



Church of the Incarnation

Phone: 856-468-7566 Ext. 108
Parish Religious Education Program (PREP)

PARENT HANDBOOK

Mission Statement

At Church of the Incarnation PREP, we are committed to the religious education of our children. Our program strives to foster faith formation through the Mass, prayer, teaching the message of Jesus Christ, celebration of the Sacraments, family involvement and community service. We encourage our children and our families to bring the love of Jesus into their daily lives and to become models of our Catholic faith.

Admission Policy

Church of the Incarnation PREP does not discriminate on the basis of sex, national origin, physical or mental challenge.

All families who are registered parishioners at Church of the Incarnation are encouraged to register their children for PREP.

Families of neighboring parishes may also register their children for PREP. Contact the PREP office for specific information at (856) 468-7566.

A Baptismal Certificate is required of all children who have not been baptized in this parish. Please email or fax to the PREP office. Fax: 856-468-7566

Transfer students must provide a letter from their former parish stating years attended and grade completed.

Please email or fax to the PREP office.

It is expected that PREP students will attend classes each year.

Parents/guardians whose children have left the program for more than a year are required to meet with the Director of Religious Education before a child can be readmitted to the program.

Children who have not received the Sacrament of Baptism in the Catholic Church or whose child has never been baptized should call the PREP office for information on how to proceed.

Curriculum Content Information

All grades utilize the “My Catholic Faith Delivered” online program in addition to attending class in person. Ignatius Press’ Faith and Life program (the creator of *My Catholic Faith Delivered*) offers a thorough grounding in Catholic Doctrine. Interactive learning includes videos, games, discussion questions, reflections, links to more information, online assessments, reports, and much more. The time spent doing this work at home means that PREP students need to attend 15 hours of classes to fulfill the Diocesan requirement. PREP classes can be taken either during the fall where they attend class twice a month from September-April or in the summer where they attend classes for one week. Summer and Fall classes both require online work. The Camden Diocese requires that all Summer classes include Summer Enrichment activities to supplement their classes. These activities include attending Sunday Mass, praying the Holy Rosary, attending events sponsored by the Youth Ministry, etc. A complete list is available here: [https://irp.cdn-](https://irp.cdn-website.com/0a3c030e/files/uploaded/2025_SUMMER_ENRICHMENT.pdf)

[website.com/0a3c030e/files/uploaded/2025_SUMMER_ENRICHMENT.pdf](https://irp.cdn-website.com/0a3c030e/files/uploaded/2025_SUMMER_ENRICHMENT.pdf)

Arrival- Students should arrive at the appropriate time for class. Parents do not need to enter the building; they drop off their children outside to one of the aides or teachers.

Dismissal- For student’s safety, students are escorted from the classroom by their teacher and released to a parent or guardian. Students are never allowed to walk to/from the church/classes to/from their home. Parents/Guardians need to come to the sidewalk to pick up their children.

School Policies

Attendance Requirements – Students must attend all classes; during the Fall/Spring academic year students are allowed no more than 3 absences; during Summer, students are allowed 1 absence.

Online Work (My Catholic Faith Delivered® / MCFD) It is the responsibility of the parent/guardian to make sure all online work is completed in a timely manner, and that the student is putting forth adequate effort into the program. Your catechists and/or someone from PREP regularly monitor student progress with online work. Emails are sent to students’ parents when satisfactory progress is not being made.

If students miss a class, they should try to attend a class to make-up for their missed session. As a courtesy to the PREP office, please call us at 856-468-7566. Ext 108 letting us know if you anticipate your child being absent and/or making up a class. Your child should always let their teacher know they are attending a class as a student making up a different class so proper credit can be noted since they will not be on their normal attendance roster.

Discipline Policy – Our teachers are generous men and women who volunteer their time and talent sharing their faith and teaching God’s message. As such, the PREP office has little tolerance for students being disruptive or unruly.

- 1st disruption– Students will be corrected by the teacher. The teacher reserves the right to contact the parent about disruptive/disrespectful behavior.
- 2nd disruption– The child will be sent to the PREP office; parents/guardians may be contacted. This class will be marked as an absence that cannot be made up.

Emergency Closings

In case of inclement weather or any other emergency, you will be notified via Flocknote® and text in the event that PREP classes are canceled.

In the event of an emergency involving your child, we will call the parent/guardian whose name is listed under emergency contact. An incident report may be filed.

If phone numbers or addresses change at any time during the year, please contact the PREP office immediately. This is especially true for emergency contact numbers. Keep all contact information current.

