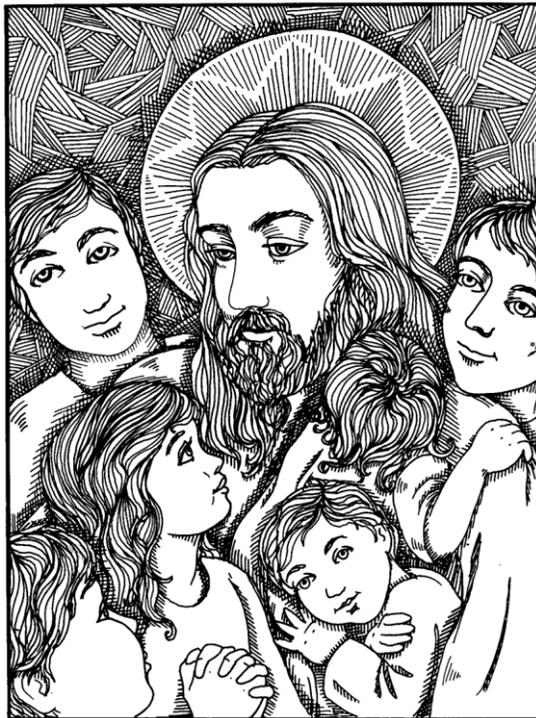


SAINT MADELINE PARISH
RELIGIOUS EDUCATION PROGRAM



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FAMILY HANDBOOK

Revised 7/16

ST. MADELINE PARISH RELIGIOUS EDUCATION PROGRAM
110 PARK STREET ~ RIDLEY PARK, PA ~ (610) 583-6120
<http://www.stmadelineparish.com/?pid=233>

“Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.”

Catechism of the Catholic Church (2226)



MISSION STATEMENT

Having the above guidelines from the Catechism of the Catholic Church as its basis, the mission of the Saint Madeline Parish Religious Education Program is threefold:

- ~ To strengthen, supplement, and reinforce the knowledge of the faith and the love of God introduced to the child in the home by the parents/guardians as primary educators
- ~ To equip parents/guardians and their children so that they might grow in faith, hope, and love, and live lives of full and active participation within the life of the Church
- ~ To foster the growth and development of each individual, child and adult, in light of the Gospel message of Jesus Christ.

PARENT/GUARDIAN INVOLVEMENT

Regarding their children’s religious education, parents/guardians should be prepared to:

- be examples of faith in action lived out within family life in the home
- ensure that the family attends Mass together on a weekly basis and participates in other parish/private devotional practices
- assist in homework assignments and test preparation
- discuss lessons with the child
- ensure that the child is prepared for PREP class each week
- communicate with the child’s catechist whenever necessary
- attend PREP meetings and any activities related to Sacrament preparation
- participate in PREP liturgies

Please note: Adult volunteers are needed throughout the PREP school year as aides, substitutes, or office help. Call the PREP Office if interested.

REGISTRATION

Registration is held from April 1 through June 30. More detailed information is published in the weekly Parish Bulletin and the parish website. To register new students, the following items are needed:

- ~ Registration in St. Madeline Parish
- ~ Baptism certificate, unless baptized at St. Madeline Church
- ~ Copy of student's permanent record card from previous PREP or Catholic school, including dates of Sacraments already received

Non-parishioners must have written permission of home pastor to be registered.

No family may re-register their child/children unless tuition is paid from the previous year. Once classes have begun, children will be considered absent for any classes missed due to late registration.

All students must be registered before PREP classes begin on the second Tuesday in September.

Revised 7/14

TUITION

Tuition is a necessary and required part of the religious education program to ensure the most current and best catechetical resources. A registration fee of half the total tuition per family is required before any registration form may be processed. Tuition fees are updated yearly and are conveyed to families through e-mail and the parish website. Non-parishioners will be required to pay an additional fee. **Tuition must be paid in full prior to the start of PREP classes.** Parents or immediate next of kin who assist with the program on a full time weekly basis, half the tuition fee is waived.

Revised 7/16

HOURS OF INSTRUCTION

Elementary Levels 1 through 6 attend class in Saint James Regional Catholic School **every Tuesday from 4:00 to 5:30 p.m.** from mid-September to mid-May. Children are permitted to enter the school via the schoolyard gym entrance **no earlier than 3:45 p.m.**, when adult supervision will be in place. Classes will begin **promptly at 4:00 p.m.**

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SACRAMENT GUIDELINES

The Sacraments of Penance and Holy Eucharist will be administered in Level 2.

