

**St. Anthony of Padua
Children's Faith Formation
Family Handbook
2017-18**

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St. Anthony of Padua Children’s Faith Formation Handbook

Table of Contents

St. Anthony of Padua Mission Statement	4
Parental Participation	4
POLICIES AND PROCEDURES	5
CFF Schedule & Appointments	5
Arrival Procedure	5
Dismissal Procedure	6
For Students Walking Home Unaccompanied By An Adult	6
Custody Policy	6
Cell Phones, Electronic, & Gaming Devices	6
Snack Free Zone	7
Attendance Policy	7
Excessive Absences	7
Prolonged Absences	8
Lateness/Early Dismissal	8
Family Vacations	9
Safe Environment Program	9
Cancellations	10
Completing Assignments During Program Cancellations	10
Safety Protocol & Emergency Procedures	10
FORMATION & ASSESSMENT	11
Faith Formation Curriculum	11
Sacrament Requirements	11
Homework & Assessments	12
Assessments	12
Behavior & Discipline	13
Bullying Policy	14
Communication	15
2017-2018 Sacrament Dates	15
Registration, Tuition, & Fees	16
2017-18 Tuition Rates & Sacrament Fees	16
Special Circumstances	16

This handbook acts as an agreement between Saint Anthony of Padua Parish and the parents and children who participate in the CFF program outlined within. By enrolling your child into our program, you agree to support and abide by the provisions outlined in the handbook. Parents are therefore encouraged to discuss these provisions with their children to ensure that all parties understand the requirements and obligations of their participation in the CFF program. The CFF program may change any of its policies and procedures as needed and apply them as circumstances dictate. In the event of such a change, parents will be given prompt notification and provided with an addendum if necessary. If you have questions about a particular policy or procedure, please contact the Director of Religious Education. (Rev. 08/17)

Welcome Letter

Saint Anthony of Padua - Office of Children's Faith Formation

260 Forest Avenue, Ambler, PA 19002

215.646.6150 x2

Angela Lawlor, Director of Religious Education

alawlor@saintanthonyparish.org

Dear Parents/Guardians,

Welcome to the Saint Anthony of Padua Children's Faith Formation (CFF) Program. I am looking forward to serving this community of faith in the ministry of walking with students on their faith journey. A child's faith can develop a strong and steadfast foundation when he or she is surrounded and supported by strong models of faith—parents, grandparents, family, the parish community, catechists & volunteers. I am committed to journeying with your children this year in the hopes of laying that foundation of faith and I pray that you will join me in that effort for your children.

The curriculum for each level of the Children's Faith Formation Program is determined by the Archdiocese of Philadelphia. It is conveyed to our children by volunteers who have responded to the call to share their gifts and talents in the area of teaching and love for children's faith formation. with your children. Please support your child's catechist and classroom volunteers in prayer, support, and cooperation throughout the coming year.

Please take a few moments to review the family handbook and review it with your children as well. Our working together will ensure your children's safe and fulfilling completion of their faith formation year.

If the St. Anthony Religious Education or parish staff can be of any help to you or your children during this year, please feel free to contact us at 215-646-6150 x2.

Sincerely,

Angela Lawlor

Angela Lawlor, Director of Religious Education

St. Anthony of Padua Mission Statement

We, the parishioners of St. Anthony of Padua, believe that here the merciful heart of Christ speaks a loving word to our hearts, forging a communion of love. It is this grace which draws us to gather on the Lord's Day for Eucharist, proclaim his Good News and give ourselves in service to those in need.

We commit ourselves to share our faith in the Lord Jesus with all we meet and to hand on our Catholic faith to the next generation. In the spirit of Saint Anthony, we welcome any who have lost their way in life so that together we may hear Christ speak to our hearts.

Parental Participation

The community of Saint Anthony of Padua Parish affirms the Second Vatican Council teaching which states, "...Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators (Gravissimum Educationis 3.10)". Faith formation begins at home and through their Catholic witness, parents give their children their first experiences of God and the community of faith called the Church. This influences the way in which the St. Anthony's Children's Faith Formation program walks with children on their faith journey, instills in them the knowledge of the faith, and prepares them for the reception of the sacraments. The director, catechists and volunteers of the CFF program support this development in the CFF classroom. Your help in the areas listed below will allow us to work in a unified way to make your child's CFF experience positive, productive and meaningful:

- Attend Mass on Sundays and Holy Days.
- Teach your child to pray in their own words as well as to learn the prayers required at their level (as well as review previous learned prayers). See: Faith Formation Curriculum
- Ask your child about their class and please continue to check your email for information from our office. If you are not receiving emails, please contact the CFF Office so that we can update your records.
- Help your child be conscientious of assignments given to them.
- Have your child come prepared for class with their textbook, CFF bag and pen or pencil, all other items are supplied.
- Join your child in participating in activities offered in his/her grade.
- We welcome parents to join us for special Church Worship held during your child's CFF classes throughout the year.
- Check weekly Church Bulletin and website for important information regarding the CFF program.

