

**OUR LADY OF THE SNOW  
PARENT HANDBOOK**

**Table of Contents**

Mission Statement

Admission and Program/Classroom Polices

Admission

Registration Fees

Class Session

Arrival and Dismissal

Visitors

Attendance and Lateness

Attendance Evaluation

Cancellation of Classes

Student Conduct and Responsibilities

Dress Code

Rest Rooms

Food and Drink

Electronic Devices

Vandalism

Program Calendar

Program Requirements

Home Study Requirements

Homework

Textbooks

Additional Materials

Emergency Procedures and Fire Drills

Medical Conditions/Disabilities/Special Needs

Communication

Custody Issues / Orders of Protection

Field Trips

Parent Acknowledgment Form

# OUR LADY OF THE SNOW PARENT HANDBOOK

## **MISSION STATEMENT**

**Our Lady of the Snow Faith Formation Program strives to bring all parishioners into a closer relationship with Jesus through the teaching of Church Doctrine, Word, Worship and Service.**

## **ADMISSION AND PROGRAM/CLASSROOM POLICES**

### **Admission**

All children in the parish are welcomed and expected to register in the parish Religious Education program. Parents must formally register their child and provide a copy of the original baptismal certificate for each child entering the program.

Transfers from another parish faith formation program will require verification. The parent is responsible to provide the Catechetical Leader with a letter of transfer from the child's previous faith formation program. Children must successfully complete each level according to the individual parish guidelines. All children who have not received proper instruction will be evaluated on an individual basis to determine the appropriate level at which they should begin the faith formation program.

### **Registration Fees**

Registration Fees are collected at the time of registration. A billing system can be put into place if needed. If families are experiencing financial hardship please contact the Director of Religious Education.

The monies collected are used for books, supplies, and operating expenses (lights, heat, office supplies, mailings etc).

### **Class Sessions**

Our classes run from September to the last week of April. We strive to have in place 24 sessions a year, depending on the use of the Church. The Class sessions for levels 2-9 are one hour long. Prayer is an integral part of catechesis; all students must participate in the full class time, including the prayer sessions. If you register your child for a class your child must attend the class for the entire year. Your child will NOT be excused for an extended amount of time because of a conflict of activities.

### **Arrival and Dismissal**

#### **Arrival**

Levels 2-6 To insure the safety of our students every student must be brought into the building by an adult (18 and over). If the catechist is not present the adult must wait until the catechist arrives or the catechetical leader assumes responsibility for your child.

Levels 7-9 Students may be dropped off at the doors before class begins.

#### **Dismissal**

Students in Levels 2-9 are not permitted to leave the building without an adult. Adults must come into the building and notify the catechist that they are taking their child.

Please do not call your child from the door, go to your child's catechist.

## **Visitors**

For the safety of our children, during class sessions, parents and all other visitors should report to the Catechetical Leader when they enter the buildings. In the Large Church the main door will be unlocked. In the Mother Church the Woodland Ave. door and the main door will be unlocked. All other side doors in both churches will be locked to the outside during class time. Unauthorized persons will not be allowed in the building unless they have been authorized by the Catechetical Leader.

## **Attendance and Lateness**

**Students are expected to attend and participate in all class sessions.** If a student must miss a class due to illness or an important family matter the parent should make up the work at home for the missed class with the student. If a student misses more than 3 classes, an assessment, either written or oral will be made before the student can advance to the next level.

**We expect all students to be in place and ready to begin class on time.** Students may not leave early except for medical or important family matters. In the case of such an emergency the adult will report to the Catechetical Leader to sign the student out. Students are not permitted to leave early to accommodate other activities such as sports, music or dance programs.

If a child is consistently missing class time, the Religious Education Office will contact the family to discuss transferring the child to the Home Study Program.

## **Attendance Evaluation**

Attendance will be evaluated. Any child (Level 2-8) who has 3 unexcused absences must complete and submit missed work to the Religious Education Office in order to be able to advance to the next grade level. Absences for extra curricular activities will not be considered excused, i.e. sports, dance etc. Level 9 students are allowed only 2 excused absences.

## **Cancellation of Classes**

Weather or Emergency Related Cancellations will be posted on Channel 12 News, our parish website and our answering machine if possible. If the Bayport-Blue Point School District is closed we will be closed. If you determine that the roads are unsafe please do not drive your child to class. Parents will complete the lesson for that class at home with the student.

## **Individual Class Cancellation**

If a catechist must cancel their class you will be notified by the catechist or the Religious Education Office. Parents are responsible to complete that day's lesson with their child. Sacrament Preparation Grades (Level 2 and 9), will not cancel individual classes (except in case of entire program closures). If a Level 2 or 9 Catechist is absent his/her class will be covered.

## **Student Conduct and Responsibility**

We expect courtesy and respect from our students at all times. We expect our students to respect our sacred space, our Church. In the case of a student causing a disruption in class or displaying disrespectful behavior towards another student, the catechist, the church building or program materials, the student will be addressed and appropriate action will be taken. If the misconduct is repeated or continues, the family of the child will be notified. Continued disrespect and misconduct may lead to the child being removed from the class and placed in the Home Study Program.

## **Dress Code**

Appropriate clothing should be worn at all times. Remember our classes take place in our churches. For safety reasons Heelies are prohibited from being worn in either building.