The Sacrament of Confirmation is administered to children in Level 6.

All parents/guardians of children making Sacraments are required to attend the Sacrament Gathering for their child's and their own spiritual enrichment.

Children are to attend Retreat Days and Practice Days for the Sacraments of Holy Eucharist and Confirmation.

The above requirements are necessary for a child's Catholic formation and if not completed, the Sacrament(s) would be postponed until the following year.

Revised 5/14

St. Madeline parishioners are expected to receive religious instruction in our home parish. However, if the pastor permits attendance at religious instruction at another parish, Sacraments must still be received at the home parish of St. Madeline. Parents/Guardians must attend Sacrament Gatherings and children must attend two practice days, Retreat Day, and the actual celebration of the Sacrament at St. Madeline Parish.

Revised 10/10

ARRIVAL

When dropping off children before the start of class, enter the school parking lot from the Rodgers Street entrance only. Flow of traffic must always move to the right in the parking lot area. The parking lot will be monitored by adult volunteers. Children are to exit the car at the point designated by the adult monitor. Please exit the parking lot by making a right hand turn onto Rodgers Street. **No parking is permitted in the lot at dropoff time, and no traffic is permitted behind the school building at any time!** These restrictions are necessary to safeguard the safety of our children. **The schoolyard gym door will be locked at 4:10 p.m.**

LATE ARRIVAL

Since the time of our PREP sessions is so limited, it is extremely important that students arrive in enough time to line up in the gym and be ready to leave for class with the group. **In case a situation arises which causes a student to arrive late (after 4:10 p.m.), a phone call must be made to the PREP Office.** A student who arrives late is required to go to the school office to receive a late pass. (S)he will be escorted to the classroom by an aide. Repeated incidences of lateness will result in the parent being contacted by the Director of Religious Education to discuss ways to rectify the situation.

DISMISSAL

Dismissal takes place at 5:30 p.m. **Gym doors** will remain locked until 5:25 p.m.

In the rare event that early dismissal is necessary, the parent/guardian must telephone the PREP Office or send a note before the start of class to arrange for entry into the building before 5:25 p.m. The parent/guardian will report to the school office to meet the child. If a child becomes ill during PREP class, the parent/guardian will be telephoned and may meet the child in the school office.

At dismissal time, parents/guardians of children in Levels 1 through 3 **must enter the gym through gym doors only** to pick up their children. The teacher must be informed before the child is removed from line.

Levels 4 through 6 are permitted to exit the building on their own provided that written permission to do so has been given to the teacher. These children will exit the building through either of the two doors (Tome Street or playground) **before the gym entrance**. Written permission is also needed for a child in Levels 4 through 6 to pick up a student in Levels 1 through 3.

Revised 7/16

ATTENDANCE

The importance of regular attendance at weekly PREP classes cannot be overstated.

*****ST. MADELINE PREP ATTENDANCE POLICY*****

~ALL ABSENCES MUST BE REPORTED TO THE PREP OFFICE (610 583-6120) or preprus@comcast.net ON THE DAY OF ABSENCE.

~ OR ~

~ A NOTE EXPLAINING THE REASON FOR ABSENCE MUST BE SENT TO THE TEACHER UPON THE CHILD'S RETURN TO PREP CLASS

~ AND ~

~ YOUR CHILD MUST COMPLETE ANY MISSED WORK GIVEN TO HIM OR HER BY THE PREP TEACHER UPON THE CHILD'S RETURN TO CLASS.

~ **IF YOUR CHILD IS ABSENT FOR BETWEEN SIX AND EIGHT SESSIONS, MAKE-UP LESSONS WILL BE REQUIRED FOR PROMOTION TO THE NEXT PREP LEVEL. SESSIONS WILL OCCUR THE LAST TWO TUESDAYS IN MAY AND THE FIRST TUESDAY IN JUNE. IF SESSIONS ARE NOT COMPLETED OR IF A CHILD IS ABSENT FOR MORE THAN 8 SESSIONS, RETENTION IN THAT PREP LEVEL MAY OCCUR.**

Revised 10/14

Qualifications for perfect attendance include no late arrivals after 4:10 and no early dismissals before 5:15, and attendance at all non-class settings which include Mass, Stations of the Cross/Benediction, and 40 Hours' Closing for Sacrament children.