POLICIES AND PROCEDURES

CFF Schedule & Appointments

The Children's Faith Formation Program is held on Tuesdays from 4:30PM-6:00PM and from 6:30PM-8:00PM and on Wednesdays from 4:30PM-6:00PM, with the exception of major holidays and major parish events. The CFF Calendar is available on the St. Anthony of Padua Children's Faith Formation web page. We recognize the difficulty in scheduling appointments (medical or other) but we ask that you make every effort to prioritize your family's commitment to the faith formation program and not schedule appointments for them during their scheduled class session. See Homework & Assessments: Absences and Making Up Work for details on parental expectations with regard to missed classwork and assignments.

Arrival Procedure

Families choosing to drop off children in the front of the Education Center must do so in the designated **Drop Off Zone** on the Education Center side of the road only. The Drop Off Zone is for DROP OFF ONLY there is **NO WAITING or PARKING** in this zone.

Families may choose to park in the Church lot and walk their children into the Education Center. For safety, families are asked to use the designated Pedestrian crosswalk.

Students/families may only enter the Education Center via the front main entrance door where a monitor will be posted ten minutes prior to and 10 minutes after the start of each session. For arrivals after 4:30 or 6:30, please see: Lateness/Early Dismissal.

Dismissal Procedure

In compliance with the traffic safety request issued by the Ambler Borough Police Chief there is NO Pick Up Car Line. To insure safe pedestrian crossing there is also NO PARKING in the Drop off Zone! Safety concerns demand that everyone MUST use the designated Pedestrian Crosswalk when crossing Forest Ave to the Church lot with a child.

Designated pick up drivers are to park in the Church lot, use the marked 'Pedestrian Crosswalk' and enter the locked front doors of the Education Center with staff assistance.

In order to facilitate the dismissal of approximately 100 children at once, parents or designated drivers are to highlight or circle the names of the children they are taking home on **the list provided at the Reception Counter**. Volunteer staff will pull the list once 10-15 families have been circled. This list of children will be the first called to come to the Lobby for dismissal following Closing Prayer. **Catechists will be instructed to not allow a child to leave the classroom until their name has been called.**

After the first wave of families have exited the building, a general PA announcement will be made inviting the remainder of the children to come to the Lobby. Catechists will escort remaining children in their room to the front Lobby where the children will wait for their parent or designated driver to arrive. No child will be allowed to leave the building unaccompanied.

For Students Walking Home Unaccompanied By An Adult

These students must have a waiver and release form signed by a parent and submitted at the start of the CFF Program year to be permitted to walk home on a regular or intermittent basis. Contact the Director of Religious Education for details or to obtain a copy of said form.

If special circumstances make it difficult for the designated driver to enter the Education Center please contact the CFF Office for an alternate plan.

Custody Policy

The Program will not become involved in adjudicating the rights of parents in relation to the custody of their children. Therefore, if a parent is separated, divorced, or unmarried, it is the responsibility of both biological parents to provide the program director with the latest, most up-to-date Custodial Order or Custody Agreement. The Program will request these documents at the time of registration. If either Custodial Order or Custody Agreement changes during the course of the year, it remains the responsibility of both biological parents to provide the revised document to the program director immediately. This is also true in the event that such an agreement is issued after the time of enrollment. In the absence of such documentation the program will and must assume that parents share legal custody.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and the latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

In situations with shared legal custody, the parish program expects the cooperation of both parents, especially in regards to sacramental preparation and celebrations.

Cell Phones, Electronic, & Gaming Devices

We realize that devices such as cell phones and messaging devices (e.g. iPads, laptops, etc.) have become a necessary tool in keeping communication open with children, especially for working parents. However, it is the policy of the CFF Program that such devices, along with other electronic or gaming devices, may not be used during class time as these devices can be a serious distraction for the individual using the device and those around them. If a child brings a cell phone or

communication device to the program, the device must be turned off and left in the child's CFF bag. The CFF Program is not responsible for any damage to or any loss of an item brought to CFF.

