

St. Joseph R. C. Church

Faith Formation Program

FAMILY HANDBOOK

2026~2027

A Family Prayer of Faith and Unity

“As for me and my house, we will serve the Lord.”

— Joshua 24:15

Loving God,

**You call us to be a family
united in Your love.
Help us to come together in prayer each day,
to listen to Your Word,
and to grow in faith as one.**

**Teach us to speak about You in our home,
to share our blessings and our struggles,
and to see Your presence in one another.
Give us the courage to live our faith openly,
and to be an example of Your love
to all we meet.**

**Bless our time together—
around the table, in our conversations,
and in our moments of prayer.
Make our home a place where faith is lived,
love is shared, and You are always welcome.**

**We ask this through Jesus Christ, Your Son.
Amen.**



TABLE OF CONTENTS

Important Meeting Dates Outside of Class Times	3
Mondays.....	4
Tuesdays.....	5
Wednesdays	6
Tuesdays Special Needs.....	7
Faith Formation Days, Times, Hours.....	8
Brightwheel.....	9
Faith Formation Policies	
Parent Meetings.....	10
Weekly Mass Attendance.....	10-11
Changes to Personal Information.....	12
Confidential/Sensitive Situations.....	12
Photo Policy/Dress Code	12
Program Policies	
Classroom Materials.....	12
Discipline.....	13
Lateness/Absences.....	13
Early/Pick-up/Walkers.....	14
Temporary Session Changes.....	14
Catholic School	14
Sacramental Information	
Sacramental Preparation.....	14
Sacramental Fees.....	15
Confirmation Project Packets.....	15
Teen Confirmation.....	15
Communion Ceremony Changes	16
Building Regulations	
Drop-Off and Pick-Up.....	16-17
Building Policies.....	17
Emergency Procedures.....	18
Emergency Closings.....	18
Medical Information	
Allergies/Medical Conditions	18
Disabilities.....	19
Head Lice.....	19
Faith Formation For Children With Special Needs	20
Catholic Prayers and Level Requirements	21
St Joseph R.C. Church.....	22
Faith Formation Staff.....	23
Faith Formation Pledge.....	24

Important Meeting Dates **Outside of Class Time**

9/09	Parent Meeting	<u>ONLY LEVELS 1-6</u> PARENT MEETING in NOLAN HALL AT 7:00 p.m.
9/12	Parent Meeting	Or ATTEND <u>ONLY LEVELS 1-6</u> PARENT MEETING, in NOLAN HALL at 6:15 p.m.
9/14	CLASS	First Day of Classes for <u>ALL LEVELS 1-6</u>
9/21	CLASS	First Day of Classes for <u>LEVEL 7 & 8</u>
9/16	Parent Meeting	<u>LEVEL 7 ONLY MANDATORY</u> PARENT CHILD MEETING IN CHURCH at 7:15 p.m.
9/17	Parent Meeting	<u>LEVEL 8 ONLY MANDATORY</u> PARENT CHILD MEETING IN CHURCH at 7:15 p.m.
9/19	CLASS	LEVEL 7 Covenant Due at ALL MASSES
9/20	CLASS	LEVEL 7 Covenant Due at ALL MASSES
10/22 OR 10/29	L 2 & SAC- PREP 2	<u>LEVEL 2 MANDATORY</u> PARENT COMMUNION MEETING IN CHURCH at 6:00 p.m.
11/03	L 8 & TEEN PREP 2	<u>LEVEL 8 MANDATORY</u> SPONSOR MEETING in CHURCH at 7:00 p.m.
12/05 OR 12/12	FHC	<u>LEVEL 2 MANDATORY</u> FIRST RECONILATION in the CHURCH at 12:00 p.m.

