



Our Lady of Mount Carmel Religious Education HANDBOOK 2025-2026

Our Mission Statement

*“Always be ready to give an explanation...
for a reason for your hope” 1 Pet 3:15*

*“Communication is not only the transmission of information, but it is also the creation of a culture.” —
(Pope Leo XIV on May 12, 2025.)*

*“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with
Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the
Holy Trinity.” (St. John Paul II)*

*Welcome to the catechetical ministry at Our Lady of Mount Carmel Parish Please know that we are here to give
you continual support and we encourage open and ongoing communication.*

*May God guide all of our families, volunteers and staff as we enter into this year of prayer, and education in the
Catholic Tradition and growing in relationship with Our Lord and Savior.*

*Many Blessings,
Julianne, Dawn and Sara*

PASTOR OF OUR LADY OF MOUNT CARMEL

Father Matthew Guckin

DIRECTOR OF RELIGIOUS EDUCATION

Mrs. Julianne Donahue – email- jdonahue@olmcs.org

ELEMENTARY COORDINATOR, GRADES 4-6, CONFIRMATION COORDINATOR 7&8

Mrs. Dawn Solly, email- dsolly@olmcs.org

ADMINISTRATIVE ASSISTANT, ELEMENTARY COORDINATOR GRADES K-3

Mrs. Sara Vessichelli,- email- svessichelli@olmcs.org

Our Lady of Mount Carmel Religious Education Office

Address: 314 East State St., Doylestown, PA 18901

Phone: 215-345-7089

Religious Education Office Hours

Monday 11:30 am – 4:00 pm / Prep session 4:30pm to 7:30pm

Tuesday through Thursday 8:30 am - 4:30 pm

Friday Closed

Religious Education Session Hours

Sunday 8:30am -10:00am and 10:20am – 11:50pm

Monday 5:30pm -7:00pm

*Visit the church website page-----www.ourladymtcarnechurch.org
(Learn/Prep Childhood Religious Education)*

Revised October 2025

Our Mission Statement

*“Always be ready to give an explanation...
for a reason for your hope” 1 Pet 3:15*

1. Mission Statement: Through a devoted and trained community of volunteers, guided by the priests and the administration, our students come to experience the fullness of our Catholic faith. The Religious Education program, with the help of our parents, empowers each student to achieve their potential as active, educated participants in the Body of Christ.

2. REGISTRATION

All families must be registered parishioners of Our Lady of Mount Carmel Church. Prep Registration is typically held in April with an online option only, Parish Giving. Registering in April helps to ensure desired session and the Fee is discounted. New students must be registered by January 31 of the current school year. Baptismal certificates are required at the time of registration for new students. The fee is expected at time of registration through Parish Giving. When moving, please notify the prep office of the last day your child will attend.

Fees:

The fees cover the cost of each student’s text books, folder, classroom and art supplies, activity days, video purchases, resource materials and catechist and assistant training. It also helps to defray building maintenance and salaries of staff.

- A \$25.00 replacement fee is charged for lost books.
- A financial concern should not prevent you from registering your child(ren) in our program. Payment plans are available. If further assistance is needed, please contact the DRE.
- Prep volunteers pay reduced fees.

3. SESSIONS AVAILABLE

Sunday	8:30am– 10:00 am	Kindergarten (only) through Grade 8
Sunday	10:20am-11:50 am	Grade 1through Grade 8
Monday	5:30pm – 7:00 pm	Grade 1 through Grade 8

4. ARRIVAL

- All students are to report to the Gym at the time of drop-off.
- All doors are locked, except the 2 Front gym doors, which will be locked 5 minutes after the scheduled session begins.
- Students should arrive on time since sessions begin promptly.
- If your child arrives late, after the 2 front gym doors are closed, they must report to the Prep office in the School and obtain a late pass in order to be admitted into class. All parents will have to show ID.

5. DISMISSAL

- All students will go to the gym accompanied by a Catechist and /or Assistant.
Grades K-4 (except those with siblings in grades 5-8) will be dismissed through the doors on the Burpee Park side parking lot see Figure A (pg. 11).

- They will proceed with Catechist or Assistant outside and stand behind their class sign, orange cone on the safety lines in the parking lot to be picked up.
- Parents will get out of their cars to pick up children from their class lines and tell the Catechist/Assistant that they are taking their child.

Grades 5-8 plus their younger siblings will be dismissed on the parking lot side by the cafeteria double doors, see Figure B (page 12).

- **For the safety of all we ask that drivers stay in their cars on the 5-8 grade side.**
- **Parents are asked NOT to use cell phones while in the parking lot.**
- **NO PARKING IN THE STREET !!!! NO Parking signs will be in the street by the Fire Police.**
- Students will be dismissed by the side Gym doors.
- Students may not wait for late parents outside the building. If you are delayed, your child (ren) will wait for you in the Religious Education office in the school. A phone call will be made to the parents.

