

Welcome to a new year of Faith Formation at St. Andrew. This handbook is updated yearly in an effort to answer some of the most commonly asked questions about our program. We hope that it will serve you well. Your suggestions are always welcomed.

*Fr. Manuel*

### ADMISSIONS

We are pleased to accept your child into our Religious Education program. We require that you complete a registration form for each child entering our program. We also require a copy of their Baptismal certificate.

If you are transferring your child to us from another parish, we also require a letter of transfer from that Parish. If your child has not received any prior instruction, he/she will be evaluated and may require remedial instruction.

### REGISTRATION FEES

On the registration form, fees for each grade level are listed. These fees are used for books, supplies, weekly handouts, and other needs of the program. The fees for sacramental years are higher to include additional costs for retreat days/evenings, study materials, etc. *Any family experiencing financial hardship should speak with Fr. Peter or Fr. Manuel.*

### CLASS LOCATION AND PARKING

Classes are held in the former Stella Maris School building directly across from the church on Division St. Parking is limited in front of the school. However, there is a parking lot directly behind the church. Caution should be taken when crossing Division Street.

### ARRIVAL AND DISMISSAL

Children should be dropped off and picked up by a parent or legal guardian. If someone other than the parent or legal guardian is to pick up the child, we must be informed of that prior to the start of class (form is included in this handbook and also available on the church webpage).

### ABSENCE/TARDINESS

In your registration packet, a calendar is included which indicates the days that classes are in session and other important dates to remember. You can also access this calendar on our webpage [www.standrewchurchsagharborny.org](http://www.standrewchurchsagharborny.org). If you need a printed copy, stop by the parish office. Your child is expected to arrive on time and attend every class. If because of illness or emergency, your child is going to be absent or late, please call 725-0123 prior to 5PM on the day of class.

If more than four absences or late arrivals occur, attendance at make-up classes is required. If your child falls into this category, you will be contacted by the Director.

## EARLY DISMISSAL

Please advise the Director/Catechist prior to the start of class if you need to pick up your child before the end of the full session. Please enter the school building through the gym doors. The Director will assist you with the sign-out procedure and bring your child to you.

## REQUIRED SUPPLIES

Your child will receive a textbook on the first day of Religious Formation sessions. (Grade 6, 7 and 8 will also receive a Bible). Please have your child bring a pen/pencil to each session. Lesson textbook pages may be sent home with your child each week so that the family activities can be completed.

## HOMEWORK

Homework will be given to the 6th, 7th and 8th Grade on a regular basis and is a required part of the sacramental program. Homework must be completed and handed in to the Catechist on time in order to move forward in the Confirmation process.

## CONDUCT/DISCIPLINE

We acknowledge and respect that all of us, young and old alike, are made in the Divine Image of God and should be treated as such. Disruptive behavior and/or behavior that is disrespectful to the dignity of another person will not be tolerated in our Catholic Christian setting.

**6<sup>th</sup> through 8<sup>th</sup> Grade – if your child is disruptive in class, you will receive a phone call to pick your child up immediately.** This type of behavior will not be tolerated. If the behavior continues in subsequent classes, we will ask that you remove your child from our program. The parent/guardian of a student identified as disruptive or disrespectful will be required to meet with the Pastor and the Director as is deemed necessary.

## DRESS CODE

Appropriate clothing must be worn at all times....no bare midriffs, sagging pants, etc. For everyone's safety, appropriate shoes are required in the school building (no roller-skate heeled shoes or flip-flops). Hoods, hats and coats must be removed during class. No heavy jewelry or chains may be worn into the school building or any other attire that could be used as a weapon.

## ELECTRONIC DEVICES

IPODS, IPADS, MP3 players and the like should be left at home. Cell phones must be turned off during class. No texting will be permitted.

## VANDALISM

Any student caught vandalizing on the parish or school property will be responsible for the repair of damages. Those damages could also result in the removal of that child from the faith formation program.

## SUBSTANCE ABUSE

Substance abuse is defined as the possession of, use of, selling or distributing any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance which can be introduced into the body through ingestion, inhalation, or injection. Any student found in possession of an illegal or unauthorized substance on parish property or at parish-sponsored events will be immediately suspended from the program. Any student selling or distributing will be turned over to the local authorities.

## SAFETY

The school doors are locked from the inside during sessions to provide a safe environment for our children and young people. Only the Director/office staff may admit people into the building after the doors are locked. Please come to the gym doors when attempting to enter the building. No unauthorized person will be allowed in the classroom. Authorization to enter a classroom must be obtained in advance from Fr. Manuel and/or the Staff Attendant.

