



24445 Rampart Blvd.
Port Charlotte, FL 33980
(941) 624-3799

Joyce Barrett, CRE
joyce.barrett@sanantoniorgcc.org

FAMILY HANDBOOK for RELIGIOUS EDUCATION

Admission Policy: We accept children of any race or nation without discrimination and accommodate those with special needs to the best of our ability. Parish registration is a requirement. A copy of your child's baptism certificate with sacramental notations will be required. If your child needs baptism, please let the CRE know right away and we will step you through getting this done.

Attendance: Continuity in the learning process is essential. Make every effort to guarantee your child's regular attendance at religious education classes; use the yearly calendar distributed in September as a resource. Contact us if a child is absent several consecutive times and ask the catechist for make-up work.

Absences: Excessive absences affect the child's learning. More than 3 absences for monthly classes or 7 absences for weekly classes for the year is considered excessive and could result in the child not being ready to move on or to participate in the sacrament program.

Bathrooms: Bathrooms in the Ministry Center Building are not to be used by adults when children are using them. There are bathrooms located in the Church, thru the end door, for adult use. There are No Exceptions.

Behavior: Children are expected to respect one another in words and actions. To benefit from a lesson, children should be attentive and cooperative. Toys, games and electronics should be left home. Time-out will be used if a child disrupts the focus of the class and does not respond to correction. Parents will be notified of repeated misbehavior. A meeting with the C.R.E., catechist and family might be necessary to reach a resolution.

Calendar: A calendar of classes and holidays for the school year is sent home in September. Additional calendars are available in the office and on our parish website under Faith Formation, K-12.

Catechists: Volunteer parishioners serve as religious education teachers. These catechists earn *certification* through the Diocese and keep this current. Their fingerprints are processed and on file as is every San Antonio staff member's. These catechists are dedicated to assisting you in passing on the faith to your children. You are encouraged to chat with them before or after class or by appointment. Catechists are not permitted to contact children either by phone, email, or text. Older teens can be contacted only with the parent present.



24445 Rampart Blvd.
Port Charlotte, FL 33980
(941) 624-3799

Joyce Barrett, CRE
joyce.barrett@sanantoniorecc.org

Change of Address/ phone # / e-mail: Notify the office when there is a change. It is important that our information is accurate.

Class Time:	Grades Pre-K – 5	1 st Sunday of each month (see Calendar entry in red)
	Grades 6,7,8	Faith Quest - Each Saturday 4:30 – 5:30
	Grades 9-12	Confirmation Prep Yr. 2 – Each Sunday 10:15-12pm

Communication: Parents/ guardians and catechists work in partnership to help the child grow in faith. Good communication is essential to the success of this process. Sometimes misunderstandings or questions arise. Bring these to the attention of the catechist or CRE before or after class or call if you prefer an appointment.

Emergency communication: If a condition arises that cancels a scheduled class or event, every effort will be made to contact families via message to home phone, cell phone and email.

Confidentiality: When you register in our program, your family information is added to our ParishSoft database.

This information and information in the child's record folder is for our use only and will not be released without written permission of the parent/guardian.

Curriculum: Resources are reviewed annually and selected based on grade level. Doctrine, liturgy or morality and is correlated to the Diocesan Curriculum for each grade level. Each grade has specific catechesis requirements.

Custody: The catechetical staff wishes to cooperate with special custody arrangements of families to the best of their ability. Please make the CRE aware of any arrangements.

Discipline: One of the catechist's first concerns is to maintain an atmosphere in which the children feel comfortable and accepted so they can share faith and enjoy an optimum learning environment.

Children should behave respectfully & courteously in words & actions towards adults and peers.

Children should participate positively and be on task.

Children should respect parish property and the property of others.

Consistent disruptive behavior will result in time-out and/or parent conferencing.

Dismissal: All children will be picked up in Meeting Room 1&2 by the designated parent or guardian. The C.R.E. and/or a catechist will be present until the last child is picked up.



24445 Rampart Blvd.
Port Charlotte, FL 33980
(941) 624-3799

Joyce Barrett, CRE
joyce.barrett@sanantoniorecc.org

Children will not wander off or accept a ride from someone else. **Children will be released to adults whose names are listed at registration. If someone else is picking up the child, the C.R.E. must be notified by the parent/guardian.**

Early Dismissal: If necessary, a child will be excused for an early dismissal, but the parent/guardian must come to the office in advance and let the catechist and CRE know.

Dress Code: Appropriate clothing, such as their school attire, is required. Other clothing should be similar; modest body coverage and no offensive slogans. Shoes must be worn.

Electronics: Are not allowed in the religion classroom except for cell phones which must be on vibrate.

Family: Family and faith growth are important to us at San Antonio. You are the primary teachers and role models for your children; we are here to assist and support you in this. Contact the C.R.E. if you have a concern and hopefully, we can resolve the matter.

Family Catechesis: In addition to our monthly family formation sessions, during the year, there are monthly events designed for the family to grow in faith. Consult the calendar for these and plan to come!

Family Handbook: is available in the C.R.E. Office or on our parish website.

High School: Grades 9 through 12, who anticipate receiving Confirmation, should enroll in the Confirmation classes held Sundays 10:15-12:00pm in the Ministry Center. 8th Grade is the year for Confirmation Prep Yr 1. The class for this is Faith Quest, held Saturday 4:30-5:30 pm in the Ministry Bldg.

Home-Schooling Under special circumstances, the child(ren) must be registered in our program and use materials provided by the C.R.E. An end-of-the-year evaluation will be done by the C.R.E. Home-schooling is not permitted for the Sacrament Preparation Sessions. Children must attend Sacramental Prep Classes in person.

