

## **Guidelines for Parents**

### **Religious Education**

#### **Our Lady of the Sacred Heart**

120 Kings Highway

Tappan, New York 10983

(845) 365-2141 Fax: (845) 359-1410

Email: [olshre@optonline.net](mailto:olshre@optonline.net)

Pastor: Reverend George J. Torok, C.O.

Assistant Pastor: Reverend Francis Conka, C.O.

Director of Religious Education: Mrs. Ughetta Jilleba

#### **Office Hours:**

Monday thru Friday 9 am – 3 pm

Pastoral Center

#### **Mass Schedule:**

Saturday 5 pm

Sunday 8 am, 10 am and 12 noon

#### **Confessions:**

Saturday 4:30 pm

#### **Class Schedule:**

Sunday 8:45 - 9:45 am - Grade 1 – 8

Monday 5:45 – 7:00 pm - Grades 1 - 8

Tuesday 4:30 - 5:45 pm - Grades 1 - 6

Tuesday 7:00 - 8:15 pm - Grades 7 - 8

Wednesday 4:30 - 5:45 pm - Grades 1 - 8

Dear Parents:

At Our Lady of the Sacred Heart we look upon religious education as a total parish experience involving not just the child, but also parents, families, catechists, and priests that form our parish family of faith. Religious Education means getting to know Jesus and learning what is expected of one who chooses to follow Him in the Catholic tradition. Our program is composed of learning, prayer, sacramental preparation, bible studies, liturgy, community service, and other activities which translates words of faith into action.

Parents are the primary educators of children. They prepare their children for receiving the sacraments and are role models of Christian life for their children.

We ask our families to attend **Sunday & Holy Days of Obligation Masses** as an essential part of our children's religious education.

Please follow the Religious Education **Calendar** for student and parent programs throughout the year.

The spiritual development of the children is top priority at Our Lady of the Sacred Heart Religious Education Program. You are most welcome to call for appointments or stop by the Religious Education Office located in the **Pastoral Center** during office hours or email [olshre@optonline.net](mailto:olshre@optonline.net).

Please observe the Guidelines contained in this booklet. They will assure an orderly functioning of our school.

Thank you for bringing your children to our Religious Education Program and for helping us to attain our common goal of providing our children with religious education.

May God bless your family.

## RELATIONSHIP WITH FAMILY

Our Religious Education Program asks for an **active participation of families**.

Please attend the scheduled **Mandatory Parents Meetings** and the **Family Mandatory Masses**.

The Religious Education Calendar can be referred to for the dates.

Help your children with religion **homework** and review lessons and prayers together.

## REGISTRATION

Registration dates and times are published in the parish bulletin. Notification will be sent to families already in the program.

When a family is registering a child for the first time, please **register in the parish** if you have not already done so.

**Initial Registration:** A parent must personally come to the Religious Education office, and bring a copy of the child's baptismal certificate, tuition and registration form.

**Re-registration:** Re-registration is done in person. Desired class days are given on a first-come-first-served basis. This can be done during Religious Education office hours or during Religious Education classes in the month of February. Please include tuition with properly completed re-registration form.

**Transfers:** Any child who is transferring from another parish must have their Permanent Record Card forwarded to the Religious Education office.

### Registration Fees:

\*\$70 for one child

\*\$90 for a family with more than one child

\*\$10 for Kindergarten

**Late Fee:** Additional \$20

## **CLASS PLACEMENT**

Parish religious education programs prepare children for life; the students are expected to attend continuing religious education classes from level one through eight.

In order to be eligible to receive First Communion, a student is to complete the FIRST TWO YEARS of the religious education program.

Any child older than the first grade level who enters the program without previous formal religious education, and wishes to receive First Communion, will meet the Director and appropriate preparation will be arranged.

Any child who drops out of the religious education program will be assisted to complete the missed religious education curriculum after reentering the program.

## **ATTENDANCE AND ABSENCES**

Students are expected to attend class every scheduled day on time. If a student arrives late for class, he/she must report to the office before going to class.

The Religious Education Office must be notified when a student is absent, explaining the reason for the absence, otherwise the absence is considered unexcused. Missing class or leaving early because of after-school extra-curricular activities is not an excused absence.

The Director will contact the parents to discuss excessive lateness, absences, and reasons why the requirements for the successful completion of studies for that grade level are not being observed.

Children may not miss more than five (5) classes.

## **CANCELLATIONS**

If classes are canceled, you will receive an e-mail. Please provide the office with your e-mail address. You may log onto [www.cancellations.com](http://www.cancellations.com) or listen to radio WHUD 100.7 FM for announcement. Also, a message will be left on the Religious Education phone tape (845 365 2141) for your convenience. Classes are automatically canceled when public school classes are canceled.