MONDAY CLASSES– ALL LEVELS

9/14	CLASS	First Day of Classes for ALL LEVELS 1-6
9/21	CLASS	LEVEL 7 & 8 First Day of Classes
9/28	CLASS	Fire Drills For All Levels
10/05	CLASS	Rosary Meeting with ALL LEVELS
10/12		NO CLASS: COLUMBUS DAY
10/19	CLASS	Saint Poster Boards Due
10/26	CLASS	Levels 3 & 4 Safety Meeting in Room 257
11/02	CLASS	
11/09	CLASS	
11/16	CLASS	Levels 5 & 6 Safety Meeting in Room 257
11/23	CLASS	
11/30	CLASS	Levels 7 & 8 Safety Meeting in Room 257
12/07	CLASS	
12/14	CLASS	
12/21		NO CLASS: CHRISTMAS BREAK
12/28		NO CLASS: CHRISTMAS BREAK
1/ 4 / 27	CLASS	
1/11	CLASS	<u>ALL LEVELS</u> Church
1/18		NO CLASS: MARTIN LUTHER KING JR
1/25	CLASS	Level 2 Church Tour
2/01	CLASS	<u>ALL LEVELS</u> Fr Larry Parent + Child Lenten Talk in CHURCH
2/08	CLASS	
2/15		NO CLASS: PRESIDENT’S DAY
2/22	CLASS	
3/01	CLASS	
3/08	CLASS	
3/15	CLASS	
3/22		NO CLASS: HOLY WEEK
3/29		NO CLASS: EASTER MONDAY
4/05	CLASS	
4/12	CLASS	Last Day of Monday Classes

TUESDAY CLASSES– ALL LEVELS

9/15	CLASS	First Day of Classes for ALL LEVELS 1-6
9/22	CLASS	LEVEL 7 & 8 First Day of Classes
9/29	CLASS	Fire Drills For All Levels
10/06	CLASS	Rosary Meeting with ALL LEVELS
10/13	CLASS	
10/20	CLASS	Saint Poster Boards Due
10/27	CLASS	Levels 3 & 4 Safety Meeting in Room 257
11/03		NO CLASS: ELECTION
11/10	CLASS	
11/17	CLASS	Level 5 & 6 Safety Meeting in Room 257
11/24	CLASS	
12/01	CLASS	Levels 7 & 8 Safety Meeting in Room 257
12/08	CLASS	
12/15	CLASS	
12/22		NO CLASS: CHRISTMAS BREAK
12/29		NO CLASS: CHRISTMAS BREAK
1/ 5 / 27	CLASS	
1/12	CLASS	<u>ALL LEVELS</u> Church
1/19	CLASS	
1/26	CLASS	Level 2 Church Tour
2/02	CLASS	<u>ALL LEVELS</u> Fr Larry Parent + Child Lenten Talk in CHURCH
2/09	CLASS	
2/16		NO CLASS: WINTER BREAK
2/23	CLASS	
3/02	CLASS	
3/09	CLASS	
3/16	CLASS	
3/23		NO CLASS: HOLY WEEK
3/30	CLASS	
4/06	CLASS	Last Day of Tuesday Classes

WEDNESDAY CLASSES– ALL LEVELS

9/09	Parent Meeting	PARENT MEETING LEVELS 1-6 in NOLAN HALL AT 7:00 p.m.
9/16	CLASS	First Day of Classes for ALL LEVELS 1-6
9/16	CLASS	LEVEL 7 ONLY MANDATORY PARENT/ CHILD MEETING IN CHURCH at 7:15 p.m.
9/23	CLASS	
9/30	CLASS	Levels 1 & 2 Safety Meeting in Room 257
10/07	CLASS	Rosary Meeting with ALL LEVELS
10/14	CLASS	
10/21	CLASS	Saint Posters Boards Due
10/28	CLASS	Levels 3 & 4 Safety Meeting in Room 257
11/04	CLASS	
11/11		NO CLASS: VETERAN'S DAY
11/18	CLASS	Levels 5 & 6 Safety Meeting in Room 257
11/25		NO CLASS: THANKSGIVING Recess
12/02	CLASS	Levels 7 & 8 Safety Meeting in Room 257
12/09	CLASS	
12/16	CLASS	
12/23		NO CLASS: CHRISTMAS BREAK
12/30		NO CLASS: CHRISTMAS BREAK
1/ 6 / 27	CLASS	
1/13	CLASS	<u>ALL LEVELS</u> Church
1/20	CLASS	
1/27	CLASS	Level 2 Church Tour
2/03	CLASS	<u>ALL LEVELS</u> Fr Larry Parent + Child Lenten Talk in CHURCH
2/10		ASH WEDNESDAY NO CLASS
2/17		NO CLASS: WINTER BREAK
2/24	CLASS	
3/03	CLASS	
3/10	CLASS	
3/17	CLASS	
3/24		NO CLASS: HOLY WEEK
3/31	CLASS	
4/07	CLASS	
4/14	CLASS	Last Day of Wednesday Classes