Snack Free Zone

In response to the many CFF students with food allergies, we are making every reasonable accommodation to lessen the possibility of exposure to food allergens by designating all classrooms as Snack Free Zones. This policy is to be followed before, during and after CFF time. If there is an occasion for a special celebration, which includes special foods or snacks, the event shall be held in a communal CFF setting, such as the Multipurpose Room and Friendship Hall. A parent or guardian of a student with a food allergy must be present at such gatherings or provide a snack for his/her child(ren).

Attendance Policy

The Archdiocesan Office of Catechetical Formation requires a minimum of 30 hours of religious instruction per grade, per year. Each year of Faith Formation is foundational for the next session, making the faith formation process one that is ongoing. The process of faith formation is also based in community. **It is essential that your child be present in his or her session in order for he or she to build relationships with their peers and experience the value and grace of growing in faith with others in order for them to better understand the community of the Catholic Church.**

If an absence occurs, please notify the Children's Faith Formation Office as soon as possible and your child's teacher will be notified. If your child does not report to his/her CFF session and a phone call or email is not received, the absence will be recorded as unexcused unless a doctor's note is received at the next session. Regarding missed work due to an absence from CFF, please see: Homework & Assessments.

Excessive Absences

Archdiocesan Policy considers more than 3 absences in a year to be excessive. After a third unexcused absence, the Director will contact the parents that the child may be required to repeat the grade level and that dismissal from the program could result should unexcused absences continue. If necessary, the parents and Director of Religious Education may develop an educational plan to remedy excessive absences that are affecting their child's readiness to move to the next level of religious instruction.

Any participant who accumulates 6 unexcused absences may be dismissed from the program. The participant may re-enroll the following school year. Upon re-enrollment, the participant may be required to repeat the previous grade. This proceeding may delay the reception of sacraments.

Prolonged Absences

Any participant who voluntarily leaves the program for a period of one year will be required to make up the missed year upon re-enrollment into the program (e.g., a student who leaves the program for a period of one year after completing grade 3 and re-enrolls in the program when they are in 5th grade will be placed in a 4th grade faith formation class).

Any participant who voluntarily leaves the program for two or more consecutive years must fulfill the following two requirements:

1. The participant will be placed into the grade level below their current school grade level (e.g. Student leaves the program after completing 3rd grade and re-enrolls when he is in 6th grade. The student has missed two consecutive years of formation. Therefore, he would be placed into the 5th grade CFF session)
2. In addition, parents will be required to homeschool their child for at least one missed year in addition to their child attending sessions regularly (e.g. using the example above, a 6th grade students who missed two consecutive years of formation would be placed into 5th grade CFF, and in addition to attending weekly CFF sessions, his parents must also provide home schooling for the missed 4th grade material).

Please note... The Archdiocese of Philadelphia REQUIRES a minimum of two consecutive years of formation prior to a child receiving a sacrament. Students who leave the program following First Communion and re-enroll in 6th grade in order to receive Confirmation DO NOT meet this requirement. Therefore, their reception of Confirmation will be deferred.

Lateness/Early Dismissal

Sessions begin promptly at their designated time. Therefore, any student arriving after the designated start time will be considered late. It is strongly recommended that parents drop their children off 10 minutes prior to the scheduled starting time to avoid having their child marked late. If a child arrives late, they must report to the main desk. There they will sign in, receive a late slip, and then report to class.

Families who arrive after 4:30 or 6:30 may be asked their name and reason for entry prior to being buzzed in. Adults may also be asked to show identification to the security camera, please bring photo ID with you. If a parent wishes to escort his/her child into the building after classes have begun, he or she will be accompanied by the assistant. Parents/guardians may not remain in the hallways while classes are in session.

Lateness will be noted on Progress Reports and chronic lateness will result in a conference with the parents and may interfere with your child's promotion to the next faith formation level and reception of sacraments.

Classes are set for one hour and thirty minutes and begins and ends with prayer. It is extremely disruptive to the class if a student leaves early. On the rare occasion that a student needs to leave early, a note from the parent/guardian must accompany the student that day and be given to the

catechist who will send it to the CFF Office stating the child's name, grade, time of pickup, name of adult coming for the child, and a reason for early dismissal. The adult picking up the child must report to the Reception Office at the requested time for verification. An Office volunteer will then go to the classroom and bring the child to the lobby. A catechist may never dismiss a child merely on the word of the child.

Chronic early dismissal will require a conference with the parents and may interfere with your child's promotion to the next faith formation level and reception of sacraments.