The fire drill/evacuation procedure is posted in every room near the door. Please ask your child to become familiar with it.

Finally, please let the Religious Formation office know about any order of protection in effect for any child in our program or any other safety concerns.

## INCLEMENT WEATHER/EMERGENCY CLOSINGS

In the case of severe snow, ice and/or storm conditions, sessions will be cancelled. For the 6<sup>th</sup> through 8<sup>th</sup> grades please note that if the public schools have been closed, classes will be cancelled for the evening.

**This year we are asking for your e-mail addresses so that items of this nature can be forwarded to you in a timely manner. If you have not provided your email address to us, please call the parish office.**

## COMPLAINTS:

In the event you may have a complaint regarding our faith formation program, please speak firstly to Fr. Manuel, your child's Catechist, and our Pastor, Fr. Peter. If satisfaction is not reached, contact the Diocese of Rockville Centre Office of Faith Formation at 516 678-5800 ext. 506

# IMPORTANT INFORMATION

RELIGIOUS FORMATION      631 725-0123

FAX                                      631 725-3310

WEBPAGE:

[www.standrewchurchsagharborny.org](http://www.standrewchurchsagharborny.org)

August, 2013

Dear Parents:

Welcome to our Faith Formation Program. We are pleased that your children will be with us for the school year.

In order to serve you, we offer the following:

1. Sunday classes begin at 8:45AM and end at 10AM. We expect that you will then attend 10AM Mass in the Church.
2. Wednesday classes start at 7PM and end at 8:15PM. Beginning in October, there will be supervised youth activities until 9PM following the Wednesday class.
3. The attached forms must be completed and returned before your child can attend class. It is imperative that we have all information requested should any need arise.
  - ❖ Return the completed registration form (back and front), Arrival & Dismissal form, Medical addendum and handbook page.
  - ❖ If you are new to our program and/or this is a sacramental year (2<sup>nd</sup> grade and 8<sup>th</sup> grade) a copy of your child's baptismal certificate must be with your registration forms.
  - ❖ All fees are dues with the forms. If there is a financial problem, please speak with Fr. Peter or Fr. Manuel.
4. I have enclosed the school year calendar for your convenience. The date for Confirmation is not yet available. It will be provided to you as soon as we receive it.

Parents of First Communion candidates, please note on the calendar the date for the sacrament is Saturday, May 10<sup>th</sup> at 12 Noon.

Please call me with any questions or concerns.

Blessings to all as we start this school year.

Catherine Montaldo

Coordinator

Encs.

St. Andrew Office of Religious Education  
122 Division Street Sag Harbor, New York 11963  
Phone 631 725-0123 Fax 631 725-3310

*Please note that parental contact will be initiated first by e-mail and then US mail*

**REGISTRATION FORM 2013-2014....CHILD INFORMATION REQUIRED ON REVERSE SIDE**  
**PLEASE PRINT**

STUDENT'S LAST NAME \_\_\_\_\_

FATHER'S FIRST AND LAST NAME \_\_\_\_\_

MOTHER'S FIRST NAME AND MAIDEN NAME \_\_\_\_\_

Home address & mailing address \_\_\_\_\_

HOME PHONE AND EMERGENCY REACH NUMBER \_\_\_\_\_

Emergency contact \_\_\_\_\_ Relationship & phone # \_\_\_\_\_  
Other than parent \_\_\_\_\_

Child lives with: Parents \_\_\_\_\_ Mom \_\_\_\_\_ Dad \_\_\_\_\_ Guardian \_\_\_\_\_

\*Parent's e-mail address \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_  
Or legal guardian \_\_\_\_\_

\*\*\*\*\*

**Fee schedule for the 2013-2014 year:**

**K, 1, 3, 4, 5, 6: \$80.00 includes all books and materials for class & special events**

**Grade 2: First Reconciliation & First Communion: \$150.00 includes books and materials, workshop, retreat day, Communion reception and refreshments. COPY OF BAPTISMAL CERTIFICATE REQUIRED WITH REGISTRATION FORM.**

**Grade 7: First year Confirmation Preparation \$100.00 includes all books, materials and workshops.**

**Grade 8: Confirmation \$150.00 includes all books, materials, workshops, refreshments, retreat day, Confirmation robe rental fees and Confirmation reception. COPY OF BAPTISMAL CERTIFICATE REQUIRED WITH REGISTRATION FORM.**

*\* Please note that parental contact will be initiated first by e-mail and secondly through US mail*

**OVER – PLEASE COMPLETE CHILD INFORMATION ON REVERSE**

St. Andrew Registration form #2

Student Name or Names (please print) \_\_\_\_\_

\_\_\_\_\_

Grade/Grades \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_

Emergency telephone numbers during class time \_\_\_\_\_

\_\_\_\_\_

Please list any medical conditions requiring special attention; i.e. learning requirements, food allergies, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's name and phone number \_\_\_\_\_

Please read and sign the following:

I, \_\_\_\_\_, give permission for my child/children as identified on this form to receive any medical care necessary in the event of illness, accident or medical emergency while in attendance at St. Andrew's Religious Education classes or functions. I understand that I am responsible for any charges incurred.