Early Dismissal

If for some urgent reason, a student needs to be excused early from class, please observe the following:

- A written note is to be turned into the Catechist by the child at the beginning of class with the reason for dismissal.
- A parent must come to the prep office to sign out and pick up their child (ren), at which point your child will be brought down to the Prep office.
- For safety reasons, no student may leave the building alone.
- Students must be in class at least **1 hour** to count as present for that class session.

6. EMERGENCY CLOSING

- On occasion, concern for the safety of our families requires that the Pastor and Director make a decision to cancel a scheduled session or event due to inclement weather.
- If Central Bucks School District is cancelled, OLMC Religious Education is cancelled.
- When possible, an e-mail will be sent.

7. ATTENDANCE

A minimum of thirty five hours of religious instruction are required by the Archdiocese of Philadelphia, Office of Catechetical Formation. It is also recommended that a child repeat the grade or grades if frequent absences occur. If a student misses a year or more years with not attending that academic year it will be a requirement of the student to make up the missed years. This matter must be discussed with the administration.

The attendance policy therefore is:

- When a child misses a class, the parent should supervise the completion of the missed lesson, listed on the grade level calendar, and the lesson should be returned to the child's catechist at the beginning of the next class.
- If long-term absence occurs due to illness or a family situation, parents must contact the grade level Coordinator or Director to arrange a suitable way for their child to complete grade level requirements.
- Children must meet attendance requirements, complete all their assigned work and examinations before they are promoted to the next grade level.
- Since the curriculum is graded and presented in developmental sequence, students may not arbitrarily skip grades. If children register with no previous religious instruction, they may or may not be placed in the same grade they are in school. This matter must be discussed with the administration.
- **If a student misses 5 sessions, they will not be promoted to the next grade level until their parents resolve this issue with the Administration.**

Session Make-Up

- For the benefit of our students and their family's schedules it is possible to make-up a session. However, students are asked to make up no more than 3 weeks in a row. This can only occur within the same weekend of the missed class.

- Parents must bring students to the Prep Office prior to the time of the session they wish to attend and sign-in their child. The child will then be assigned a make-up class.
- If any student needs to extend make-up sessions for a number of weeks, please contact the Director.
- **We reserve the right to close certain classes for makeups due to an overload of students in one classroom. Unfortunately, we may not learn the numbers of makeup students until right before sessions begins. It will be on a first come basis. We apologize for this inconvenience.**

Family Emergencies/Illness

- If your child is unable to come to session on a given week you may send an email to the administration during session time. Our volunteers will make every effort to call home during class time. We do this to be sure that every student sent to Prep arrived safely and to become aware of any serious illness or problem that may have occurred in the family.
- However, a parent should notify the catechist in writing of any anticipated absences. The catechist will then record the anticipated absence on the absentee form for that week and no call need be made to that home.

8. EXAMINATIONS

End of year exams are given to students in Grades 1 through 8, based on the material outlined on the grade level. Study Sheets will outline the basic information your child should know for their year-end exam. All students must take an end of year exam and pass to be promoted to the next grade level.

9. FAMILY ROLES

Our catechists are parents who work and are busy with family responsibilities. They have spent time preparing their classrooms, their lessons, and their hearts. They have also committed additional time to training, workshops, seminars and meetings in order to provide their class with the best faith-sharing leadership possible. In order to demonstrate support of these dedicated members of our parish, we ask the parents to observe the following:

Parent Responsibilities

- **Participate regularly in Saturday / Sunday Mass with their families**
Attend Mass during the year with child/ren as part of the curriculum
- Send child to all sessions on time
- *Check child's folder every week for assignments, notices and calendar updates.*
- Check weekly or biweekly emails sent from the office.
- Attend opening session and all required meetings.
- ***Inform Prep Administration of any medical needs and or developmental needs of your child, including immunization information. This information will help to best serve your child.***
- **Parent Volunteers – In the past parent volunteers have been substitutes and additional help in the classroom. Parent volunteers are a vital part of our program. The State of Pennsylvania now mandates along with the Archdiocese of Philadelphia that all parent volunteers must have security clearances. Clearances needed are as follows:**
 - **PA Criminal Clearance**
 - **Child Abuse History Clearance**
 - **Safe Environment Adult training (Virtus)**
 - **Mandated Reporter Training (on-line)**
 - **NOTE: FBI Fingerprinting is needed for any volunteer not living in PA for at least 10 years.**
- Any parent coming to volunteer, must sign-in at the office and wear a name tag.