Tuesday Special Needs Classes– ALL LEVELS

9/15	CLASS	BAPTISM / PARENT MEETING PARENTS STAY
9/22	CLASS	The Lord's Prayer
9/29	CLASS	Fire Drills For All Levels
10/06	CLASS	Rosary Meeting with ALL LEVELS
10/13	CLASS	The Bible—Select Saints for Parade of Saints
10/20	CLASS	The Mass—Saint Poster Boards Due
10/27	CLASS	PARADE OF SAINTS—PARENTS STAY
11/03		NO CLASS: ELECTION
11/10	CLASS	Sacraments
11/17	CLASS	Thanksgiving & Traditions
11/24	CLASS	ADVENT
12/01	CLASS	Reconciliation
12/08	CLASS	Christmas/Rehearse Nativity Play
12/15	CLASS	Nativity Play
12/22		NO CLASS: CHRISTMAS BREAK
12/29		NO CLASS: CHRISTMAS BREAK
1/ 5/ 27	CLASS	The 10 Commandments
1/12	CLASS	The Beatitudes
1/19	CLASS	Church Tour—PARENTS STAY
1/26	CLASS	The Eucharist
2/02	CLASS	*Paraliturgy topic—TBD
2/09	CLASS	Lent
2/16		NO CLASS: WINTER BREAK
2/23	CLASS	Stations of the Cross
3/02	CLASS	*Paraliturgy topic—TBD
3/09	CLASS	Easter/Rehearse A Walk Through Holy Week
3/16	CLASS	A Walk Through Holy Week—Parents Stay
3/23		NO CLASS: HOLY WEEK
3/30	CLASS	Pentecost
4/06	CLASS	Last Day of Tuesday Classes

FAITH FORMATION DAYS & TIMES

Dear Parents:

We welcome you and your child/children to the St. Joseph's Faith Formation Program! We look forward to helping your child, along with you, on his/her continuous spiritual journey to God.

If we can help you in any way or require additional information please feel free to call us at (631) 587-4717.

Monday	Tuesday	Wednesday
5:00 p.m. to 6:00 p.m.	5:00 p.m. to 6:00 p.m.	4:00 p.m. to 5:00 p.m.
6:30 p.m. to 7:30 p.m.	6:30 p.m. to 7:30 p.m.	5:30 p.m. to 6:30 p.m.

Special Needs

**5:15 p.m. to
6:15 p.m.**

OFFICE HOURS

Monday: 9:00 a.m. to 3:00 p.m.

Tuesday: 9:00 a.m. to 3:00 p.m.

Wednesday: 9:00 a.m. to 3:00 p.m.

Thursday: 9:00 a.m. to 5:00 p.m.

Friday-Sunday: CLOSED

LOCATION

Our office is located in the Parish Center. You may access our office by entering the Parish Center through the doors located in the small parking lot off of 39 North Carll Avenue (See the maroon awning that says Parish Center). Please ring bell to enter the building. During class time, our staff will be accessible by phone or messaging on Brightwheel.

Don't Forget to Sign up for Brightwheel!

Our primary form of communication with families is text messages sent via the Brightwheel App.

Each child attending Faith Formation must have a profile created. Your student's profile should be updated to include any allergies, medications, and approved contacts.

Important announcements, re-registration, invoices, class reminders, schedule updates, weather-related closings, will all be sent via Brightwheel throughout the year.

Parents/Guardians are asked to:

- Enable app notifications to ensure important messages are received in a timely manner

To re-register for Faith Formation make sure your Brightwheel account is set up to stay connected with all upcoming news and your child's catechist.

Anyone new to the Faith Formation program needs to register in person in the Faith Formation Office.

