



*St. Katharine Drexel Parish*

*Religious Education Program*

*2017 Summer Academy*

*Policies & Procedures*

Kathleen Del Prato, Coordinator  
Religious Education Office  
250 James Street  
Burlington, NJ 08016  
kdelprato@stkatharinedrexel-nj.org  
609-386-1645, ext 215

## Summer Academy Policies and Procedures

The Religious Education Program is designed to help form our youth in prayer, virtue and the life of the Church. In order to do so effectively, we have set several policies and procedures in place. It is our hope that these ideals will enhance each child's experience in the program, maximize their learning, and, above all else, allow for true encounters with Christ's love.

### Faith In Action at Home

Due to the intense nature of this program, all students are expected to attend weekly Mass. Whatever we teach in the classroom will have little meaning if your family is not actively practicing the faith at home. Building a strong foundation in their faith is the most important and meaningful gift you pass on to your child. Children notice by our words **and our actions** how much (or how little) our faith means to us. We ask all parents to be good examples of Faith In Action at home.

### Attendance

We greatly value what we study in the Religious Education Program as well as our time with our students. What they learn, discuss and pray will ultimately have an effect on who they become in the world and the disciples they are called to be by God. In order for our students to learn, retain and live the faith, it is imperative that your child attend each class. We recognize and appreciate that the children of our parish have many interests and talents. Still, given the nature of the program, we ask that children enrolled (and their parents) recognize the importance of and commit that they attend every class. An added benefit to this intense program is that it lightens your child's (and your) schedule a bit during the school year. We expect commitment to these two weeks as well as the four Faith In Action classes set up during the school year.

Because each session effectively condenses 3-4 weeks' worth of work in the traditional setting into one 3-hour class, arriving late and/or leaving early can add up to missing a significant portion of a given lesson. Therefore, please plan on your child arriving on time and staying for the complete session each day of the program.

**Summer Academy takes place 8 to 11 am from Monday, July 31st through Friday, August 11th. We ask all that children arrive 5 minutes early so classes may begin on time.**

### Faith In Action Classes

In addition to the 2 weeks during the summer, students are required to attend class 4 times through the school year to review what they have learned and to put their "Faith In Action" through service and sacraments. The Faith In Action class dates are:

Tuesday, October 3rd	Tuesday, February 13th
Tuesday, December 5th	Tuesday, March 13th

**\*\*** All Faith In Action classes take place from 6:00 to 7:15 pm and meet in St. Paul's School cafeteria.

If there is any need to change any of these dates, parents will be notified by e-mail and a notice will appear in the parish bulletin (time permitting) and on the website under the Religious Education tab.

## Student Preparedness

Due to the rigor of our summer program, it is imperative that children come not only to learn, but ready to learn. This begins with a good night's sleep, a good breakfast and a positive attitude. Also included are some very practical elements of learning. Your child should come prepared each day with the following materials:

- Text book (distributed on first day of class)
- Folder (distributed on first day of class)
- Bible (grades 2-8)
- A notebook to take notes
- A sharpened pencil
- Small snack with beverage each day for snack time

We ask that students and parents make every effort to attend class and come prepared. The first time a child is unprepared is excused. The second time, we will call home with a reminder. If a third instance occurs, this will lead to a meeting with the Coordinator of Religious Education to discuss commitment to the program.

## Homework

During the 2-week program, homework is not warranted due to the intensity of the lessons. **However,** between Faith in Action classes that take place throughout the school year, some projects may be assigned. It is important for each child to complete homework assignments to be fully prepared for each class.

## Curriculum/Textbooks

The Religious Education Program is now using the Sadlier We Believe Catholic Identity Parish Series for our students. Parents are encouraged to visit Sadlier's website for activities, games, articles, resources and assessments: <http://www.webelieveweb.com>.