Student Responsibilities

- **Participate regularly in Saturday/ Sunday Mass with their families.**
Attend Mass during the year with their parents as part of the curriculum
- Cooperate with the catechist in order to maintain a Christian atmosphere of mutual respect.
- Participate fully and appropriately in your group's activities.
- Treat others and the property of others with respect.
- Please note, the following is unacceptable behavior:
 - ◆ Disrespect for any adult by word or action.
 - ◆ Leaving the premises without permission from the office.
 - ◆ Excessive talking or calling out in class.
 - ◆ Fighting
 - ◆ Defacing books, desks, walls, bathroom, etc.
 - ◆ Removing items from OLMC school student's desk.
 - ◆ Repeated failure to complete homework assignments.

Cell/Technology Phone Policy

We prefer a student not bring their cell phone to prep. If it is a must please have you child follow these directions:

1. **Students must turn off cell phones upon entering the gym and while in classroom. If Administration sees a student on their phone, the phone will be taken from them and placed in the prep office. A Parent will need to come after session to pick up their child's cell phone.**
2. If in the case of an emergency, and a student must make contact with a parent/guardian, he/she must make the phone call in the prep office.
3. A catechist may collect phones prior to the beginning of class and distribute to the children at the end of class.

A student may not:

- a. Photograph or videotape another student, catechist or volunteer during the session.
- b. Post pictures or videos taken during religious education session.
- c. Use any form of Cyber bullying towards another student(s).
- d. Post and or publish derogatory, defamatory, false, inaccurate, profane or abusive comments or online threats to another person at any time as he/she represents Our Lady of Mount Carmel Parish.

Parents:

1. Parents are asked not use cell phones, tablets or any electronic device while on the school premises; including but not limited to parent meetings, workshops, family events or while driving in the parking lot.

Disciplinary Policy

Occasionally there may be situations where disciplinary action must be taken. They include but are not limited to:

- disruptive or inappropriate behavior in class
- unforeseen personality conflicts with the catechist or classmates

Steps to resolve conflict:

- First, the catechist discusses the situation and possible solutions with their coordinator or DRE and possibly have the student talk to the coordinator or DRE.
- Second, if the problem persists, the Administration will contact the parents.
- Third, if the problem continues, the DRE will meet with parents, the student and the catechist, to best resolve the situation.

10. SAFETY PRACTICES

To ensure that students and volunteers are as safe as possible during prep. The following drills are practiced at least 1 time per year.

- Fire Drill – A fire drill is practiced in the early part of each prep year. Students learn and practice the fastest and safest ways to exit the school in the unlikely event of a fire in the building during any prep sessions.
- A.L.I.C.E Drill – (Alert, Lockdown, Inform, Counter or Evacuate) – A safety drill in the unlikely event of an intruder in the building is practiced. Students will review safe and closest ways to exit the building or with instructions from their catechist, practice how to barricade their rooms. If evacuating, all will be informed at the designated meeting place; either Fanny Chapman or the church.

11. COMMUNICATION WITH STAFF

We encourage all parents to discuss any suggestions or concerns with the Grade Level Coordinators and/or the DRE.

The Prep administration can be contacted using any of the means listed below:

Prep office phone: 215-345-7089

Email addresses:

Mrs. Julianne Donahue, Director – jdonahue@olmcs.org

Mrs. Dawn Solly (Coordinator grades 4-6 & Confirmation coordinator 7 - 8) – dsolly@olmcs.org

Mrs. Sara Vessichelli (Administrator Assistant and Coordinator grades K-3- svessichelli@olmcs.org

- Communications will come to you weekly or bi-weekly in an email from the DRE or Coordinator or occasionally via your child's folder.

11. SACRAMENTAL INFORMATION

Parents are expected to follow Our Lady of Mount Carmel Parish policy with regard to sacramental preparation and celebration with their children. This policy will be explained more fully at the parent meeting held in conjunction with each sacrament.

- Registration in the parish is required.
- Since catechesis involves much more than classroom preparation, *the most important preparation is active participation in the Sunday Liturgy (Mass).*

First Penance and Reconciliation and First Communion:

Two years of preparation are required for the reception of the Sacraments of Penance and Reconciliation and Holy Eucharist. Guidelines put forth by the Archdiocese of Philadelphia concerning baptized children specify that the Sacrament of Penance and Reconciliation should be received prior to First Eucharist, a sacrament of initiation.

- At OLMC Prep the preparation for these sacraments traditionally begins in the fall of Grade 1, called Communion Prep, and requires parental involvement at meetings, sacramental programs and overseeing of homework assignments.
- Reception of the sacraments of First Penance and Reconciliation and Eucharist (First Communion) traditionally occurs in Grade 2.