At that time the family will be invited to download the Brightwheel App on their cellphone and will be guided to create profiles for first time registered children.



FAITH FORMATION POLICIES

Parent/Guardian Responsibility

I. PARENT MEETINGS

Mandatory Attendance Policy:

During your child's formation, you will be required to attend meetings: Parent meetings (where one or both parents meet while the student attends class), family workshops (where students and parents meet together), and class Sacraments (such as Penance and other prayer services). These meetings are designed to enrich your child's formation and strengthen your role as your child's first faith educator. **Please note that there are parent meetings for every level and that parent meetings are mandatory.** We make every effort to make these meetings personally valuable to both you and your family. Levels 1 through 8 aim to have 2 to 3 meetings in a year. They will normally be held when your child is already in class. Topics pertain to your child's curriculum, sacramental preparation, and/or important faith topics such as Scripture and Tradition.

Parents of Small Children:

If you have small children at home, please make every effort to arrange babysitting. However, if it is impossible, you may bring them with you provided that you have an independent activity to keep them occupied. For infants and small toddlers, we ask that you sit towards the back of the O'Connell Room/Nolan Hall/Church if you anticipate the need to feed or quiet them.

When a Parent Cannot Attend:

If after every effort a parent is simply unable to attend, a grandparent or live-in adult member of the family may attend in their absence. A friend or neighbor cannot attend in the place of a parent and are not able to pick up materials for them.

II. WEEKLY MASS ATTENDANCE

As we gather and celebrate as a parish family, Sunday Liturgy is a precious gift from our Lord, which helps feed and nourish our lives. As Catholics, it is our obligation to put into practice God's Commandment by attending Mass **every** Sunday or Saturday evening and Holy Days of Obligation. Learning about Jesus is more than just knowledge; it includes building a relationship with Jesus through His Church.

We celebrate this relationship at Mass. **The most important way to demonstrate to your child that you take his/her religious education seriously is by attending weekly Mass.** This is also where he/she and you will grow the most in relationship with Christ and the community.

All Levels are required to hand in Mass Envelopes when attending Mass. The Mass Envelopes are located in the Church. Please fill it out by writing each child's first and last name and grade level they attend for Faith Formation Classes. When the collection basket is passed around at Mass you are to place the envelope in the basket. You are not required to put money in the envelope, however it is always welcomed. We ask that the envelopes are handed in at a minimum of twenty four (24) Masses throughout the year. When you have reached the twenty-four required Masses, please do not stop handing in the envelopes, but continue to hand them in at every Mass you attend. This is how we arrange our seating charts for Sacraments such as First Holy Communion and Confirmation.

JOIN US FOR HAPPY SAINTS BINGO!

For Levels 1-6 your children will receive a bingo board in the back of their books. Throughout the academic year they can collect Saint Cards at the end of Mass. Save your cards in the envelope in the back of your



book that is located next to your bingo card. Once you get bingo on your board you are able to claim a prize at the Faith Formation Office! Make sure to tell your teacher when you get Bingo so he/she can let the Office know. There is a special prize given out to those who fill the whole bingo board by the end of the year! I wonder what the special prize will be this year; you will have to play to find out!

*We strive to have each child achieve Bingo at least once during the academic year.

*If you attend mass at a different church, you have the opportunity to play bingo and collect the happy saint card. When you go to Mass at another parish make sure to grab the Bulletin on your way out and

write your child's first and last name and grade level on the other Church's bulletin and bring it to the Faith Formation office to get the weekly bingo saint to cross off on your board in the back of your book so your child can play and claim a bingo prize!

III. CHANGES TO PERSONAL INFORMATION

Please notify the Faith Formation Office if you have a change of phone number, address, or email address. Please also let us know if your marital status changes, (i.e.: separation, divorce, visitation rights, death of spouse, etc.).

IV. CONFIDENTIAL/SENSITIVE SITUATIONS

Please let us know if there are any sensitive or confidential family situations of which we should be aware. We are here to ensure your child's safety and security during his/her time in our program. If there is a custodial agreement in place. Please provide a copy of the legal documents for our records. Please see the director so that we can file them as required by law.