Family Vacations

We understand that work schedules and family finances may preclude families from taking vacations during the summer months when school is not in session. While family vacations during the school year may prove to be relaxing and rewarding for students and their families they do present difficulties for some students and for catechists. Please make every effort not to plan family vacations during the school year. Should a family elect to take a family vacation during the school year, The Program will be under no obligation to provide materials and lessons, including assignments, homework, and projects in advance of such an absence. However, parents are responsible for making up any missed class work with their children prior to their return to the program. Parents are to consult with their child's Class Calendar for information on assignments. See Student Absences for details on parental expectations with regard to missed class work and assignments.

Safe Environment Program

The Archdiocese of Philadelphia has established the Safe Environment Program. The mission of this Program is to oversee the training of and background checks for all Archdiocesan clergy, employees, and volunteers who have contact with children. All St. Anthony CFF volunteers over 18 years of age have already or will be attending special training sessions and have supplied the parish with background checks and all clearance forms to meet this mandate which is in compliance with PA Law Act 153. The Archdiocese also mandates that religious education and school students receive instruction based on **The Protection of God's Children: A Program for Students** during the year. St. Anthony follows the lesson plans posted on the Archdiocesan Office for Catechetical Formation webpage. This program will be offered during CFF in the Spring. If a parent wishes to preclude their children from participating in these lessons, they must submit a request in writing to the Director, which will become a part of the student's permanent record. Please contact the Director of Religious Education for a form letter if needed. A copy of the parental request will also be submitted to the Archdiocesan Office of Children and Youth Protection per the policy. Such written requests must be renewed yearly.

Cancellations

In the event of significant snowfall or extremely severe weather, St. Anthony CFF classes will be cancelled at the discretion of the parish staff. If class is cancelled, a notification will be sent via email and a voicemail message will also be left on the CFF Office phone system regarding closings.

Please note that St. Anthony CFF **does not** follow the decision of any local school district to cancel CFF sessions.

Completing Assignments During Program Cancellations

In the event of a program cancellation, parents are responsible for implementing that week's lesson at home with their children. The assignment will be reviewed in class and homework checked by your child's catechist. To determine what lesson to implement consult your child's CCD Class Calendar provided by your child's catechist, and then follow the steps below to obtain the lesson:

- Check your child's grade level calendar for the chapter, material, and assignment for that week.
- Go to <http://aliveinchrist.osv.com/family>
- Click on the "IN THE HOME" tab.
- Select the appropriate grade tab and download the chapter assigned that week.
- Work at home with your child using the downloaded lesson plan to complete the chapter assignment and any homework due as indicated by the Class Calendar.

Safety Protocol & Emergency Procedures

The St. Anthony CFF Program Director, Catechists and Volunteers prioritize the safety and well-being of all children present in the building during all CFF Sessions and events and procedures have been implemented to provide safety in the event of a fire or internal or external threat. Cameras have been installed in both the church and rooms in the Education Center for security purposes.

The St. Anthony CFF Program has in place evacuation procedure in the event of a fire, or an internal or external threat to the St. Anthony Education Center. Students will participate in a fire drill and lockdown/shelter in place drills in the first semester to familiarize them with this procedure.

The lockdown and fire evacuation procedures are subject to review by city police and fire safety officials and may therefore be revised.

A notification will go out to all parents/guardians in the Weekly CFF Update informing them of the upcoming safety procedures review and drill.

FORMATION & ASSESSMENT

“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ.”

(Catechesi Tradendae #5)

Faith Formation Curriculum

The St. Anthony CFF Program uses Archdiocesan approved textbook series programs including *Stories of God's Love* which introduces our Kindergarten children to basic tenets of our faith. Grades 1 thru 5 use the all new Our Sunday Visitor series *Alive in Christ*. A spiral approach to faith formation is employed where K-5th graders learn about the same theme of the . Our First Communion and Reconciliation program will also feature the Sadlier Reconciliation and First Communion textbook series specific to their sacramental preparation. Confirmation will use a variety of sources including a structured sacrament preparation curriculum as well as supplemental reflection activities from the Sophia Institute, Dynamic Catholic Decision Point program and an experiential curriculum of applying their knowledge of faith, their gifts, and leadership skills to activities in the second semester. Opening and closing classroom prayer, Church worship and Liturgical Seasons are also important elements of all programs. Prayers to be learned each year are as follows:

Kindergarten : Sign of the Cross, Intro to Hail Mary and Our Father

Grade 1: Sign of the Cross, Hail Mary, Our Father

Grade 2: Glory Be, Act of Contrition, Basic Mass Responses

Grade 3: Grace at Meals, Hail Mary, Glory Be, Our Father, Act of Contrition

Grades 4-6: Nicene Creed & Prayers at Mass/Mass Responses, How to pray the Rosary

Sacrament Requirements

Sacraments can be received only when the following criteria are met:

1. The student has had 2 years of religious instruction prior to receiving the Sacrament.
2. The family is registered in the parish
3. The family participates with their children) in Sunday Mass
4. Have an appreciation and understanding of the sacrament appropriate for the age level.