First Penance and First Communion Requirements

The expectation for each child preparing for the celebration of this sacrament is they:

- Must be baptized.

- Participate regularly in Sunday Mass with their families.
- Have completed two consecutive years of religious formational instruction.
- Have a satisfactory attendance record (*4 or more absences during this year may necessitate additional preparation*).
- Have an appreciation and understanding of the sacrament appropriate for the age level and ability.
- Complete both Penance and Communion formation, attend retreat day, and take a final exam.

The expectation for parents who choose to have their children celebrate this sacrament is:

- Be registered in the parish.
- Participate regularly in Sunday Mass with their families.
- Know and support the teaching of the church.
- Be personally involved in your child's preparation by attending parent meetings and other scheduled activities.
- Oversee the child's participation in the homework books, retreat days, and all practices.

12. Special Sacraments Program

For baptized students in the fourth grade and above who have not received the Sacraments of Reconciliation and/or Eucharist, we coordinate a Special Sacraments program with emphasis on family involvement. This program helps parents prepare their child/children for these sacraments in addition to attending weekly classes of their grade level.

- As directed by the Archdiocese, any student not baptized entering Prep after the age of 7 years will participate in a program that studies the sacraments and prepares them for Baptism, First Penance and First Communion and Confirmation.
- The parent must contact the Prep program prior to September of that year to setup an appointment to meet with the director.

Confirmation

The Sacrament of Confirmation is also a sacrament of initiation, which requires two years of preparation. Therefore, candidates in Confirmation Prep (Grade 7) begin to prepare for Confirmation in the fall, and celebrate the sacrament in the spring of their Confirmation year (Grade 8).

Confirmation Requirements

It is the expectation that candidates who wish to receive the sacrament of Confirmation:

- Must be baptized.
- Participate regularly in Sunday Mass with their families.
- Have a satisfactory attendance record (*4 or more absences during 7th & 8th years may necessitate additional preparation*).
- Complete a Confirmation formation program, attend a retreat, take a final exam, offer hours of service to the parish and community and work closely with their sponsor.

It is the expectation that parents of candidates preparing for Confirmation:

- Be registered in the parish.
- Participate weekly in Sunday Mass.
- Know and support the teachings of the Church.
- Be personally involved in the preparation through attendance at parent meetings.
- Guide the candidate in the selection of a sponsor.
- Oversee the candidate's fulfillment of requirements.

Sponsor

The role of the Sponsor is to help the candidate throughout his/her life to fulfill his/her baptismal promises. The sponsor should be one whose positive influence on the candidate is permanent and strong; hence it is not just an honorary title, but a responsibility to set a good Catholic example.

- In conformity with the *Code of Canon Law, parents may not be sponsors.*
- Sponsors must be at least **16 years old**.
- Sponsors must be Catholics who have been confirmed, received Eucharist and practice the Faith. “Practicing” means, in the case of an adult, registered in a parish, frequenting the Sacraments, regularly attending Mass and in a valid marriage.
- Sponsors must have a Letter of Eligibility from the pastor of their present parish if the sponsor is not from Our Lady of Mt. Carmel Church.
- Encourage a sharing of faith between Sponsor and Candidate.

Catechist/Assistant and Volunteer Information

1. PHILADELPHIA ARCHDIOCESAN RELIGION CERTIFICATE POLICY

“Before someone begins to teach the parish program, the Pastor or his delegate should be satisfied that the catechist is appropriately prepared.” (Office of Religious Education, Archdiocese of Philadelphia)

Catechetical Certification Policy:

- Parish catechists must complete the orientation course within the first two (2) years of teaching. This course is offered by the parish D/CRE. Upon completion, this course fulfills one (1) required credit.
- Complete the Loyola Press’s Catechetical Formation online course as a basic course, with two years of their becoming a catechist. (New as of 2022)
- Catechetical Certification Policy Requirements - Certification is earned upon completion of 16 credits: • Orientation Credit: one (1) credit • Core Courses Credits: eight (8) credits • Elective Credits: seven (7) credits.

2. RESPONSIBILITIES of CATECHISTS and ASSISTANTS

The ministry of Catechist is a vocation, an interior call of the Holy Spirit. Commissioned by the Church, catechists participate in a divine calling to teach as Jesus did. Catechists need to be practicing Catholics who participate fully in the communal worship and life of the church.

