

**Absences:** Parents must notify us of all absences. Please call the Religious Education Office (621-6798) before class.

**Arrival:** All students enter through the doors leading from the large parking lot area and ***go directly to their assigned classroom.*** If the teacher has not yet arrived, students are to wait in the hallway outside the classroom.

**Cancellation:** Information about cancellation due to inclement weather or other emergency can be found through:

- Channel 12 News – watch for our listing
- Public school announcements – if the decision to cancel is made early in the school day.
- Religious Ed. Office: Call 621-6798.
- Email – if you have provided one

If a teacher cannot teach due to a last minute emergency and we were unable to secure a substitute in time for class, that class will be canceled. If this occurs, please know we do our best to contact every parent in the class by telephone prior to class time. (Are you sure we have your current telephone numbers and email address on file?)

Should we be unable to reach you and your child comes to class, we will accommodate your child in another classroom as the other classes are meeting as scheduled.

**Come to Class Prepared:** Your child is expected to attend class each week with the following:

- student textbook/workbook
- student folder
- pen or pencil
- completed homework

**Conduct:** Our goal is to provide a Christ-centered positive learning environment for all. Appropriate respect for teachers and other students is expected. We will endeavor to do the same. If you have a concern please contact Mrs. Nora Toal who will be in touch with the teacher.

**All Ipods and other electronic games and devices are prohibited. Cell phones MUST be turned off.** These items will be confiscated by the Religious Education Office if these rules are not followed.

**Curriculum:** All textbooks are in conformity with the guidelines published by the United States Conference of Catholic Bishops and are consistent with the teachings of the Catholic Church. Themes covered each year include:

- Grade 1 – Introduction to God
- Grade 2 – Penance and Communion
- Grade 3 – The Church
- Grade 4 – The Commandments;
- Grade 5 -- The Sacraments

Grade 6 -- The Bible  
Grades 7 & 8 – Confirmation Preparation &  
Connecting Our Faith to Our Lives

**Days of Week and Times Classes Meet:**

- Tuesday, 4:30 – 5:30 p.m.: Grade 1,2,3,
- 4 and 5
- Tuesday evening, 7:00 – 8:00 p.m.: Grades 6, 7, and 8.

**Dismissal:**

**PARENTS MUST COME INTO THE BUILDING TO MEET THEIR CHILD AT DISMISSAL**

At the end of class, teachers escort students to the gym/hall. *If another parent is driving your child home, please write a note to the teacher.* Students who are late to class should report to the Religious Education Office.

**Grade Level Liturgies:** You may notice in your child's lesson schedule, a Sunday Mass designated as your child's "Grade Level Liturgy" for the year. You are invited as a family to attend that specific Mass as listed. Grades 2 and 8 will be invited to attend Masses relating to their sacramental preparation.

**Lesson Schedules:** A lesson schedule is provided to each child on the first day of class in your child's folder. During the course of the year, the schedule is subject to change. If a special event is added or changed, students will be notified in advance.

**Orders of Protection:** In order to protect your child(ren), we must keep a copy of any Orders of Protection and a notarized statement indicating who is picking up your child at the end of class each week.

**Parent Meetings:** Parents are expected to attend scheduled parent meetings. Only one parent need attend, but both are certainly welcome. You will be notified of these meetings.

**Protecting God's Children:** The Diocese of Rockville Centre has taken a proactive approach to creating safe environments in our schools. The Diocesan Office for the Protection of Children and Young People provides educational newsletters regarding the protection of children for parents and volunteers. We encourage you to visit the Diocese of Rockville Centre's website, [www.drvc.org](http://www.drvc.org) to view and download "Because We Care" newsletters.

**Sacramental Preparation:**

- Students prepare for the sacraments of First Reconciliation and First Eucharist in grade 1 and 2.
- Students prepare for the Sacrament of Confirmation in grades 7 and 8. As part of Confirmation preparation, students are expected to complete a Reflections Work Sheets provided by the Program. During the 8<sup>th</sup> grade, in addition to textbook study, Confirmation candidates are required to undertake community service projects and attend a retreat.

**Student Folder** –Your child’s folder serves as the “messenger” between St. Mary’s Religious Education and your family. This folder contains your child’s lesson schedule for the year. Check this folder every week for important notices and assigned homework. Be sure your child brings this folder to class each week.

**Sunday Mass:** Our third commandment, “Keep Holy the Lord’s Day,” refers to our commitment to celebrate Mass every Sunday and Holy Days of Obligation. As evidenced by your child’s baptism and enrollment in this program, you have decided to raise your child in the Catholic faith.

**Please give your child the opportunity to grow in faith by bringing your child to Mass every week.** Weekend masses are celebrated: Saturday 5 p.m. – Hall; Sunday– 7:30, 9 and 11 AM-Church; Sunday 12:15 p.m. – Hall. Daily Mass is celebrated Monday – Friday at 9:00 a.m. at the Church.

**Textbooks:** Each student receives a student textbook and workbook on the first day of class. Please be sure that your child brings this textbook and workbook to class EVERY week.

**Tuition & Sacramental Fees:**

- Tuition: \$100 one child \$200 two children \$275 three or more children
- First Eucharist fee: \$80.00/child
- Confirmation fee: \$125.00/child

Tuition and fees are due at the time of registration. Payments by check or electronic payment – @[www.faihdirect.net](http://www.faihdirect.net) Parish code NY559

Church of St. Mary Mission Statement

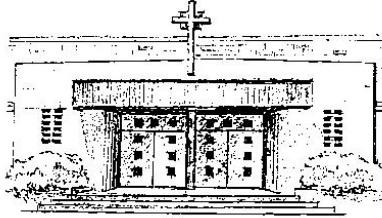
We the people of St. Mary’s Parish, inspired and guided by the Holy Spirit, follow the example of our patroness, Mary the Mother of God, to build God’s Kingdom through Liturgy, Ministry and Fellowship. We incorporate these principles into our daily lives to serve as a mirror of our Christian commitment and as a reflection of Christ living in one another.

**Volunteers:** St. Mary’s Religious Education Program is blessed with many wonderful volunteers. If you are thinking about becoming a catechist and would like to learn more about sharing your faith with the children in our program, please let us know. We are

happy to answer your questions. Hall monitors are also needed. All volunteers must comply with a required background check initiated by the Diocese. All volunteers must take Virtus Training to adhere to the Diocesan Policy for the Protection of Children and Young People.

## **ST. MARY'S RELIGIOUS EDUCATION PROGRAM**

### **Policies & Procedures**



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Rev. John J. McCartney  
Mrs. Nora Toal  
Religious Education Administrator

*St. Mary's reserves the right to amend these policies and procedures at any time with proper notification.*