of our Catholic Faith.

Little Flowers consists of Wreaths I, II, III and IV. Each wreath consists of nine virtues each. Badges for the virtues are earned by studying the saint associated with the virtue, memorizing relevant scripture verses, and studying the Catechism.

Little Flowers meets at Epiphany of Our Lord on the first and third Tuesday of the month from September to May from 6:30PM-8PM.

Admission Policy: Little Flowers is more than a religion class and more than a parish school of religion class. It is an opportunity to supplement a child's faith learning and so it is open for all girls in kindergarten through fifth grade.

Arrival and Dismissal Procedure: Participants must be signed in by a parent in the gym by 6:30 and will be dismissed at 8PM. Parents must be present for pick up.

Attendance and Punctuality: A child will get as much out of the program as much as she puts into it. While it is not mandatory for a child to attend every session, please know that a child may miss out or find herself behind the next time she comes.

Finance: The cost of the Little Flowers program is \$50 a year.



Registration: Students need to be fully registered at the time they attend their first class. This can be done by filling out the registration forms and paying the registration fee.

Calendar: At the beginning of the year, families will receive a calendar listing all the important dates in regards to this program. Please check with the director of the program if you have any questions.

Supplies: Participants are responsible for their own books. All supplies, including the books and Little Flower Sash, are provided.

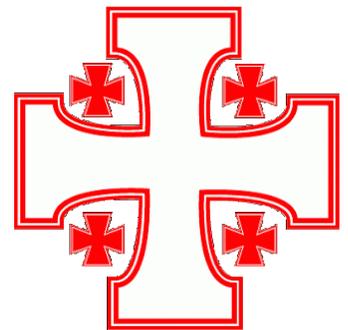
Dress Code: Participants are expected to dress and present an appearance consistent with standards of good taste and appropriate for church events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for Church and is not allowed.

Young Disciples (6-7th grade)

Through the course of two years the Young Disciples will grow in faith by participating in discussion groups from Ascension Press.

Encounter: Experiencing God in the Everyday is a life-changing experience that speaks directly to hearts and minds. Designed specifically for 6th-8th grades, Encounter reveals the story of faith; most importantly they will see God not as a distant doctrinal concept, but as a loving Father who desires a meaningful and lasting encounter with them.

Theology of the Body for Teens Middle School gives 6th-8th graders the answers to tough questions concerning their bodies, their sexuality, and their future.



The ***Oremus*** study program teaches the essentials of prayer. Following the tradition of the Catholic Church and the wisdom of the saints, teens will learn how to express themselves to God in prayer and how to hear his voice.

Admission Policy: Servants of the Lord is open to all students in the 6th or 7th grade.

Arrival and Dismissal Procedure: Participants must be signed in by a parent in the gym by 6:30 and will be dismissed at 8PM. Parents must be present for pick up, or participants may arrive and leave on their own with a parent's permission.

Attendance and Punctuality: Participants will get as much out of the program as much as they put into it. While it is not mandatory for a teen to attend every session, please know that he may miss out or find himself behind the next time he attends.

Finance: The cost of Servants of the Lord is \$40 per year.

Registration: Students need to be fully registered at the time they attend their first class. This can be done by filling out the registration forms and paying the registration fee.

Calendar: At the beginning of the year, families will receive a calendar listing all the important dates in regards to this program. Please check with the director of the program if you have any questions.

Dress Code: Participants are expected to dress and present an appearance consistent with standards of good taste and appropriate for church events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for Church and is not allowed.

EPIPHANY OF OUR LORD CATHOLIC CHURCH

6596 Smiley Ave. St. Louis, MO 63139
314.781.1199 www.epiphanystl.org

Letter of Verification for Out-of-Parish Participants

From: _____
(registered parish of participant(s))

To: The Reverend Thomas Pastorius,
Pastor, Epiphany of Our Lord
6596 Smiley Ave
St. Louis MO 63139

This is to verify that:

(family name and address)

- Registered parishioners of our parish
 Live within our boundaries but are unregistered

May have their child(ren):

- Prepare for 1st Reconciliation and 1st Communion at Epiphany
 Prepare for and *receive* 1st Reconciliation and 1st Communion at Epiphany
 Prepare for Confirmation at Epiphany
 Prepare for and *receive* Confirmation with Epiphany
 Participate in Little Lambs or Blue Knights at Epiphany as a substitute for PSR
 other _____

Parish Seal

The Rev. _____ Date: _____

Epiphany of Our Lord
Faith & Family
 Participant Information

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Parents/Guardian

Name(s): _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

E-Mail: _____

Emergency Contact (Other than Parents)

Name: _____

Home Phone: _____ Cell Phone: _____

Home Address _____

Relationship to Participant: _____

Please mark the box on the left for the program(s) your child will be participating in.

	Child	Name	Age Group	Meeting Times
<input type="checkbox"/>		<i>Little Lambs: First Reconciliation & First Communion Prep</i>	<i>2nd Grade</i>	<i>Sun 9:15AM-10:15AM</i>
<input type="checkbox"/>		<i>Chosen: Confirmation Preparation</i>	<i>8th Grade</i>	<i>Tue 6:30-8PM</i>
<input type="checkbox"/>		<i>Blue Knights</i>	<i>K-5th Grade Boys</i>	<i>Tue 6:30-8PM</i>
<input type="checkbox"/>		<i>Little Flowers</i>	<i>K-5th Grade Girls</i>	<i>Tue 6:30-8PM</i>
<input type="checkbox"/>		<i>Young Disciples</i>	<i>6th-7th Grade</i>	<i>Tue 6:30-8PM</i>

Medical History

Allergies _____
or _____
Special _____
Needs _____

Agreements

1. As the parent or guardian of _____ (“child”), in signing this form, I hereby state that the information included in this form is correct and give permission for my child to participate in Faith and Family.
2. I understand that my child will be under the supervision of the Epiphany of Our Lord staff and volunteers.
3. I recognize that there are risks inherent in participation in any activity and agree to hold the Archdiocese of St. Louis, its affiliates and its and their employees, volunteers and agents, harmless from any injury to my child or damage to or loss of personal property of my child not caused by the negligence or misconduct of the Archdiocese of St. Louis, its affiliates and its and their employees, volunteers and agents.
4. In the case of a medical emergency, I understand that every effort will be made to contact me, but in the event that I cannot be reached, I hereby give permission for my child to be evaluated, diagnosed and treated in accordance with standard medical practice by licensed medical personnel.
5. I hereby give permission to the Epiphany of Our Lord to use any photographs or video footage taken of my child in print and on their website for promotional purposes.
6. I understand that for all Faith and Family activities there is a zero tolerance policy for the use of any mood altering chemicals (including alcohol and illegal drugs), foul language, threats or any type of abuse, and inappropriate physical contact. I agree to the follow this policy.

Parent/Guardian Signature: _____ Date: _____