V. PHOTO POLICY

By enrolling your child in the Faith Formation Program, you give permission for the Faith Formation department to take pictures of your children and use them in the Bulletin and website. Please send in a note if you wish to decline permission to use pictures of your child on the church website and/or for other church publicity.

VI. DRESS CODE

Hats are NOT to be worn in the building. Dress should be appropriate for a school setting. In the event of inappropriate dress, the student will be sent to the office and the parent will be called (i.e.: very short skirts, low tops, suggestive T-shirts, bare stomachs, etc.). We also ask that parents ensure children are dressed suitably for the weather. Please do NOT send your child in any form of sleepwear!

Program Policies

I. CLASSROOM MATERIALS

Students are required to bring their textbooks, a folder, a pencil, to class **EACH WEEK**. Please write your child's name, room number, and phone number on the inside cover of all books. If a book is lost or left in the classroom, it enables us to determine to whom it belongs. If a child loses a book, you must

purchase another one from the Office. To ensure that your child is properly prepared for class it might be a good idea to send them in with a pencil case or supply box to be kept in the classroom. This will prevent the students from being unprepared for class. Be aware that some of our Catechists might be sending home a supply list in anticipation of the different activities they intend for the students to participate in during the school year (i.e. crayons, scissors, glue, highlighter, pens, and pencils).

II. DISCIPLINE

Disruptive behavior in the classroom will not be tolerated. It interferes with the Catechist's ability to teach and with the students' ability to learn. In cases of disruptive behavior:

- For the **FIRST INCIDENT**, the student will be warned and reminded of the code of conduct. Under no circumstances will a student be left standing out in the hall. They may be sent to the Office.
- If there is a **SECOND INCIDENT**, the student will be sent to the Office and the parents will be informed of their child's behavior.
- If there is a **THIRD INCIDENT**, a parent must meet with the Director to discuss a possible alternate learning plan for the student.

III. LATENESS

FOR SAFETY REASONS, the doors to the building will be locked FIVE (5) minutes after the start of class. If the student arrives after the doors are closed the attendance sheet will be marked with an "L" indicating that he/she was late for class. After three L's marked on the attendance sheet it will count as an absence. We recommend they come five (5) minutes early.

IV. ABSENCES

When a student returns to class after an absence, a WRITTEN NOTE from the parent should be given to the teacher explaining the reason for the student's absence. If there is a serious problem, it is YOUR responsibility to call the Faith Formation Office (NOT THE TEACHER) and we will make the necessary arrangements to work with you. If a child is absent due to illness a written doctors note must be provided ensuring the health of the student and that he/she is allowed to safely return to in person classes.

There is a FIVE-ABSENCE policy in our program. We provide families with reminders when their child has missed a significant number of

classes. At **FIVE (5) absences**, a reminder will be sent by email of our attendance policy. At **SIX (6) absences**, a notice will be sent indicating that your child **MUST attend a one hour MAKE-UP** class prior to the final class. At **SEVEN (7) absences**, a notice will be sent home that your child **will need to REPEAT the level**.

VI. EARLY PICK-UP/WALKERS

If a parent needs to pick a child up early, a written note must be brought in, signed by the parent. The parents must sign out their child at the Catechist Sign-In Desk. Identification is required for all who pick children up early. The parent will then sign the student out of the classroom. If under special circumstances a student (Levels 7-8 only) needs to walk home, written permission must be obtained from the parent. We NEVER advise that students walk home.

VII. TEMPORARY SESSION CHANGES

We understand that sometimes schedules conflict. Because we believe that religious instruction should be the first priority, students are permitted **under special circumstances and with permission from the Office** to switch on a week-by-week basis to another session, attending Faith Formation classes at an alternate time. Switches must be made in advance.

VIII. CATHOLIC SCHOOL

Students in Catholic school do NOT have to attend Faith Formation classes. However, they and their parents are required to attend certain meetings throughout the year, especially for sacramental preparation.