For students preparing to receive Sacraments (Reconciliation, Holy Communion, & Confirmation) - attendance at **ALL SACRAMENTAL PREPARATION ACTIVITIES** (meetings, retreats, service projects, practices, etc.) is **MANDATORY**.

Parents of students in Grade 3 and above who have not received the Sacraments of Reconciliation and/or Eucharist should contact the Director for support in preparing their children for these sacraments.

Homework & Assessments

Faith cannot be taught in 90 minutes a week and must be practiced and lived out at home. Homework should be expected on a weekly basis to reinforce the week's lesson and should be reviewed by parents for quality and completeness. Parents with children in Grades 1 thru 5 will be asked to share one component from the week's **Family & Faith page** and children will be asked to complete the **Chapter Review** in their textbook. Family & Faith and Chapter Review pages are noted on the sheet in the back cover pocket of your child's CFF folder. **Kindergartners will have a take home chapter for families to review.**

All homework assignments are available on your child's grade specific class calendar. Parents will be notified of any changes to this schedule via email.

Parents with multiple children may select one component from any of their children's Family & Faith pages to use as their 'faith in action' for the week. Please initial your child's record sheet after they complete the Chapter Review. **The completion of these assignments is a part of your child's assessment.**

Absences and Making Up Assignments

Work during missed classes must be made up. Absentee assignments will be emailed home. Along with the regular homework assigned for the missed class, (Family and Faith Page and Chapter Review) parents with a child in Grades 1-5 who missed class will be asked to review the chapter with their child and complete the online eAssessment which will be forwarded to the Director of Religious Education. It is your responsibility to work with your child to review the material missed in class which is indicated on your grade level calendar and have them complete this assignment before they return to the next session of CFF. Completion of absentee homework and e-assessment will be noted on the Attendance Record. Students in Confirmation must review the Confirmation assignments (terms, questions, etc.) with their child and ensure that all necessary Confirmation preparation tasks listed are complete.

For policies regarding homework during program cancellations, please see: **Cancellations: Completing Assignments During Program Cancellations.**

Assessments

CFF students will be assessed in a variety of ways throughout the year to evaluate their knowledge of the material and will take a formal at home assessment at the mid-year (December) and one in class at the end of year (April).

A mid-year progress report will be distributed after mid-year assessments with your child's mid-year assessment grade. Final report cards will be mailed home after the last session of CFF and the end of year assessment. All reports and assessments are kept on file.

Grades are also based on classroom participation, effort, completion of assignments, and conduct. The catechist or Director may request a conference if necessary during the year.

Behavior & Discipline

Our goal is to provide order, structure and discipline for our children until they grow into self-discipline which reflects honesty, respect and consideration for both self and others. Good discipline and order provide the best environment for learning and faith sharing. Parents are urged to remind their children that the time they spend in their CFF classrooms and in CFF activities is just as important to their development as the time they spend in school. Rules that apply in school apply at CFF.

Student Responsibilities include:

- Cooperation with the catechist and classroom volunteers in order to maintain a Christian atmosphere of mutual respect.
- Participate fully and appropriately in group activities.
- Treat others and the property with respect.

Behaviors that are contrary to Catholic faith and morals may include, but are not limited to: obstinacy, improper language, fighting, physical, emotional/psychological intimidation, vandalism, demeaning behavior (name-calling, obscene language/gestures)and harassment (See: Bullying)

Conduct by children or parents/guardians or anyone acting on their behalf, incompatible with the educational and religious mission of St. Anthony's is grounds for disciplinary action as deemed appropriate by the Director of Religious Education and Pastor.

