



PARENT HANDBOOK

ARRIVAL AND DISMISSAL

Our parking area is very busy due to the Faith Formation and Mass schedules. Students are to enter and exist through the breezeway door into building #1. It is very important that students arrive and depart promptly. There is much activity at St. Patrick Church on Sunday mornings and Wednesday evenings!

We ask that **you bring your child into the classic gym building** and drop your child off with their teacher. Parents are asked to **come into the classic gym to pick up your children** after class and check them out with their teacher. You may wait inside the classic gym to pick up your child. Please **DO NOT** instruct your child/ren to walk over to Church by themselves. Their safety is our utmost concern.

Note: Parents/Guardians must notify teachers in writing if someone other than the parent/guardian will be picking up the child following class. Catechists and office assistants reserve the right to ask for an ID.

Late arrivals and early pick-ups: Parents may enter the school office door in building #3 and will be buzzed in to drop off or pick up their children. All school doors will be locked during Faith Formation class times.

ATTENDANCE AND ABSENCE

Classes meet from 9:30 A.M. to 10:45 A.M. on Sundays, and from 5:15 P.M. to 6:30 P.M. on Wednesdays. They will begin and end promptly. **PLEASE make every effort to have your children on time for class and pick them up on time.** Attendance will be recorded. Students are expected to attend every scheduled class or event unless sickness or emergencies prevents them from doing so.

Please call the office **(926-1282 Ext. 5)** to report an absence FOR ANY REASON. Please limit absences to sickness and emergencies only.

Please keep in mind that all baptized Catholics need to prioritize the activities in their lives and attend Mass every Sunday of the year. Faith Formation classes are not a substitute for attendance at Mass.

Any more than 5 absences in the year will lead to a student having to repeat that year of faith formation

BEHAVIOR

Christian behavior and manners are expected from every student in the faith formation program. Students are expected to:

- ❖ Have a positive attitude before, during, and after class.
- ❖ Treat fellow classmates and adults with respect.
- ❖ Come prepared with the books and materials that have been assigned.
- ❖ Complete all homework assignments.
- ❖ Leave toys, electronic devices (cell phone, iPod, etc.) and other distractions at home.

If a student is disruptive, usually a reminder is enough to correct the behavior. However, repeated disruptions will be treated as follows:

1. The Director will speak with the student during or following class.
2. The students will be removed from the program.

CANCELLATION OF CLASSES

Classes may be canceled due to inclement weather. If a class must be cancelled, you will be notified by email, it will be posted on the St. Patrick Church Community Faith Formation link on our website at <https://www.stpatsparish.org/faith-formation>, our parish app, and there will be a recording on our Faith Formation office voice mail. As a rule, we will follow all Duneland School cancellations.

CHANGE OF ADDRESS OR TELEPHONE

It is important that records be kept up to date. Therefore, the Faith Formation Office must be notified immediately of any change of address, telephone, or emergency number.

DRESS CODE

All students are to come dressed in modest and appropriate attire. No student is permitted to wear a hat in the school building or at any religious affair or practice. No signs or emblems contrary to our religious beliefs may be worn on the clothing of the students. Students should come dressed appropriately for Mass on the assigned Sunday of each month.

HOMEWORK

Students will be assigned homework at the discretion of the catechist. Please check with your child weekly. The catechist will attempt to assist you, as parents or guardians, in the faith formation of your child/children. Many of the assignments will help you in this area. If formal homework is not assigned, please consider some of the following activities:

- Read a Bible story. Discuss how it can relate to your lives today.
- Set aside some time each week as “prayer time” for your family.
- Read and discuss the lives of the saints.
- Discuss as a family the Sunday gospel and homily.

LITURGY

It is the responsibility of the parents/guardians to ensure that the child attends Mass each Sunday. On the assigned Sunday 3 times a year, the faith formation students will be participating as lectors, altar servers, and greeters at the 11:00 a.m. Mass. All students in the Faith Formation Program are asked to be present for these Masses. Students will enter the Church with their classes, where each child may be seated with his/her class or family. If your child attends the Wednesday evening class, please ensure that your child is brought to the classic Gym by 10:45 a.m. and dropped off with their teacher.

PARENT/STUDENT MEETINGS

There are special parent/student meetings held throughout the year. Parents and children who will receive a sacrament this year will be **required** to be present at these meetings. The meetings will be noted on the sacrament schedule, which will be available on the registration form, and posted on our website at <https://www.stpatsparish.org/faith-formation>.

FAITH FORMATION NEWS

Faith formation news and reminders will be sent via e-mail to families who provide an email address. Others will receive written information.

VIRTUS TRAINING

Anyone who works with students or volunteers in any capacity in the Diocese of Gary must submit to a criminal background check and be trained in the VIRTUS program. All catechists have met this requirement. Any parents who wish to volunteer must also participate in this diocesan mandated program. Opportunities for training are listed at www.dcgary.org, and will be available on our parish website. Please contact Tracy Oliver in the faith formation office for more information.

We acknowledge and express our sincere appreciation to all who are involved in our Faith Formation Program at St. Patrick Church. May God continue to bless you for your generous offering of time and talent!

Please feel free to call us in the faith formation office if you have any questions or concerns. Communication is essential to success in our program. The faith formation telephone number is (219) 926-1282 ext. 5.

Faith Formation Office Hours:

Mondays, Tuesdays, Wednesdays, and Thursdays: 8:30 a.m. – 4:30 p.m.

Fridays: 8:30-12:00 p.m.

Faith Formation Secretary 219.926.1282 Ext. 5