Safety Concerns

For the safety of our students, the doors to the Kernan Center are locked during class time. Please bring your child to the Kernan Center doors and ring the bell to the right of the doors for admittance. Do not leave your child unattended at any time.

Sacramental Procedures

2nd grade students will make their First Reconciliation in January in the year they begin 2nd grade. 2nd grade students will make their First Holy Communion throughout the month of May in the academic year they begin 2nd grade. First Holy Communions are held during regular Mass on Saturday and Sunday, and also a weekday (actual day varies). Registration for First Communion Mass is done online beginning in early spring. Information on specific dates is available on our website <https://www.incarnation-church.org/newpage3c671161>

All students making their First Holy Communion must attend the First Holy Confirmation Retreat; specific dates will be announced on our website, PREP Connect on Facebook and via Flocknote.

8th grade students will make their Confirmation in the spring of the academic year they begin 8th grade. We do not have the dates for Confirmation until after the first of the calendar year. Information regarding Confirmation dates and all related preparation dates are posted on our website <https://www.incarnation-church.org/newpage3c671161>

All confirmands are required to complete their Confirmation Packet no later than mid-December in the year they are being Confirmed. Confirmandi are required to attend a retreat (usually held in February), complete an interview, rehearsal, select an eligible sponsor (cannot be a parent) and follow all required guidelines noted in the Confirmation Packet. The Confirmation Packet can be downloaded from our website:

<https://www.incarnation-church.org/prep-forms>

PREP General Class Schedule

During our regular academic year, PREP classes have 2 components: 1) Face-to-face classroom sessions meeting every other week and 2) Online assignments via *My Catholic Faith Delivered* (MCFD). The face-to-face classes are held either on Tuesdays or Wednesdays. Parents can select from 2 different class times on either day: 4:15 - 5:30 PM or 5:45 - 7:00 PM. The online assignments are designed to supplement in-class work, providing another unique layer of catechesis to help your child grow in the Faith. The PREP academic year usually begins in mid-September and ends in mid/late April, including a break during Christmas. Additional activities are held for those students making their First Reconciliation and First Holy Communion (Grade 2), and Confirmation (Grade 8).

We also offer a week-long intensive Summer program for grades 1-8. Normally, grades 1, 3, 4, 5, and 6 meet from 8 AM - 11:30 AM Monday - Friday. Grades 2, 7, and 8 meet from 8 AM - 2 PM Monday - Friday. There are three summer sessions; the first session is held in mid-June and the remaining two sessions are held in mid and late July. Specific dates vary each year. Summer classes also have online assignments (MCFD) students complete during *and* after their summer session. Registration is completed online. A Flocknote will be sent to all families once registration is available.

Virtual PREP

My Catholic Faith Delivered (MCFD) online assignments are designed to augment the in-class work providing another unique layer of catechesis, strengthening your child's knowledge of the Catholic Faith. Children are expected to complete all online work within

the same academic year they are enrolled in. For more information, please visit <https://www.incarnation-church.org/virtual-prep>

OCIA for Teens and Children

OCIA for Teens and OCIA for Children are specialized classes for teens, 'tweens', and young children developed by the Catholic Church for prospective converts to Catholicism who are above the age of infant baptism. Seating is limited. Candidates are gradually introduced to aspects of Catholic beliefs and practices. PREP's OCIA for Teens classes are for children in 6th through 11th grade; OCIA for Children classes are for children in 3rd through grade 5. Visit the PREP OCIA link for more information:

<https://www.incarnationchurch.org/rcit>

PREP for Children with Disabilities

Held during the 9:30 AM Mass on the 2nd and 4th Sundays of the month, except for November and December which would be the 1st and 2nd Sundays of the month. For more information, please visit <https://www.incarnation-church.org/prep-for-children-withdisabilities>



CHURCH OF THE INCARNATION PREP OFFICE CONTACT INFORMATION

<https://www.incarnation-church.org/meet-the-prep-team>

240 Main Street
Mantua, New Jersey, 08051
Phone: 856-468-1314
Fax: 856-468-4886

Normal business hours: Monday through Friday from 9 AM - 4 PM.

Jerry Voltura, MA
PREP - Director of Faith Formation
jvoltura@incarnationchurch.org
Office: (856) 468-7566, Ext. 106

Abigail McCrane
PREP - Administrative Assistant
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Office: (856) 468-7566, Ext. 108

Alicia Melson
PREP - Secretary of Attendance
amelson@incarnation-church.org
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PREP is a proud member of the following
organizations dedicated to keeping your
children safe.

<https://camdendiocese.org/cyp/>

<https://www.virtusonline.org/virtus/>

