

**St. Patrick Cathedral
Parish Religious Education Program (PREP)
2014-2015 Policies and Procedures**

CLASS TIMES

Classes take place on Sundays from 10:45 a.m. – 12:00 p.m. Please bring your child to class on time so we can make the most of the time we have. Grades 1-5 are located in the Harrisburg Catholic Elementary School building on Liberty Street. If the building is not open, please stay with your child until it is open and staffed appropriately. Grades 6-12 will take place in Bishop Rhoades Hall (basement of the church); grades 9-12 will be in the Teen Room/Deacon Dunn Room, and grades 7 and 8 will be in the Deacon Clark Conference Room. Grade 6: former Cathedral Shop.

Please pick your children up at noon so that they do not worry, and so our volunteers can leave at the expected time. We will stay with your children until you arrive, but promptness is appreciated.

SECURITY

The school doors are kept locked and monitored at all times. If no one is at the door when you arrive, please ring the bell. A designated volunteer will be in the building by 10:40 a.m. unless Mass is still taking place.

If there are child custody issues in regards to picking up your children, you **must** notify Father Rozman or Jeanette Van Skike.

Each volunteer is required to obtain a Pennsylvania State Police background check and a Department of Public Welfare Child Abuse Clearance, as well as complete a diocesan Safe Environment Training, according to the Diocese of Harrisburg Youth Protection Policies. Parents and other adults without these clearances are not able to remain in the school building while class is taking place unless they have made arrangements in advance with Jeanette Van Skike.

EMERGENCIES

If you need to call the school during class time, call 234-3797; however, you are more likely to reach Jeanette VanSkike at 253-2884..

ATTENDANCE

If you know in advance your child will be absent, please notify your child's teacher in advance so s/he can plan appropriately. If your child is ill, you can leave a message at the Religious Education office (232-2169 x222), email Jeanette at florencebrochmon@gmail.com, or send a note the following week. If your child misses several classes without you contacting us, we will contact you to make sure things are okay. When a child is absent s/he is missed by the other students and the catechists, so please make a strong effort to bring your child to class. It is also expected that your children attend Mass on Sundays or Saturday evenings and on Holy Days of Obligation. Since most of the students cannot drive, it is the responsibility of parents to see that this happens. Attending Mass is the most important thing we will ever do! Let's show this to the children by our actions.

DISCIPLINE

If a child needs to be removed from a classroom due to behavior, s/he will spend some time in the office with a volunteer. The catechist or Father Rozman will let you know of any ongoing problems. If anything is going on in a child's life that the catechist should be aware of, don't hesitate to communicate that to the catechist or Father Rozman.

WEAPONS

If a student is discovered with a weapon, law enforcement will be notified. Students will be

suspended from the program pending review of their situation.

CELL PHONES & ELECTRONIC DEVICES

Cell phones, ipods, Game Boys, etc. should not be seen in class. If they are, they will be confiscated until class is over. Use of these in class is rude and distracting.

FOOD

Food and drinks are not allowed in the school building.

INCLEMENT WEATHER

For cancellations due to weather, please watch channel 27 WHTM or WGAL channel 8. You can also call the Parish Office at 232-2169 and listen to the voicemail message. Cancellations may also be communicated via email.

VISITORS/SLEEPOVER FRIENDS

Please notify us in advance if your child will bring a friend to class. We will need emergency contact and medical information. Non-enrolled students are not permitted in class without written permission of a parent/guardian.

PHOTOGRAPHS

Photographs may be taken throughout the year of classes, sacraments, and other special events to be used for future outreach and communication. We will follow your wishes regarding photos as indicated on the Photo Release/Communication Policy form you filled out at registration.

COMMUNICATION WITH FAMILIES AND STUDENTS

To maintain open communication with families, catechists may contact parents via phone or email. In order to minister to students in grades 7-12, it can be beneficial for catechists of these classes to contact students via phone, text message, email, or FaceBook or other social media. We will follow your wishes regarding such communication as indicated on the Photo Release/Communication Policy form you filled out at registration. **Please look for handouts sent home with your children, to further assist you with their religious education.**

DRESS CODE

Students are expected to dress modestly and appropriately. Revealing clothing, such as low-cut shirts, shirts that expose the midriff, see-through clothing, and pants or skirts that are too tight or too short may not be worn. Clothing with obscene or offensive language or containing drug or alcohol references may not be worn. Students dressed inappropriately may not participate in leadership activities such as leading the Rosary, and may be asked to wait with a building monitor during class time. We want the students to understand the dignity they possess and to dress accordingly.

MASS ATTENDANCE

The Religious Education program takes place between the 9:30 a.m. and 12:15 p.m. Sunday Masses. At your child's baptism, the Priest/Deacon said: "You have asked to have your child baptized. In doing so you are accepting the responsibility of training him/her in the practice of the faith. It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor. Do you clearly understand what you are undertaking?" You said "Yes" to this question, which indicated that you will take the obligation to attend Sunday Mass every week seriously. How are you living up to your promise?