- Catechist must be over **18 years of age**.
- Actively participate in the Sunday Liturgy (Mass).
- Fulfill archdiocesan educational requirements.
- Meet legal requirements of having PA Criminal Record Check and PA Child Abuse History Clearance forms on file with the Parish (required to be updated every 5 years).
- Obtain FBI Fingerprinting if you have not lived in Pennsylvania for 10 or more years.
- Attend a Safe Environment Program (Protecting God’s Children) and complete online Mandated Reporter Training.
- Attend all grade level meetings.
- Plan one class service project per year.
- Follow guidelines and curriculum set by the Parish Religious Education (prep) office and the Archdiocese of Philadelphia.
- **Volunteers are asked not use their cell phones while volunteering, unless for necessary or emergency purposes.**

Role of the Catechist

Week prior to class:

There is a Large Blue bin in your classroom for you to use. Please keep your bin neat for other Catechists using the room.

- Pray
- Prepare each week's lesson according to the guidelines set forth by the grade level coordinator in the binder and the catechist manual. Curriculum has been chosen to meet the guidelines as set forth by the Archdiocese of Philadelphia. Lesson plans in the binder are designed to highlight the key elements to be taught each class. Catechists may not substitute their own lesson plan unless they submit a revised lesson plan to their coordinator for approval at least one week in advance. If you are using a video clip (u-tube, etc.), please show it to the Director or Coordinator prior to class.
- Make duplication requests one week in advance; email requests should be the Wednesday prior to class during office hours.
- Brief assistant on their part of the lesson plan.
- Get a substitute when necessary. Assistants are the first source of substitutes. Parents with clearances may act as substitutes. Call the office and leave the name and phone number of your substitute.
- Arrange pick up of class materials with the substitute.
- **Grade level Coordinators and Director must be copied on all emails that are sent to parents.**

Time of Session:

- Arrive at least 15 minutes before class starts.
- No child is allowed in the classroom, including those of the catechists and assistants; they must go to the Gym.
- Report to the prep Office to sign in and check 'mailbox' for handouts. No one may check in for anyone else.
- Wear name badge at all times. Please
- Prepare your teaching resources for class (notes on board, opening activity props, DVD or Smartboard set-up).
- Come to the gym 5 minutes before the beginning of session.
- Begin class with the Gospel Gathering; Assistants read and discuss Sunday's Gospel around the prayer table.
- Follow the lesson plan and note carefully the time allotments.
- Be open to unforeseen additions to the lesson plan (fire drills, special requests, visit from coordinators, etc).
- Reasonable and responsible behavior must be exhibited in the classroom at all times. Children may not be sent on 'errands' alone. If an assistant is not available, the children must go in pairs. Avoid remarks that may be taken as "defamation of character." Physical punishment is never allowed. A child may not be left in the hall alone as a disciplinary action. See the grade level Coordinator for suggestions. Always model Gospel values.
- Before leaving the classroom, distribute all handouts and Rosaries.

Dismissal Plan:

- Catechists and Assistants take their classes to gym for a decade of the Rosary to end class and before dismissal.
- The Catechist and Assistant accompany the students of grades K-8 to the car line. They stay with the children until they have all been picked up.
- Return "Class Folder" to the Catechist/Assistant Box (C/A Box) placed on the gym stage. The Class Folder should contain an attendance sheet, any forms returned by students, duplication requests or notes to coordinators. The Class Folder will be returned to the catechist's mailbox each week.
- Should breakage occur in the classroom please notify the Director.
- Be sure to close windows, erase blackboards/whiteboards, and turn off lights and fans.

Role of the Assistant

Week prior to class:

- Pray
- Review each week's lesson in the folder in order to anticipate what will happen during the lesson and be prepared to teach when necessary.
- Get a substitute when necessary. The ideal is that every class should have at least two adults present.

Time of Session:

- Arrive at least 15 minutes before class starts.
- Go to the School prep office, sign in and collect the class supplies from the prep mailboxes. No one may check in for anyone else.
- Wear name badge at all times. Please
- Help catechists arrange classroom environment.
- Go to the Gym 10 minutes before session time to supervise the students.
- Begin class with the Gospel Gathering. It is the Assistant's job to read and discuss Sunday's Gospel around the prayer table. Everyone must stand while around the prayer table.
Fill out the absentee yellow form after the Gospel gathering and take to the prep office within 20 minutes.
- Check books and assignments returned by children who were absent. Mark books etc. so parents and students will see the work has been checked
- Assist with classroom maintenance and discipline.
- Help distribute handouts. Reserve handouts for absent children.
- Be prepared to lead discussion groups or assist with hands on activities.
- Handle injuries/illness during class. Monitor bathroom breaks.
- Assist catechist with class service project.
- Reasonable and responsible behavior must be exhibited in the classroom at all times. Avoid remarks that could be taken as "defamation of character." Physical punishment is never allowed. Model Gospel values.