## **DISMISSAL FROM BUILDING**

Children are dismissed to the care of the parent or guardian. The guardian must be someone designated in writing at registration on the Student Information Record. If someone other than the parent or the guardian is to pick up the child, a release form must be signed by the parent and given to the Director prior to the end of class in question.

If an individual student needs to be dismissed early, a written request must be given to the Director prior to the scheduled class. The same previously mentioned release form must be signed if someone else other than a parent or guardian is picking up the child.

## **DISCIPLINE AND DISMISSAL OF STUDENTS**

The Religious Education classes take place in an atmosphere of learning and Christian respect. Each student is expected to be respectful of the Catechist, his/her fellow students, and parish property. Our volunteer teachers (catechists) deserve respect at all times. Normal discipline problems will be handled by the teacher.

Students may be removed from the program if necessary. The Director of Religious Education reserves the right to make the final decision. Removal of a student from program needs to be approved by the Pastor.

## **FIRE DRILLS**

For the safety of the children, the fire drills are scheduled periodically.

## **CUSTODIAL RIGHTS OF PARENTS**

The Director should be informed in writing by the custodial parent of the rights of the non-custodial parent as far as these pertain to the child's participation in the program.

## **HOME STUDY**

A home study program is one in which the children are instructed at home by their own parents. A parent must make an appointment with the Director to discuss this option.

## **VISITORS**

No unauthorized persons are allowed in the area where the classes are taking place. Parents and other visitors must go directly to the Religious Education Office.

## **FIELD TRIPS**

If a field trip is planned, the Parish-Sponsored Trip Form must be completed by the parent of every student who will participate. Telephone calls will not be accepted in lieu of written permission forms.

## **CARPOOLING**

If a volunteer has agreed to use their own automobile to transport children to various catechetical program activities, a special permission form must be signed by the parents. The school will not be liable for accidents, injuries, or other tragedies occurring in such authorized or unauthorized predicaments.

## **HOMEWORK AND TESTING**

Homework and testing will assure the knowledge and understanding of our Catholic faith and practices. Please inform the Director of any special needs so that each child may be developed according to their learning ability.

Homework assignments are to be completed as part of the requirements for passing to the next grade. Progress reports will be sent home twice in the school year.

## **SACRAMENTS**

At least two years of formal religious education are necessary for Reconciliation (First Confession) and Holy Eucharist (First Communion). A special **Mandatory Parents Meeting** must be attended by all parents of the first communicants. It will enable parents to participate in the sacramental preparation of their children. The scheduled date of this mandatory meeting is announced in the School Calendar.

### **RECONCILIATION**

The Sacrament of Reconciliation (First Confession) is celebrated prior to First Communion. The scheduled date is announced in the School Calendar.

### **FIRST HOLY COMMUNION**

All information will be given to parents at the **Mandatory Parents Meeting**. Meetings with the parents will be held in the Chapel.

#### **First Communion Bread Party:**

The date is announced in the School Calendar.

#### **Confessions before First Communion**

The date of the First Confession (Sacrament of Reconciliation) is announced in the School Calendar. The celebration of the Sacrament will take place always during class time in the Church.

It is most important that all children attend the **First Communion Scheduled Rehearsals** as announced in the School Calendar.

First Holy Communion is generally celebrated on **Saturday, in the month of May**, as announced in the School Calendar.

## **CONFIRMATION**

As primary educators of children, parents along with sponsors are to be involved and are expected to attend the **Confirmation Mandatory Meeting**.

At the Confirmation Mandatory Meeting an informational packet regarding the sponsors, Confirmation name, and all requirements will be distributed.

## **SPONSOR**

The candidate to be confirmed will have an individual sponsor. The sponsor at Confirmation can be the same as at Baptism, although this is not obligatory. Requirements for sponsors at Confirmation are the same as those for Baptism. All sponsors must obtain a written statement from the pastor of his/her parish affirming that he/she is qualified to be a Confirmation sponsor.

## **CONFIRMATION PROGRAM**

Confirmation program includes: (1) a period of instruction (weekly attendance), (2) 15 hours of community service, (3) Confirmation retreat, (4) letter of request addressed to the pastor, (5) saint's report, and (6) passing final test.

## **COMMUNITY SERVICE**

The 15 hours of Community Service must not be rendered to one's own family but to a larger community. The service must be certified by a qualified leader of a community.

## **CONFIRMATION REHEARSALS**

The candidates for Confirmation must attend the Scheduled Confirmation Rehearsals, as announced in the School Calendar.

**Confirmation is generally celebrated during Easter time** as announced in the Religious Education Calendar.