

- If this does not help, the catechist will notify the Religious Education Office, and the student will report to the DRE during or after class.
- Serious offenders will be asked to leave class, and immediately report to the DRE, who will contact the parents of the child.
- If a student is asked to leave class a second time during the year, the parents will be called and asked to take the student home. When this occurs, a conference will be scheduled involving the parent, child, catechist, and the Director of Religious Education, at a time convenient for all. The student will not be permitted to return to class until the problem has been resolved and an agreement reached as to the student has made up work that has been missed.
- In extreme cases, a student may be dismissed from the program if he/she fails to make a sincere effort to improve.

**COMMUNICATION WITH PARENTS**

- Scheduled Parents Day occurs for each of the grade levels to help parents learn more about what their children are learning during the year and to continue growing in their own faith lives.
- Twice-yearly Achievement Reports, prepared by each child's catechist informing parents about their child's progress in learning, behavioral attitude, attendance, and formation;
- Information letters from the child's catechist and/or the Director of Religious Education when a special need or an occasion occurs, (e.g., in connection with the preparation for the Sacraments and for programs such as **JESUS DAY** for the second graders, etc.);
- Church Bulletin announcements, e-mail alerts, postcard announcements, and the bi-monthly newsletter, ***Faith Matters***.
- St. Philip Parish/PREP web site is **www.StPhilipParish.org**

**CATECHETICAL ADVISORY BOARD (CAB)**

**CAB** is comprised of volunteer parish members who collaborate with the director of religious education to help share the Catholic faith with all the parishioners. CAB meets four times a year to discuss and identify goals for the coming formation year.

**ST. PHILIP the APOSTLE**

Parish Religious Education Program  
**(PREP)**



Parent Handbook:  
Policies and Procedures

**The Parish Community:  
Servant of the World,  
Sharing the Faith**

***“ The unfolding  
of Your words  
gives light.”***

Psalm 119:130

### **THE IMPORTANCE OF PRAYER**

Catechesis for prayer begins very early in childhood by hearing others pray, even small children can learn to call upon the Father, Jesus, and the Holy Spirit. In time, the child will become familiar with the various prayers and prayer forms and make them part of his or her life. Catechists encourage daily prayer, family prayer, and prayer at special times, e.g., before and after meals.

*(National Catechetical Directory - #145)*

It is expected that parents, students, administrators, faculty and staff, cooperate in the teaching-learning process and in the formation/development of Christian Persons. This process includes a maturing in which each learner becomes progressively more responsible for his/her thinking and acting. Specifically, this means that students enrolled in our Parish Religious Education Program are expected to:

- Bring their books and folders to each class session;
- Arrive on time for class;
- Stay in class for the full class period;
- Respect the thoughts and feelings of other students in the class;
- Respect the property of others – that of their classmates and that of the parish;
- Actively take part in class discussion, activities, and complete and turn in any assignments given to them.
- Refrain from chewing gum and eating candy anywhere in the school building, unless permission has been specifically granted.

Any student who disrupts a class and fails to respond to the catechist's directives may be asked to leave the class.

Any student who publicly displays un-Christian or unruly behavior outside of class but within the school building, on parish grounds, at liturgies and prayer services, or while attending retreats or special presentations also may be subject to disciplinary action.

Parents are responsible for any damage done to the building or its furnishings by their children.

### **DISCIPLINE PROCEDURES**

One of the catechists' first concerns in the classroom is to maintain an atmosphere in which students can form a learning community and hear the Gospel message. To ensure such an atmosphere, the following disciplinary procedures have been established:

- When minor infractions or behavior problems occur, the catechist will attempt to correct the situation directly with the student.

### **ILLNESS/INJURY DURING CLASS SESSIONS**

Parents will be notified in case of an accident or illness in class. If a parent cannot be reached, Religious Education personnel will contact the emergency contact designated by the parents at the time of registration.

### **MEDICATION**

The Religious Education program may not dispense any kind of medicine – either prescription or over the counter, nor can it maintain or supervise the taking of medicine. If children require medicine, parents must come to the sessions to dispense it themselves, or do so before bringing them to class.

### **IN AN EMERGENCY**

In case of an emergency situation, such as a food allergy or another allergic reaction, the director of religious education (DRE) may be allowed to administer medication to a student, (Example: an EpiPen) to save the child's life. A family should provide a letter that will be on file in the PREP office, authorizing the director to dispense the medication.

### **SUPERVISION**

The Religious Education formation day begins at 10:30 a.m. or after the 9:30 a.m. Mass and ends at 11:40 a.m. No supervision is provided before or after that time.