Dismissal:

- Assistants and their classes go to the gym for one decade of the Rosary.
- Catechists and Assistants must accompany the students of grades K-8 to the car line. Stay with the children until they have all been picked up or bring them to the grade level Coordinator. After some time, the children are brought to the prep office for pick up.
- Return "Class Folder" to the Catechist/Assistant Box (C/A Box) on the stage of the gym. The Class Folder should contain an attendance sheet, any forms returned by students, duplication requests or notes to coordinators. The Class Folder will be returned to the catechist's mailbox each week.
- Should breakage occur in the classroom please notify the director. Do not take the class folder home. We work with it during the week in the office.
- Be sure to close windows, erase blackboards/whiteboards, and turn off lights and fans.

3. CLASSROOM ENVIRONMENT

- No food or drink is allowed in the classroom.
- It is extremely important that our children do not have the opportunity to "investigate" a child's desk.
- Whiteboards are not to be used by the children outside of class time. Whiteboards are only to be used by the adults with dry erase markers and socks/cloths for erasing.
- Leave the room exactly the way you found it. Please note that the **blue recycle bins are for paper only!**
No trash!
- **Smart boards are to be used by Catechists and Assistants only and for teaching purposes only.**
- **Blue Bins in the classroom – Have supplies and Rosaries and pencils can be kept inside.**

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4. ATTENDANCE SHEETS

- The taking of attendance is a very serious matter. Absences are kept on file.
- Accurate records are imperative for grade level promotion and safety reasons. At the end of the year all attendance records are given to the coordinators.
- In case of a fire drill or Alice drill, it is imperative that roll be taken at the beginning of class and that all catechists take the official attendance registers outside with them during a fire drill and Alice drill, and take roll outside.
- *Always keep the official attendance register in the "Class Folder".* This folder will be turned in at the end of every class to the Catechist/Assistant Box. The C/A Box will be emptied by the coordinators who will return Class Folders to the mailboxes. **We ask that you don't take the class folder or the official attendance register home.**
- The parents will be asked to complete an information form. This form will have email address, cell phone numbers, carpool information etc., please *keep in class folder*. This information is given to insure the best possible learning situation for students and is to be kept strictly confidential!

5. ABSENTEE FORMS

- The assistant is to fill out the absentee form and bring it to the prep Office within 20 minutes of the start of class.
- An office volunteer will phone the student's home and record the reason for the absence. The volunteer will then give the forms to coordinators for review.
- The assistant or catechist should notify the coordinator via the Class Folder when a student leaves the program or if the family is experiencing an extended illness or serious family situation.

6. TRIPS/PERMISSION SLIPS

If a class plans a small outing or service project during class time which requires leaving Our Lady of Mt. Carmel School, (Church, Prayer Garden, Burpee Park excluded) a signed permission slip for each student is required. The Prep Administration must grant permission for the activity before the announcement of such a trip to students and parents. All forms must be obtained from the Grade Level coordinator.

- If your lesson includes going outside of the school building (i.e. Prayer Garden, Park, Church, etc.) you must notify the Director and sign out your class in the Prep Office and return with your class through the School Prep Office and sign back in.

7. C/A BOX

The Catechist/Assistant Box (C/A Box) is located on the stage of the gym. All Class Folders should be returned to this box each week, after dismissal.

8. INJURIES

- Assistants should accompany injured children to the prep office where there is a First Aid Kit. Use latex gloves.
- *Classes should not be left unattended without proper instruction.*
- An Accident Report Form for injuries of a more serious nature **MUST** be filled out the day of the injury in order to answer any insurance inquiries. Give it to the grade level Coordinator.

9. FIRE DRILL INSTRUCTIONS

- Read the fire drill instructions in the Emergency Handbook.
- Instruct the children on what they should do in the event of a fire or drill.
- Take your attendance sheet and your class folder!!!
- Direct the children to leave quickly and quietly when the bell rings without stopping to form lines or covering their ears.

- Move the class away from the school building.
- Take roll to account for all the students. Make sure you call out the students first and last name every time. This is a state law.
- Return to classroom when the all clear signal is given.

Curriculum

All aspects of Catholic life and practice are covered between the years Kindergarten and 8th grade. Not every element of Church teaching can be covered at each grade level. By the time a student has experienced all grade levels; he or she will have been formed in the faith and will know that learning about the faith is a lifelong task.

Central Theme by Grade Level

Kindergarten	Creation
Communion Prep (Grade 1):	Holy Family and Baptism
First Communion (Grade 2):	Reconciliation and First Communion
Grade Three:	Church Community, Holy Trinity
Grade Four:	Ten Commandments and Beatitudes and Virtues
Grade Five:	Sacraments, Corporal and Spiritual Works of Mercy
Grade Six:	Salvation History
Confirmation Prep (Grade 7):	Jesus Christ, Discipleship and Confirmation
Confirmation (Grade 8):	Confirmation and Morality

Parent Drop-Off Traffic Pattern

Grades K-4:

Parents of Grades k-4 enter in the entrance driveway, stop at the STOP sign and drop your child off.