Sacramental Information

I. SACRAMENTAL PREPARATION

The Sacramental Programs at St. Joseph's involve formation and education over a multi-year period. Levels One (1), Two (2), Seven (7), and Eight (8) are sacramental preparation classes that are intensely focused on preparing the students for the celebration of sacraments (Reconciliation and Eucharist in Level 2 and Confirmation In Level 8). The celebration of the sacraments is a privilege and is not automatic; therefore, lack of cooperation on the part of the parent and/or the student will delay the celebration of the Sacrament for that student.

Mass is a critical part of your child's faith formation; parents are reminded of the obligation to attend Mass as a family every Sunday.

II. SACRAMENT MATERIALS FEES

An additional fee is required for Level 2 (First Holy Communion) and Level 8 (Confirmation) due to additional materials, preparation, and costs associated with preparing for and celebrating those sacraments. This fee is in addition to the tuition costs.

III. CONFIRMATION PROJECT PACKETS

In Levels 7, and 8, students prepare to receive the Sacrament of Confirmation by completing the Project Packets which require them to reflect upon their relationship with Christ, the Church, and one another. Requirements include:

A) In **Level 7**, students will pledge their Commitment to Confirmation preparation. They must dive into the Bible on a personal level, attend a Stations of the Cross Presentation, complete nine (9) hours of Service, attend a Family Day of Prayer and Reflect on it, choose their prospective Confirmation Sponsor, and must hand in twenty (20) Mass Envelopes.

B) In **Level 8**, students must participate in a Confirmation Interview . They must reflect upon the Sacrament of Reconciliation, write a letter to the Pastor requesting Confirmation and attend a Confirmation Retreat and Reflect on it, write about their Confirmation Saint Name, as well as complete fifteen (15) hours of Service, and hand in twenty (20) Mass Envelopes.

Students in special education classes will also have a project packet to complete, though requirements differ based on their abilities.

The project packets are a requirement for advancing to the next Level. Failure to complete the project packets will result in the student repeating the level.

IV. TEEN CONFIRMATION

Students who will be entering 9th — 10th grades (under 18) and who were unable to finish the Confirmation program may be

allowed to attend a special Teen Confirmation class. This is a more intensive program targeted towards older students. **Teens will be required to complete the Confirmation project packets, Mass envelopes, and attend catch-up classes.** Special permission must be received at the discretion of the Director, and admission is on a case-by-case basis.

V. COMMUNION CEREMONY CHANGES

Due to the large number of students receiving the sacraments of First Holy Communion in our program, it has become necessary for us to implement a cutoff date for ceremony changes. We will do our best to accommodate your ceremony changes until these dates: Cutoff date for ceremony changes is March 1st.

Building Regulations

I. DROP-OFF AND PICK-UP

ARRIVAL:

ALL LEVELS Excluding Special Needs will enter the building through the Nursery School entrance which is located by the ramp off of North Carll Avenue or the doors by the gym across from the Adoration Chapel in the back Parking Lot.

The stairway located by the back parking lot is a one-way stairwell meant to be used as a down exit only.

When entering the building, please use the staircase located in the middle of the hallway to go down the stairs. **Please use hallway courtesy we all have somewhere to be and there are many young children in the program. Be patient with those going up and down the stairs.**

For classrooms 200-214 parents must use the stairway by room 213 to exit to help with the flow of traffic. These stairs will go out the Hospitality Center. Do not allow anyone to walk in these doors when exiting for the safety of the students. Please be sure to check that the gate to the stairs is closed behind you.

Students are not permitted in the classroom before the catechist has arrived. If the catechist is not present when parents bring the children to class they must wait in the hallway with the student until

the catechist arrives. **Hall Monitors** are not responsible for watching the children until the catechist arrives unless instructed by the Faith Formation Staff. **Do not leave your child unattended in the building under any circumstances.** This is for the safety of all students and volunteers involved in our program.

We Ask the parent to stay until two or three other students arrive in the classroom. **Never leave your child alone with another adult whether it be one of our catechists or hall monitors.** Again, this is for the students safety, as well as our volunteers.

DISMISSAL:

The doors to the building will be opened at the end of class time and not before the hour is over.

All Students in Levels 1-6 will need to be signed out by a parent or guardian listed on their Student Information Form. If an older sibling in grade Levels 7-8 are a listed guardian he/she may sign out the sibling at the end of the scheduled class time. Students will not be released to someone who is not an approved guardian unless a signed note from the parent is given to the catechist at drop off for someone else to pick up your child that day.

