

**PARENT GUIDELINES 2011-12  
ELEMENTARY RELIGIOUS EDUCATION**

**FAITH FORMATION FAMILY GOALS:**

1. Weekly celebration of the Mass with the parish family
2. Regular family prayer in the home
3. Regular family participation in Religious Education
4. Ongoing family service of peace and justice in the world

**EXPECTATIONS FOR CHILDREN:**

1. **Children arrive early!** Religious Education sessions begin promptly at 4:30 p.m. and end at 6:00 p.m. as well as at 6:30 p.m. until 8:00 p.m.  
Please have children attend to bathroom needs, drinks, coats, before entering the atrium.
2. **Children remain in the atrium** unless under supervision elsewhere by a catechist/assistant or another designated parent.

**EXPECTATIONS FOR PARENTS:**

1. Parents are asked to **remain in the parking lot** until their child has entered the building.
2. Parents and/or older siblings of 1<sup>st</sup> through 3<sup>rd</sup> grade students are **expected to pick up their students at the child's room** for the following reasons:
  - a. for the **safety** of the child
  - b. to **keep in touch** with catechists and/or assistants
  - c. to **get parent information** (bulletins, announcements, schedules, etc.)
  - d. to **better know your** child's catechists/assistants/staff/other children
3. Parents are **invited to observe** what is happening in their child's atrium.

**INFORMATION:**

1. **Religious Education Tuition** for each child is \$45. Non-parishioner tuition is \$80 per child. Tuition is waived for the children of catechists as well as for assistant catechists. No child will be turned away because of an inability to pay the tuition. Simply talk with Jan or Karen if there are any unusual financial circumstances in your family. This is kept strictly confidential.
2. **Communications for Parents:**
  - a. **Class schedule:** Given out at registration. Please circle all religious education sessions on your family calendar. We follow this schedule very closely. You will be notified of any necessary unexpected changes.
  - b. **Monthly Summary:** This is a brief summary of the presentations given to the children. It be posted on the classroom door as well as the St. Mary's website ([www.stmaryofthelakeply.org](http://www.stmaryofthelakeply.org)). This can be an aid for discussion of what occurred in class, and it has a follow-up activity that can be done at home.
  - c. **At Home With Our Faith:** This is a 4-page monthly paper nurturing the spirituality of family life. It is sent home the second or third session of the month.

**REGARDING DISCIPLINE:**

The Catechesis of the Good Shepherd has helped us simplify our discipline policy at St. Mary's considerably. Our policy is **simply to continue inviting the child back into the work**. Should a child persist with a disruptive attitude, however, parents will be notified.

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### **BACKGROUND CHECKS/CODE OF CONDUCT/VIRTUS TRAINING:**

A background check, Volunteer Code of Conduct, and attending one Virtus Training session are **now required** by the Archdiocese for all volunteers working directly with children.

### **ILLNESSES:**

If you are in doubt about whether your child ought to stay home because of illness, please be respectful of the staff, catechists, assistants, and other children and keep your child home. We prefer to not be exposed to every virus that is going around! If you have time, send a quick e-mail or call and let us know your child is ill.

### **BAD DRIVING CONDITIONS/WINTER WEATHER CLOSING:**

In the event of bad winter weather, snow storms as well as dangerous driving because of snow and ice during rush hour, we will cancel Religious Ed. classes. Look to WCCO (Channel 4, WCCO-AM radio and [www.WCCO.com](http://www.WCCO.com)) for information about class cancellations. At WCCO.com click on School Closings. This brings you to a screen that shows the current school/church, business closings/late starts. On the same screen there is another area that says School and Business Closing Newsletters. You can click sign up and fill out the required information. If St. Mary's cancels classes, you would get an automatic email/text message sent to your computer or wireless whatever. St. Mary's web site will also have a link directly to WCCO's School Closing web site ([www.stmaryofthelakeply.org](http://www.stmaryofthelakeply.org)). Click on links and resources then WCCO School Closings. NOTE: There are TWO St. Mary of the Lake churches in the Twin Cities (Plymouth and White Bear Lake). Please make sure the cancellation is for us and not them.

### **FIRE EMERGENCY:**

In the event of a fire in the building, all catechists and assistant catechists have been instructed as to which doors to use to exit the building with the children. Should a fire evacuation be in progress when you arrive to pick up your children or any other time you are both in the building but separated, **DO NOT** go into the building to look for your child. There are many exits to the outside on all four sides of the building -- several you probably are not aware of. Please stay in the parking lot. Your child's catechist and assistants will bring the children to the parking lot.

### **TORNADO EMERGENCY:**

In the event of an actual tornado, the children will be moved to the interior of the building away from glass as much as possible. They will not be in the church or gym or classrooms. We have several very safe places to be tucked away in where there are strong reinforced walls and no windows or glass. Many of the children will be moved downstairs where a portion of the education wing is in the ground.

**We will take every precaution possible to take care of your children in the event of a fire, weather emergency, or other unknown emergency, trusting that God will watch over us and care for us!**

### **QUESTIONS, SUGGESTIONS OR CONCERNS:**

Please direct your questions, suggestions or concerns to:

**Jan Kelly** Religious Education Coordinator

**Karen Waters** Assistant Coordinator and Level III Lead Catechist (grades 1-3)

**Jana Lowenstein** Level II Lead Catechist (grades 1-3)

We can be reached Monday through Thursday 10 a.m. - 4:30 p.m. or Friday 10 a.m. -3:30 p.m.

By phone: 763-545-1443 or By e-mail: [janstmarys@yahoo.com](mailto:janstmarys@yahoo.com) or [kwaterssml@yahoo.com](mailto:kwaterssml@yahoo.com)

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