Or you can park your car in a spot without an orange cone and then walk your child/ren to the 2 front Gym doors.

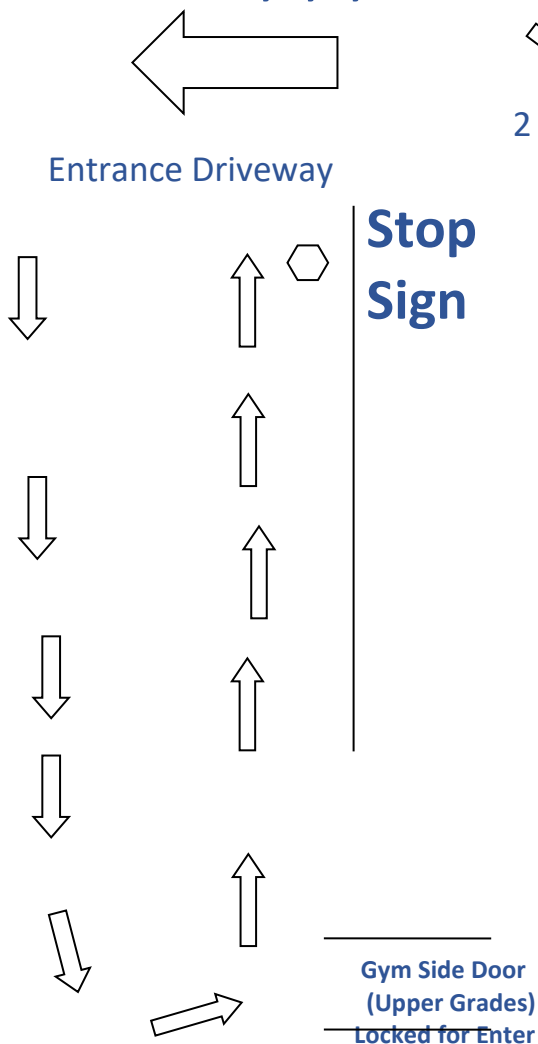
When exiting the parking lot make a right hand turn to exit the parking lot.

Grades 5-8:

Parents of Grades 5-8 (and younger siblings) enter in the entrance driveway stop at the STOP sign and drop Your child/ren off to walk to the 2 front Gym doors.

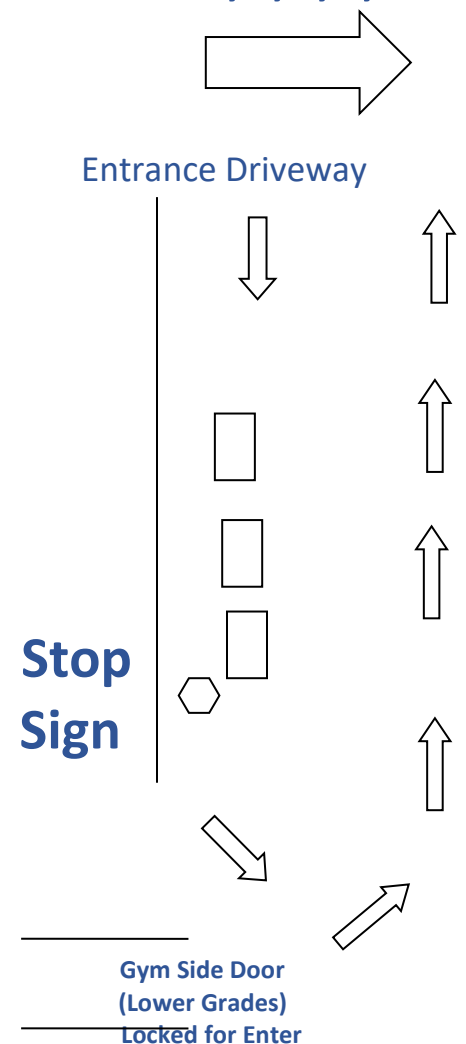
When exiting the parking lot make a left hand turn to exit parking lot. NO availability to park your car.