### **STUDENT PROTECTION AND WELFARE**

Religious education personnel are required to conform to the Abused and Neglected Child Reporting Act (P.A. 81-1007). Brochures regarding child abuse are published by the Department of Children and Family Services (DCFS). Brochures are available by accessing DCFS at [www.state.il.us/dcfs](http://www.state.il.us/dcfs) or calling the DCFS Information and Assistance Advocacy Office at (800) 232 .3798. If you suspect a child has been harmed or is at risk call the 24-hour **Child Abuse Hotline at (800) -25-ABUSE (800)-252-2873.**

All catechists and staff have been registered and undergone criminal background checks through the **Protecting God's Children** program mandated by the Archdiocese of Chicago.

### **CODE OF CONDUCT – DISCIPLINE**

The Religious Education Program of St. Philip the Apostle is one of Christian learning and formation.

Rev. Msgr. Robert Dempsey, Pastor  
Deacon Robert Puhala  
Mr. Dave Retseck,  
Director of Religious Education  
Mrs. Donna Falzone, Adm. Asst.

### **Religious Education Office**

1962 Old Willow Road  
Northfield, IL 60093  
(847) 446.8390

DRE: Ext. 120 Adm. Asst: Ext. 119

**[stphilipprep@comcast.net](mailto:stphilipprep@comcast.net)**

### **PREP OFFICE HOURS**

Sunday: 10 a.m. to noon  
(when PREP is in session)  
Tuesday through Friday: 9 a.m. to 4 p.m.  
Closed Mondays and Saturdays

### **OTHER TIMES BY APPOINTMENT**

The Religious Education Office is located immediately west of the church, and can be accessed through

**ST. PHILIP THE APOSTLE  
RELIGIOUS EDUCATION MISSION STATEMENT**

St. Philip the Apostle Parish is a faith-filled people, guided by the Holy Spirit and the Gospel, striving to share the Good News of Jesus Christ...

- to **CELEBRATE** together because the Lord is in our midst and dwelling within us,
- to **CARE** about each other, sharing our joys and sorrows,
- to **GROW** in awareness of Jesus, alive & active in our lives.
- to **HELP** our children learn Christian values and set goals,
- to **INVITE** everyone to share in one another's goodness, talents, hopes and visions.

The people of **GOD** at St. Philip the Apostle **REACH OUT** to **ALL** because we are sisters and brothers in Christ!

**PHILOSOPHY OF RELIGIOUS EDUCATION**

*For many years, Church leaders have been sending us an insistent message: **Parents are the primary religious educators of their children.** Even before Vatican II, the various documents on Christian Education issued by Rome said it and, more recently, the bishops of our country put it this way:*

*Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction.*

*They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit and by fostering justice and love in all their relationships.*

*Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their professions of belief.*

*Parents nurture faith in their children by showing them the richness and beauty of lived faith. (U.S. National Catechetical Directory, **Sharing the Light of Faith**)*

**EMERGENCY CLOSING**

If it becomes necessary to cancel classes because of severe weather or for some other unforeseen circumstance, radio and television stations will be notified to make the announcement. Please turn on your radio or TV and listen for St. Philip the Apostle CARE/PREP's name.

Please **do not** call the Rectory or Religious Education office.

**Tune into these stations for the latest emergency closing information:**

**RADIO – AM:**

WMAQ – 670    WGN – 720    WBBM – 780    WLS – 890

**RADIO – FM:**

WLS – 94.7    B96.3    US99.5    WBBM 105.9

**TELEVISION:**

WBBM (2)    WMAQ (5)    WLS (7)    WGN (9)    FOX (32)

For 24-hour information about your school or business, Call 1-900-407-SNOW (7669) from a touch-tone phone. There is a charge of 95 cents per minute. Parental permission needed.

**Area code/main phone number:** Enter number (847) 446-8390.  
**For Name of School/Business:** St. Philip the Apostle PREP

**EARLY DISMISSAL**

Students who must occasionally leave class early are required to bring a note, a phone call or an email from their parents before the beginning of class. The note will be approved by the catechist. Catechists are not authorized to approve early dismissals without a note from the parents. There will be no exceptions!

Parents requesting early dismissal must come to the school to pick up their child, provide a person to pick up the child, or inform the catechist in the note that the child will be leaving class with the parent's permission without supervision.

For emergencies, please contact the PREP office directly.

They must also pay a tuition/fee to cover expenses; and meet with the DRE toward the end of the fall and spring semesters to access the student's progress before returning for the following school year.

### **TARDINESS**

Students who arrive after 10:30 a.m. are considered tardy. Because tardiness is disruptive to the group and causes the student to miss valuable time, excessive tardiness will be brought to the parents attention.

### **ARRIVAL & DISMISSAL**

In the admission of participants to religious education programs in the Archdiocese of Chicago, the order of priority shall ordinarily be as follows: **Normally, students may not enter the building until 10:20 a.m. or after 9:30 Mass. Building doors will remain locked at all times and attended to by a door/hall monitor.** Late arrivals will have until 10:50 a.m. to be admitted as tardy. Please have your child go to the PREP office (convent) if later than 10:50 a.m.