Signature of parent or legal guardian \_\_\_\_\_

Date \_\_\_\_\_

Print clearly and return this form with your registration form.

**ST. ANDREW RELIGIOUS EDUCATION ARRIVAL AND DISMISSAL AUTHORIZATION - form#3**

NAME OF CHILD \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PARENTS/GUARDIANS \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ GRADE \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For safety and security, please designate below other responsible adults who have your authorization to pick up your child from class.**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO CHILD \_\_\_\_\_

**\*\*\*Be sure to notify the people you have designated above.**

*In the event that someone other than those designated above are to pick up your child for any reason, the Religious Education office must be notified PRIOR to pick up. Your child will not be dismissed unless we have been notified.*

**PLEASE COMPLETE THE FOLLOWING IF YOUR CHILD WALKS TO OR FROM ST. ANDREW**

My child, \_\_\_\_\_ **has my permission TO WALK TO Religious Education without supervision.** (Applies to 6<sup>th</sup> through 8<sup>th</sup> graders only)

PARENT SIGNATURE \_\_\_\_\_

My child, \_\_\_\_\_ **has my permission to be dismissed TO WALK HOME FROM Religious Education without supervision.** (Applies to 6<sup>th</sup> through 8<sup>th</sup> graders only)

PARENT SIGNATURE \_\_\_\_\_

**Please be sure to notify your child's catechist of any changes during the school year.**

**OVER – COMPLETE THE REVERSE**

# St. Andrew Religious Education Calendar 2013-2014

## September, 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Backpack Blessing 1 - 10AM Mass	2	3	4	5	6	7
8	9	10	11	12	13	14
8:45-10AM Parent mtg & class begins for 15 - K thru 5	16	17	7P parent mtg Class begins for 18 - 6,7 & 8 grades	19	20	21
22 - Class	23	24	25 - Class	26	27	28
29 - Class	30					

## October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
		1	2 - Class	3	4	5
6 - Class	7	8	9 - Class	10	11	12
13- No Class	Columbus 14 - Day	15	16 - Class	17	18	19
20- Class	21	22	23 - Class	24	25	26
27- Class	28	29	30 - Class	31		

## November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3- Class	4	5	6 - Class	7	8	9
10- No Class	Veteran's 11 - Day	12	13 - Class	14	15	16
17- Class	18	19	20 - Class	21	22	23
24 - Class	25	26	27 - No Class	Happy Thanksgiving 28	29	30

## December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 - No Class	2	3	4 - Class	5	6	7
8- Class	9	10	11 - Class	12	13	14
10AM Mass- Christmas Pageant						
15- Class	16	17	18 - Class	19	20	21
22 - No Class	23	24	MERRY CHRISTMAS! 25	26	27	28
29 - No Class	30	31				

THIS CALENDAR MAY BE SUBJECT TO CHANGE

## January 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Happy New Year 1	2	3	4
5- No Class	6	7	8 - Class	9	10	11
12 - Class	13	14	15 - Class	16	17	18
19 - No Class	Martin L. 20 - King	21	22 - Class	23	24	25
26 - Class	27	28	29 - Class	30	31	

## February

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 - Class	3	4	5 - Class	6	7	8
9 - Class	10	11	12 - Class	13	14	15
16 - No Class	17	18	19 - No Class	20	21	22
23 - No Class	24	25	26 - Class	27	28	

## March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 - Class	3	4	Ash Wednesday 5 - Class	6	7	8
9 - Class	10	11	12 - Class	13	14	15
16 - Class	17	18	19 - Class	20	21	22
23 - Class	24	25	26 - Class	27	28	29

## April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 - Class	3	4	5
6 - Class	7	8	9 - Class	10	11	12
13 - Class	14	15	16 - No Class	17	18	19
Happy Easter 20 - No Class	21	22	23 - Class	24	25	26
27 - Class	28	29	30 - Class			

## May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 - Class	5	6	7 - Class	8	9	First Communion 10 - 12PM
Crowning of 11 Mary(10AM)	12	13	14 - Class	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**THIS CALENDAR MAY BE SUBJECT TO CHANGE**