Grades 5,6,7,8



Ashland Street
2 Front Steps (ENTER HERE ONLY)

Grades K,1,2,3,4



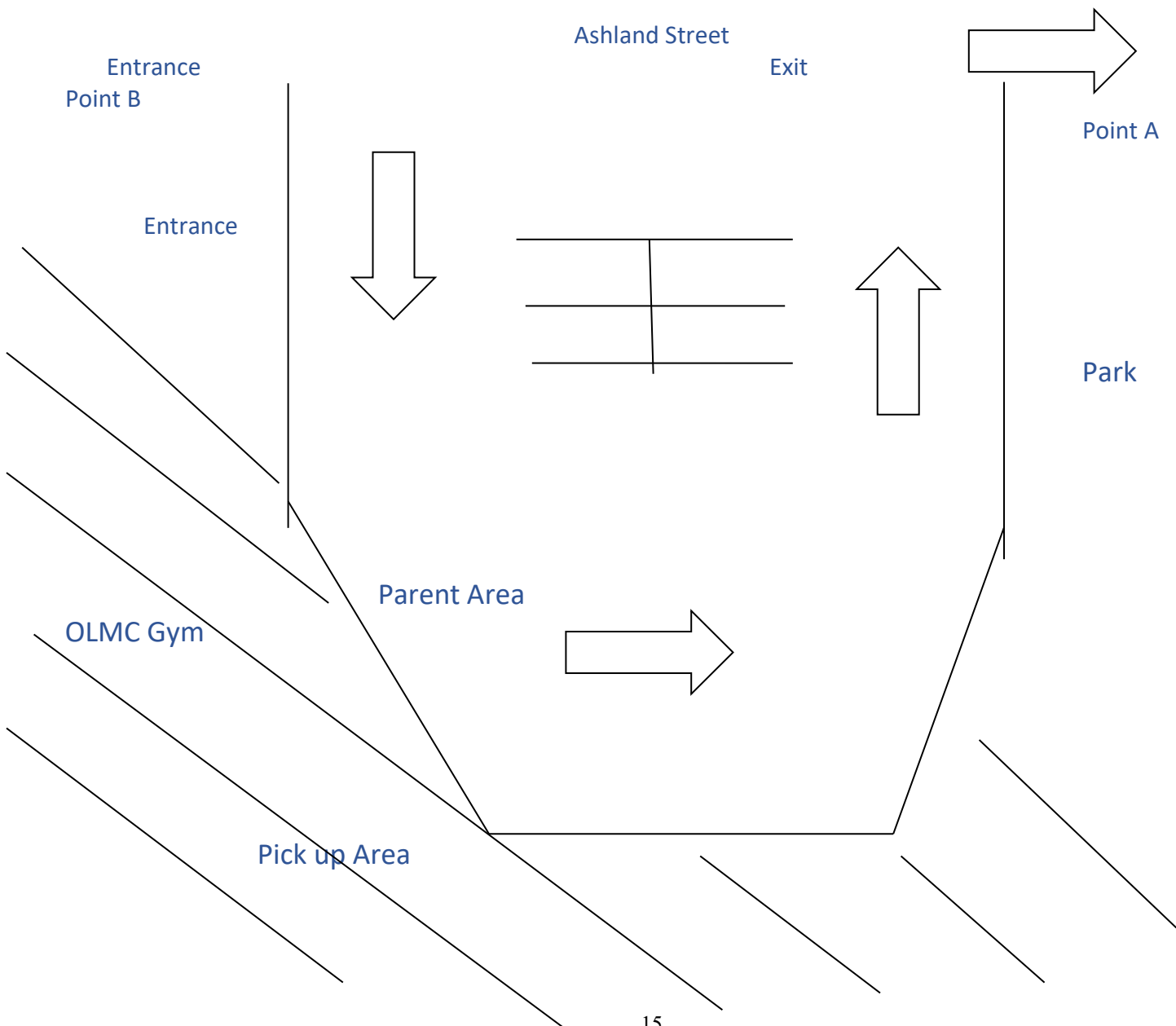
Parent Pick-Up Traffic Pattern

Figure A

Pick up for Grades K, 1,2,3,4

Burpee Park Side Parking Lot

- Cars will form only 1 single line – 1st car pulls around to point A
- Parking not permitted near the ball field
- Parents must wait in designated area until students are near their grade level cones.
- The loop of cars exit, next loop pulls all the way around from Point B to Point A
- Those parked must remain parked until carline is completely finished.
- Parents get out their cars to pick up their child at the orange cone with grade level
- All traffic from this parking lot **must** turn right.
- No Parking in the Street



Parent Pick-Up Traffic Pattern

Figure B

Pick up for Grades 5,6,7,8 and younger siblings Cafeteria Side Parking Lot

- Cars forms a single line
- 1st car in line pulls up to Point C.
- Parents stay in their cars.
- Students will load directly into cars in the loop between Points D & C
- When line moves, 1st car after Point D moves all the way to point C
- Those parked must remain parked until carline is finished.
- All traffic from this parking lot **must** turn left.
- No Parking in the street