Please stand in an orderly line against the wall at dismissal so as not to cause a traffic jam in the hallways. The children will be released one at a time into your care once you sign them out.

If you have children in multiple grade levels, please pick up the children in rooms 255-260 before picking up the children in rooms 200-214 to help with the one way hallway.

Students in Levels 7-8 may sign themselves out at the end of class.

If they need to leave the classroom early before the hour of class time has ended they must be signed out by an adult.

II. BUILDING POLICIES

Cell Phone/iPod Use: All cell phones, iPods, and similar devices must be turned **off** during class. Violation of these rules will result in the cell phone being held by the teacher until the end of class.

No Food or Drink is allowed in the classroom. We will allow the students to have a water bottle in the classroom. Gum chewing is also not permitted in the building.

Skate Policy: Using Heelys, bicycles, skateboards, etc. on the school

grounds or in the building is prohibited. Students violating this policy will be taken to the Faith Formation Office.

Parents in Building: Parents are not allowed in the Building during class time unless they are present for a scheduled meeting. If you wish to remain in the building to be near your child you **must** sign up to be a hall monitor or catechist assistant and be Virtus Trained.

III. EMERGENCY PROCEDURES

Lockdown Policy: If a lockdown is necessary, our policy is the same as Babylon School District. Parents are not allowed in the building. If the building must be evacuated the children will be brought to the church for parent pickup.

IV. EMERGENCY CLOSING

DO NOT CALL THE FAITH FORMATION OFFICE! When classes are cancelled, News 12 will announce the closing. You will also be emailed if time allows. We will post the closing on our Parish Website as well as sending out a message through the Brightwheel App.

Medical Information

I. ALLERGIES/MEDICAL CONDITIONS

We take allergies—especially food allergies—very seriously. Please let us know of any particular allergies or medical conditions your child has **BEFORE THE START OF THE ACADEMIC YEAR**. If your child is on any type of medication or has any special medical needs, the Office must be advised.

No medication of any kind may be given to a child by a Catechist.

If an exception has to be made to administer an EPI Pen, the parent must provide the Director with an **“Allergy Action Plan”** authorizing the Director or the Catechist to administer the EPI Pen. A photo of the child must be attached to the “Allergy Action Plan”. All EPI Pen administrators must be trained in accordance with law. In the event the person trained is not onsite, the parents of the child with a life-threatening allergy must be notified immediately to pick up their child. The “Allergy Action Plan” must be received within the first week of classes.

We strongly advise those parents with a child who needs an EPI Pen to volunteer as a Hall Monitor or Catechist Aid to be there to administer the EPI Pen if the need should arise.

II. DISABILITIES

Please notify the Faith Formation Office if your child has any disabilities, so the proper accommodations may be made (i.e., medications, walkers, wheelchairs, etc.).

III. HEAD LICE

If your child is diagnosed with a case of head lice, please **DO NOT SEND HIM/HER** to Faith Formation until they have been cleared by a nurse to return to school.

Be a part of our Faith Formation Ministry

- We respond to the call of the Holy Spirit
- We teach the Faith of the Catholic Church both by Word and Deed
- We live our Faith
- We present the story of our faith to the young people
- We enable them to see and encounter Jesus

Volunteer Responsibilities:

Catechists — You Point the Way

- Follow grade level curriculum
- Prepare lessons ahead of time
- Implement the lesson so the children can understand their Faith

Catechist Aide — You are the Vital Link

- Help Catechist put lesson into action
- Assist students to focus on instructions
- Bring student to office as needed

Hall Monitor — You are the eyes and ears of our Safety Patrol

- Escort students to their classrooms and parents to the office
- Make sure no students are hanging out

*Share
Your
Faith!*

FAITH FORMATION FOR CHILDREN **WITH SPECIAL NEEDS**

All youngsters, regardless of ability level, are invited to participate in Faith Formation. Our multi-level Faith Formation Program offers a personalized course of study, prepared for children according to their individual needs. Our gifted and talented volunteer catechists receive specific training to enable them to creatively present lessons of faith to these children.