Revised 5/13

ILLNESS

When a child is kept home from his or her school, it is preferred that the child remain home from PREP that afternoon as well. Further, we ask if your child has any illness that is easily transmitted to others, please keep your child at home.

PREP follows the Ridley School District's "No Nit, No Lice" Policy. This policy which states that a child who is found to have lice or its eggs is asked to remain at home until the child has been treated and there is no evidence of lice. This determination will be made by the child's school nurse.

EMERGENCY SCHOOL CLOSING

Regarding cancellation of PREP classes due to weather or other emergency situations:

- There is no PREP class if St. James Regional Catholic School is closed that day or dismisses early (school closing number 485).
- PREP office phone number can be checked for voice message concerning closing.
- ***Our emergency closing number is 3485.*** Listen to KYW 1060 on your radio or go online to www.kyw1060.com .

Revised 7/12

DISCIPLINE

Students are required to respect and obey those who supervise them, and to demonstrate an attitude of respect and love toward one another at all times as befits their status as Christian children of God. Students are expected to comply with the teacher's directives in the classroom, to respect school property, and to behave in accordance with all PREP policies to ensure a safe, positive faith experience for all. Contraband is strictly prohibited and will be taken from the child and returned to parents only. These items include, but are not limited to, gum, food, beverage, toys, electronic games, weapons, I-pods, cell phones, drugs, and alcohol. Violations will be dealt with according to their severity and with the sole objective of correcting the problem behavior. In case of repeated infractions should these efforts fail:

- A discipline notice will be mailed to the student's home. **In order for the student to be readmitted to class, the form must be signed by the parent(s) /guardian(s) and returned to the teacher.**
- A second discipline notice will result in a meeting with parent(s)/guardian(s), student, Director of Religious Education, and teacher, to be held immediately following the next class.
- Any subsequent infraction will result in suspension from class. Failure to demonstrate significant improvement in behavior will result in dismissal from the program. Appeals may be directed to the pastor.

Revised 7/10

SAFETY

St. Madeline Parish Religious Education Program is committed to the safety and well-being of their students. Safety procedures and plans help to ensure this protection. These policies and plans always include considerations for students with physical, emotional, or intellectual special needs.

Revised 8/10

COMMUNICATION

Parents/Guardians are provided with a yearly calendar at the beginning of the program year. This calendar is subject to change during the course of the year. Parents/Guardians will be notified of any changes through e-mail.

Most information concerning St. Madeline PREP can be found through the parish website: <http://www.stmadelineparish.com/?pid=233>

Parents/Guardians should feel free to contact the Director of Religious Education regarding any concerns that may develop during the course of the year through telephone 610-583-6120 or e-mail preprus@comcast.net

Direct communication with your child's catechist is also a necessary component of the catechetical process. Parents/Guardians are encouraged to speak with their child's catechist to discuss any concerns or information that will enhance the learning experience. This process may be accomplished through e-mail or telephone, or in person.

Revised 5/14

HOME-BASED CATECHESIS

Parents/Guardians who wish to provide home-based catechesis for their own children must be registered members of St. Madeline Parish and should be recognized by the pastor as individuals who attend weekly Sunday Mass. Before catechesis begins, the parents/guardians must register in PREP and meet with the Director of Religious Education. The parents/guardians will receive Archdiocesan Religion Guidelines for the grade level(s) and approved textbooks.

Parents/Guardians will be notified of liturgies, prayer services, and parent meetings throughout the year. Children are welcomed at all parish catechetical program activities. When preparing for Sacraments, parents/guardians are required to attend Sacrament Gatherings and children are required to attend Retreats and practice days.

Home-schooled children will be evaluated twice a year by the Director of Religious Education. Most importantly, parents/guardians have an obligation to involve their children in the life and mission of the Church by participating in the spiritual life of the parish, particularly in the Sunday Eucharist.

Revised 6/16

EVALUATION

Progress reports are issued three times each year. Teachers or parents/guardians may request a conference at any time during the school year.

REST ROOMS

Children are encouraged to use the bathroom before they come to class. Rest rooms in the school should be used only when absolutely necessary. If a medical problem necessitates more frequent use of the bathroom, the parent must notify the teacher in writing. Use of the facilities during class takes important time away from instruction.



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