Homework is rarely given. Rather, Family Formation attendees will be given a monthly kit with lessons and activities to do at home. These will be based on the monthly themes. Use these springboards for discussing faith with your child. The weekly home lessons only take 20-30 minutes, and everything is provided.



24445 Rampart Blvd.
Port Charlotte, FL 33980
(941) 624-3799

Joyce Barrett, CRE
joyce.barrett@sanantoniocrcc.org

Mass: A child's faith foundation comes from the family. Worshiping together as a family is a beautiful way to strengthen your faith and grow together as family. Children do not understand the "Mass" but they do understand it must be special because your family attends faithfully.

Medical:

Medication will not be administered by staff or catechists. Parents should be onsite to administer any needed medication a child needs or assure the child takes it before coming to class.

Medical condition of a child as reported by family on the registration form is passed on to the catechists on a need-to-know basis and kept confidential.

Medical release form is part of the registration packet, and a signature of parent/ guardian is required by the Diocese.

Medical emergency In the event that your child suffers an injury or becomes ill during our session, every effort will be made to contact parent/guardian using the home and cell phone numbers indicated on the registration form. If no contact is made, the emergency contact person will be called. If necessary, 911 will be called.

Newsletter: A monthly newsletter with reminders and updates may be emailed. Parents are asked to look for this each month and read it.

Policies and Procedures: Each year the family is asked to review the handbook at our website or from the C.R.E.'s office and at registration time, to sign their agreement to support these.

Prayer: There are many ways to pray and the catechist uses these with the children along with the required memorized prayers of the Church.

Registration: In September, families are asked to *register* in order to keep our records accurate. The fee is noted on the registration forms. The fee will be waived for families who cannot afford it.

Release Forms: Required by the Diocese of Venice are part of the September registration packet. These are to be signed and returned along with the other registration forms.



24445 Rampart Blvd.
Port Charlotte, FL 33980
(941) 624-3799

Joyce Barrett, CRE
joyce.barrett@sanantoniorgcc.org

Retention: If a child has dropped out of the program during the year or has excessive absences, retention could result.

Sacrament Preparation: Programs are separate and in addition to the religious education classes and involve parents. Church law states that the preparation and reception of sacraments occur in the parish where the family is registered. At least one year of prior religious instruction is required. All Sacrament prep programs are 2 years.

Information and a calendar are available for each sacrament preparation program.

Preparation for *Reconciliation* and *First Communion* is open to any child age 7 or older whose family is registered in the parish. At least one year of prior formal religious education is required.

Sacrament of Confirmation Preparation - Teens in grades 9 through 12 are invited to participate in the year 2 preparation program if their family is registered in our parish and the teen had one year of prior religious education.

Safe Environment is a Diocesan Child-Abuse Prevention Program offered as an annual lesson for each grade. Attendance is expected; if attendance at the first scheduled class is missed, the class must be made up.

Saints: The saints are important in the history and heritage of our church as role models of what we can be. A saint name is used in the sacraments of Baptism and Confirmation. Each grade focuses on learning about several saints.

Service Hours: Confirmation Prep YR 2 students are required to perform 20 hours of service to the parish and community. **10 of those hours must be in service to the parish.** (ex: they can lector, altar serve, do maintenance type work, serve as a classroom assistant.) The person in charge of directing the service must sign that the teen performed the time on the form provided in their confirmation packet.

Special Needs Children are welcomed into our program if we can adequately accommodate their needs.

Supervision: Children must remain in the Ministry Center until they are picked up.

Visitors: Parents/guardians are welcome to visit their child's class at anytime and a child may bring a relative or friend to class as a visitor with the approval of the director and catechist. Stop in the C.R.E.'s office first.



24445 Rampart Blvd.
Port Charlotte, FL 33980
(941) 624-3799

Joyce Barrett, CRE
joyce.barrett@sanantoniorecc.org

Weather Emergency: Classes will be canceled if weather conditions or predictions are severe and threatening. We follow the directives from the county officials that are issued via public media. Use your own judgment if there is a sudden change in weather; do not take risks.

**FOR THE SAFETY OF OUR CHILDREN WE ASK YOU TO REVIEW THESE GUIDELINES
WITH YOUR CHILDREN:**

- 1/ When you arrive and enter the Center, stay inside.
- 2/ Do not enter the classroom until your teacher is present.
- 3/ Be courteous in words and actions to everyone.
- 4/ Avoid words or actions that could hurt others.
- 5/ In class: Listen, Participate, Be on task and Ask questions.
- 6/ Leave gum, candy, toys, games and fun things at home.
- 7/ Respect Church property as you use the Center.
- 8/ Always walk ... inside and outside.
- 9/ At dismissal watch for your pickup... Do not wander off...
- 10/ Go home with the person who always comes for you. If someone else comes, tell your catechist before you leave.

Parents, please:

- 1/ When you drop off your children for class watch until they are safely inside their classroom with the catechist present;
- 2/ If the usual person is not coming for your children at dismissal time, let the C.R.E. know... send a note, call or stop in before class.
- 3/ Tell your children to wait for their regular pickup and do not accept a ride from anyone else, even friends who are being helpful.
- 4/ If you are delayed at dismissal time do not worry; the C.R.E and/or a catechist remains with children until all are claimed! Please let us know if you are delayed and when you will arrive.
- 5/ Make your child's attendance a priority in your busy day and notify us of absences.
- 6/ Contact us with questions or concerns; we're here for you.