### **Only registered children are allowed in classroom.**

All students will be dismissed on Sunday morning at 11:40 a.m. Altar Servers will be excused from class at 11:35 a.m. if serving the 11:45 a.m. Mass.

### **SAFETY PRECAUTIONS**

Students are urged to use extreme caution when walking to and from the school building through the parking lot. Children who are in CARE through Grade 3 should be accompanied to and from the school by a parent or legal guardian. Parents, please give clear directions for picking up your children. Bicycle safety rules must be strictly observed in the parking area.

During the fall and spring there is a possibility of **fire / tornado drills** under the supervision of Mr. Dan McNamara and the Northfield Fire Department ,

Our Parish Religious Education Program (**PREP**), cooperating with the parents of our students, endeavors to reinforce the faith-life of our young people in three important ways:

- **First**, PREP attempts to build a community of faith among the catechists and students through regular Mass attendance shared prayer, and other activities.
- **Second**, PREP encourages and enables its participants to become like Jesus, people of loving service to others.
- **Third**, PREP seeks to help not just the students, but their parents and catechists as well, to grow in their Church traditions, teachings and doctrine, and the unconditional love of God for us all.

**Based on the primacy of parental involvement** and supported by the cooperative efforts of the total parish community, the Parish Religious Education program of St. Philip the Apostle has for its goals the forming of a Christian attitude and the development of faith in each individual – parent, child and catechist.

Therefore, **general expectations for children and their families** are ... It is expected that each family become actively involved in the parish Religious Education program and the parish to model a living, conscious and active Christian faith and to reinforce the values and attitudes for living their faith. The family and their children also agree to act in accordance with these values and attitudes.

### **CURRICULUM**

The basic textbook in the **PREP** Program is the *Faith and Life* series published by Ignatius Press. The eighth-grade students use *The Chosen*, a Confirmation prep program to help prepare for the Sacrament.

**SACRAMENTAL PREPARATION PROGRAM IN LEVELS 1-8 IS A TWO-YEAR PROCESS AT ST. PHILIP THE APOSTLE PARISH.**

## REGISTRATION

Registration for the coming year takes place in late spring and through summer annually. A mailing containing the registration form and other pertinent information is sent to all families registered in the program from the previous year. Parents can register at the Rectory, Religious Education office or by mail.

**Parish policy requires that the families of children enrolled in the Religious Education Program be registered parishioners to be eligible for parishioner tuition rates.**

### TUITION IS DOUBLED FOR ALL NON-PARISHIONERS

Generally children enrolled in other Religious Education Programs will be accepted in the St. Philip the Apostle Program provided a record from the other program is transferred to St. Philip. Generally, children will not be enrolled in the current program after the first month of actual classes except for transfers. The pastor may make exceptions.

### CHANGE OF ADDRESS OR PHONE NUMBER

Families that move, either within or outside the parish, are asked to report their change of address and/or phone (cell) numbers/email to the Religious Education Office and the Rectory.

### TUITION RATES

The following tuition rates are in effect during the current school year:

**CARE Level kindergarten:** \$175.00 per child

**PREP—Levels 1-8** One child - \$315.00, Two children—\$440.00  
Three or more children—\$515.00

This includes the cost of books, supplies, learning materials, postage and other operating expenses for the year. There are additional costs for children enrolled in the sacramental program.

**First Eucharist (Level 2) - \$50** for books, supplies and Jesus Day.  
**Confirmation (Level 8) - \$120**, for retreat and bishop's offering.

Note: Tuition and fees are subject to change. Generally, tuition will not be changed during the year.

## ATTENDANCE

Promptness and attendance at all classes is expected for the full class period. **Four or more unexcused absences** during the course of a year will be considered unsatisfactory. Excessive absence during any of the years of the elementary program will call into question a child's readiness to receive the various sacraments and may result in their deferral until readiness is achieved.

**When a child misses a class session, parents are required to inform the Religious Education office by telephone or e-mail in advance and provide a reason for the absence.** If the office does not receive a call alerting it to the absence and reason for the absence, the absence will be considered unexcused.

The Sunday morning **PREP office staff calls the homes of all students who are not in attendance if the office was not informed in advance of the absence.**

All students are required to make up any work completed by the class during their absence. Arrangements to do so must be made with the religious education director outside of class time.

**Attendance policy is as follows:**

**THREE UNEXCUSED ABSENCES:** Parents will receive a phone call from the Religious Education Office informing them that their child has missed three classes without calling the office with reasons for the absence before class.

**FOUR UNEXCUSED ABSENCES:** Both student and parent must meet with the Pastor and the Director of Religious Education to discuss the student's continued enrollment in the program.

No student will be allowed to attend additional classes before this meeting takes place.

### HOMESCHOOLING POLICY

Parents who wish to have their children enrolled in St. Philip's PREP program, but are unable to attend regular sessions, or for other personal reasons, will have the option to home school their child. Families must meet with the director of religious education, (DRE) in advance to notify the parish about their intentions. and receive the necessary materials for the year.