The Special Needs Program offers supportive one-on-one catechesis on a weekly basis on Tuesdays from 5:30pm-6:30pm in the O'Connell Room. Every effort will be made to cooperate with parents to provide the most meaningful opportunity for their children to fully participate in the Sacraments and Christian living.

All students will enter through the door to the O'Connell Room and be greeted by their catechist. The Coordinator for Special Needs will take attendance of the students as they arrive. Once attendance is taken the student's catechist will bring him/her to the table for individual instruction.

For safety reasons, the doors to the O'Connell Room will remain closed during class time. Five minutes after class begins, the doors outside will be locked.

Students are signed out by their parents. All Catechists should give a report on how each student did and what they learned during the class.



CATHOLIC PRAYERS AND LEVEL REQUIREMENTS

- Level One:** Sign of the Cross, Our Father, Hail Mary, and Glory Be.
- Level Two:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, and The Eucharist.
- Level Three:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, and Seven Sacraments.
- Level Four:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, and 10 Commandments
- Level Five:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, and Apostle Creed.
- Level Six:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, Apostle's Creed, Works of Mercy, and Precepts of the Church.
- Level Seven:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, Nicene Creed, Apostle Creed, Works of Mercy, Precepts of the Church, Gifts of the Holy Spirit, Moral Law, 7 Deadly Sins and Lively Virtues, Social Justice, and Beatitudes.
- Level Eight:** Sign of the Cross, Our Father, Hail Mary, Glory Be, Act of Contrition, The Eucharist, Seven Sacraments, 10 Commandments, Nicene Creed, Apostle Creed, Works of Mercy, Precepts of the Church, Gifts of the Holy Spirit, Moral Law, 7 Deadly Sins and Lively Virtues, Beatitudes., Life of Christ, Social Justice, Chastity, and Gifts of the Holy Spirit.

ST. JOSEPH R.C. CHURCH

Parish Center

39 North Carl Avenue
Babylon, New York 11702
Telephone (631) 669-0068

Pastor: Reverend Larry Duncklee

Parish Center Office Hours

Monday– Thursday 9:00 a.m. – 5:00 p.m.
Friday– 9:00 a.m. –1:00 p.m.
Saturday– Sunday –Closed

Weekday Masses

Monday-Saturday: 8:30 a.m.

Sunday Masses

Saturday: 5:00 p.m.
Sunday: 7:00 a.m., 9:00 a.m., 10:30 a.m., 12:00p.m.
(Spanish in Nolan Hall) 10:00 a.m.

Sacrament of Reconciliation **(Confession)**

Wednesday: 7:00 p.m.-7:45 p.m. in Adoration Chapel
Saturday: 4:00 – 4:45 p.m. in the Church

*Confessions are also available by
individual appointment with one of the priests.*



FAITH FORMATION STAFF

Director of Faith Formation
Angie Petty

E-Mail: apetty@stjbabylon.org
Telephone: (631)669-0068 X 104

Administrative Assistant
Leslie Witthohn
E-Mail: Lwitthohn@stjbabylon.org
Telephone: (631)669-0068 X 109

Assistants
Danielle Mussinan
Allison Weed
E-Mail: faithformation@stjbabylon.org
Telephone: (631)587-4717

VOLUNTEER STAFF
Theresa Kaliner



Prayer

Almighty Father.
you have brought us to the
light of a new day:
Keep us safe the whole day
through
from every sinful inclination.
May all our thoughts, words
and actions
aim at doing what is pleasing
in your sight.
We ask this through our Lord
Jesus Christ, your Son,
who lives and reigns with you
and the Holy Spirit,
God, for ever and ever. Amen.

St. Joseph Pray For Us



Faith Formation Pledge

At our children's Baptism, we promised to be their first teachers
of the faith. As parents, we are in partnership with
the catechists and staff of St. Joseph's Faith Formation.
We pledge to help our children develop a personal relationship
with Jesus Christ through prayer, God's Word, worship, and
by adhering to the teachings of the Catholic Church.
We promise to participate weekly in Sunday worship.

Print Child (s) Name

Print Parent Name

Parent Signature