## Behavior

It is important to note here that all of our catechists are volunteers. Additionally, parents put their children in this program with the intention of learning the faith. We ask that all students and parents be mindful of this. Students are expected to be respectful of their teacher as well as of the students around them. This includes some of the following:

- Appropriate clothing is to be worn at all times. No flip flops are to be worn as they are a tripping hazard during recess.
- Students must have respect for the subject matter which brings us together. Foul language of any kind will not be tolerated.
- Cell phones will not be permitted to be used. This includes text messaging. Phones must be silenced and put away as soon as class begins. If there is a violation of this, the catechist will take the phone and hold onto it until the end of class. If this is a repeated problem, parents will be notified and the cell phone will be held by the coordinator of the program until the child is picked up at the end of the day.
- All gaming devices, including iPods, mp3 players, etc., are not allowed and should be left at home.
- We invite children to actively participate in class discussions, keeping in mind that all comments should be appropriate to class topics.
- Students must respect each other's personal space and not cause distractions during class. They should keep their hands to themselves at all times.
- All teachers, volunteers, fellow students and staff members should be treated with respect and kindness.
- The space we are using is shared with the students of St. Paul School. The items in the classroom and in or on desks are not to be touched in any way by the students of the Religious Education Program. All the supplies necessary for our students' use are provided by the Program.

## Pick-up/Drop-off

**We ask that parents be sure their child arrives at St. Paul School about 5 minutes early so classes may begin on time.** This will allow the catechist enough time to take attendance and begin the lessons promptly.

- We will open the doors to the building 15 minutes prior to each session. All grades will meet at their designated tables in the cafeteria and will remain there until their class attendance is taken.
- While children are being dropped off /picked up, your cooperation and courtesy in the parking lot is expected and appreciated. Any discourteous or reckless driving behavior from parents/guardians may result in their child(ren) being dismissed from the Summer Academy Program.
- Parents are asked to park their car and come into the building to drop children off and pick them up to ensure their safety. This will also allow each catechist the opportunity to meet with the parents and address any questions you may have.
- If for any reason, you are dropping off late, please bring your child to the main office to be checked in.
- We strongly discourage early dismissals. However, in the event of an emergency, parents are expected to come to the main office and sign their child out. A written note must also be turned in.
- We ask that parents be present at the time of dismissal to ensure the safety of all our students. Children in 1st through 4th grades are required to be signed out. If someone other than a parent is signing a child out, we must have a written note and prior notice from the parent.

## Disclaimer

These policies and procedures are meant to create an environment that inspires faith. This is the goal of all we do in the Religious Education Program. Parents are expected to support this goal. It is the responsibility of our catechists and the coordinator to ensure that our program allows each child to explore all the joys that lay within the life of the Church. If there are other distractions from this goal, the coordinator of the program will deal with the distractions as she sees fit. This may include dismissal from the program.

## Honeywell Instant Alert System

The Honeywell System is the main source of communication for emergency closings due to weather-related and/or any unforeseen conditions. Families select their preferred method of contact for emergency closings (cell phone, text, home or work e-mail, etc.). Please log on and activate/update your family profile:  
<https://instantalert.honeywell.com>

## Student / Parental Agreement

**A student/parental agreement is included as the last page of this booklet. We ask that your oldest child bring in the signed agreement on the first day of class.**

**Be sure to keep this booklet in a safe place for reference throughout the year.**

*St. Katharine Drexel  
Religious Education Program  
2017 Summer Academy Student / Parental Agreement*

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I have read the parent handbook of St. Katharine Drexel's Summer Academy Program and agree to follow all the policies and procedures included.

I understand that all students are expected to be respectful to their catechists, classmates, all volunteers and staff members in the program. Not abiding by these policies and procedures may result in dismissal from the Summer Academy Program.

**Child(ren)'s signature(s)**

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*Parent's name (printed)* \_\_\_\_\_

*Parent's signature* \_\_\_\_\_

***Detach this page from the booklet. Your oldest child is to bring this signed agreement to the first class on July 31st.***

***Please keep this booklet in a safe place for your reference throughout the year.***