The following items are also prohibited:

Clothing with suggestive or questionable language or drawings

Cleats or any heavy sports apparel

Bare Midriff tops

Sagging pants that expose undergarments

Pajamas and slippers

Hoods inside the church- all males should remove hats, baseball caps and hoods as a sign of respect in our church.

NO SHORT SHORTS (Sport shorts and knee length shorts are permissible)

## **Restroom**

Since our limited class time is so precious we request that all children use the restroom before arriving to class.

## **Food and Drink**

Out of respect for our sacred space there is absolutely no gum chewing, eating or drinking in the Large Church or the Mother Church Basement or Church. If a food item is given as a treat it must be saved until the child is outside the building.

We ask that parents and catechists do not bring in coffee cups, water bottles, gum or food to activities in our church.

## **Electronic Devices**

Electronic devices such as I Pods, MP3 players, I Pads, smart phones etc should not be brought to class by students. Cell phones must remain off during the class. If a student uses their cell phone, smart phone or blackberry etc during class the catechist will hold on to it until the parents pick up the student.

## **Vandalism**

The family of any student caught vandalizing anywhere on parish property will be responsible for the repair of damages. Vandalism may result in being removed from the parish program.

## **PROGRAM CALENDAR**

Our program typically runs from September to the last full week of April. Each child will receive a grade level calendar on the first day of class and the first week after the Christmas Break. Calendars will be posted on the parish website.

([ourladyofthesnowbluepoint.com](http://ourladyofthesnowbluepoint.com))

If the Bayport Blue Point School District is closed we will be closed as well

## **PROGRAM REQUIREMENTS**

The requirements for students and their families in the Our Lady of the Snow Religious Education Program are as follows:

1. Attend and participate in the celebration of the Mass each week and on Holy Days of Obligation.
2. Must be registered in the Religious Education Program.
3. Attend and participate in assigned grade level classes. (See Classroom Policies)
4. Students should attend their Grade Level Activities and Prayer Services as scheduled.
5. There will be a Review test for Level 3 – 6 in January. This test will be completed during class time.
6. These requirements must be adhered to before your child can be registered for the following program year.

## **HOMESTUDY REQUIREMENTS**

**Parents may teach their children at home in Levels 3, 4, 5, 6, 7, and 8. The requirements for Home Study Parents and Students are as follows:**

1. Attend and participate in the celebration of the Mass each week and on Holy Days of Obligation.
2. Must be registered in the Religious Education Program
3. Parents must attend the Catechist meeting in January
4. After each 3 chapter unit complete and mail or drop off the Unit Review Page. The unit pages must be completed by the date on the Home Study calendar.
5. Students should attend their Grade Level Activities and Prayer Services as scheduled.
6. These requirements must be adhered to before your child can be registered for the following program year.

## **HOMEWORK**

Individual catechists may assign homework. It is the parent's responsibility to see that the child completes any homework assignment.

I

## **TEXTBOOKS**

All students will receive one text book for the year. Students are responsible to bring the text book to class each week.

If a student loses their text book it must be replaced and the parent must pay for the cost of a new book, approximately \$20.

## **Additional Materials**

Level 2 Students will receive a Mass prayer book at the October Celebration

Level 6 Students will receive a Student Bible at the September Celebration

Students in Levels 7 and 8 will receive a folder with supplemental assignments to be completed at home throughout the year. Replacements for folder material can be found on the parish website.

Level 9 Students will receive a Confirmation Folder at the June meeting with important forms and information. Replacements for the Red Folder material can be found on the parish website.

## **EMERGENCY PROCEDURES AND FIRE DRILLS**

The students will be part of a fire drill during the fall. Catechists will be provided with the procedure for the fire drill and other emergencies.

## **MEDICAL CONDITIONS/DISABILITIES/SPECIAL NEEDS**

Parents should make the catechist and Catechetical Leader aware of any special needs of their child, in writing. Parents be aware that catechists **may not give** any medication to a child.

## **COMMUNICATION**

Parents may communicate with the Religious Education Office by phone (363-6394), by email ([olsbpre@aol.com](mailto:olsbpre@aol.com)) or by letter (175 Blue Point Ave.)

The Religious Education Office will communicate with parents through the mail, the Sunday Bulletin, giving notices to your child, and via the parish website.

([ourladyofthesnowbluepoint.com](http://ourladyofthesnowbluepoint.com))

We ask that parents please communicate with the staff of Religious Education if there are any problems, concerns, change of family address, phone #s or family dynamics.

Parents/Guardians are responsible to provide the Religious Education Office with current phone numbers, addresses, and emails. Please notify the Religious Education Office in the event of any change.

## **CUSTODY ISSUES / ORDERS of PROTECTION**

Where there is an order of protection in effect the parent/guardian must provide a list of names of those persons allowed to pick up the child. This list must bear a notarized signature of the parent or guardian. Where there is an order of protection in effect, anyone picking up the child must present photo I.D. to the Catechetical Leader. A picture of the person prohibited from picking up the child should be given to the Catechetical Leader and the Religious Education Office. If the Catechetical Leader sees the person referred to by the Order of Protection, the police will be called immediately.

## **FIELD TRIPS**

Our Lady of the Snow Religious Education will not authorize field trips.

**PARENT ACKNOWLEDGMENT FORM:**

By signing below I acknowledge that I have received and reviewed the Religious Education Parent Handbook of Our Lady of the Snow Parish. I agree to abide by the policies set forth in the handbook.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Child's name