At the discretion of the catechist, inappropriate behavior in the classroom by a student may result in the following sequence of events:

- After a first offense to the point where a student must be removed from the classroom, the student will be sent to the CFF Office and parents will be notified of the situation before the next class. .
- After a second offense where a student must be removed from the classroom, the student will be sent to the CFF office and the parent/guardian of the student will be notified to pick up their child. The student and parent will meet with the Director before being re-admitted to their class.
- After a third offense where a student must be removed from the classroom, the participant will be removed from the session and dismissed from the program. The parents/guardian will be notified immediately to pick up their child. Following a conference with the Director, parents, participant & pastor, parents will be provided with the option of having their child repeat his or her current grade level, the following year, attend each session with his/her child, or opt to complete the current year's materials by home-schooling their child. In either case, no refund of tuition or material fees will be made.

In any circumstance where a child is dismissed from the classroom, they are required to make up the work missed from the time missed in class.

Bullying Policy

A safe, secure and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. Saint Anthony of Padua Children's Faith Formation Program has **NO TOLERANCE** for behaviors that hinder or undermine such an environment.

Therefore, acts of harassment, hazing, intimidation and bullying (including cyberbullying and the like) are unacceptable behaviors and are prohibited in our programs. The religious education program personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the religious education program and the rights and welfare of the students and is within the control of the religious education program in its normal operations, it is the intent of the Saint Anthony of Padua Children's Faith Formation Program to prevent bullying and thus, will take action to investigate, respond, discipline and remediate any acts of bullying.

Administration and the catechetical staff are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing and bullying, etc. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter or witness.

Bullying involves actions or words against another for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. The following describes types of bullying but is not an exhaustive list:

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm student
- Teasing, name-calling, making critical remarks or threatening in person or by other means
- Demeaning and making another the victim of jokes
- Excluding or rejecting the student
- Intimidating (bullying), extorting or exploiting
- Making rude and/or threatening gestures
- Spreading harmful rumors or gossip

If the bully is threatening harm, a student should tell a catechist, adult volunteers and/or the Director immediately so that action can be taken to remediate the situation. Parents and the Pastor will be notified of the situation, and Law Enforcement Officials will be contacted if warranted (e.g., someone threatened with a weapon, terroristic threats, etc.) and disciplinary action will be addressed with the Director, Pastor, parents/guardians and student.

Communication

Along with this handbook, you have received the First and Second Semester CFF Calendar and a copy is also available all year long on the CFF Website. Please prioritize your commitment to CFF and plan ahead by putting the dates that concern your child and your family on your calendars now.

2017-2018 Sacrament Dates

Confirmation—Saturday, December 2, 2017 11:00AM

First Reconciliation—Saturday, February 24, 2018 11:00AM

First Holy Communion—Saturday, April 28, 2018 1:30PM

In an effort to be more environmentally friendly, we will be going “paperless” as much as possible this year. You will receive regular updates via email regarding CFF News & Events. Your best email and phone number were requested on your registration form and will be used to send out CFF communications and individual email. Please notify the CFF Office of any changes to your phone, address, or email as soon as possible.

Your child will be given a yellow two pocket folder labeled “MY CFF FOLDER” in which any notifications about CFF, sacraments specific information, and assignments will be sent home. Please keep any paperwork enclosed in the “Keep at Home” side of the folder and promptly return any forms or documentation enclosed in the “Return to CFF” side of the folder. The back pocket of the folder will have a homework sheet that you will initial upon your child’s completion of their homework assignments. Please be diligent in checking your child’s CFF folder and bag for class/sacrament information.

Classroom catechists may email ‘class news’ to families as well. These emails will be sent via an email address used only for CFF and will contain the class code and the letters CFF (e.g. 3A.cff@gmail.com). Email addresses along with family information is confidential and will not be distributed to parties outside of CFF/St. Anthony without permission.

Registration, Tuition, & Fees

All CFF families must be registered members of St. Anthony's Parish. Under special circumstances families from other parishes may join our program but only with pastoral permission.

Tuition is a necessary and required part of our CFF program and ensures that our program can provide children with the most current and best resources for their formational journey. Registration begins in late summer and classes are filled on a first come first served basis. At the time of registration, **a minimum of a \$50 deposit per child is required.** However, being sensitive to the needs of our families, other payment options are available upon request. Anyone who cannot pay their tuition in full at the time of registration or who has difficulty making payment due to personal circumstances should contact the Director to discuss the matter and to make other arrangements.

Families may not register for the upcoming school year if there is any back tuition due. All fees for the previous year must be paid prior to registration. Class selection and time will not be guaranteed unless all fees are paid or other arrangements have been made.

In the event that a student voluntarily leaves the Program during the year, or is dismissed from the Program for any reason including, but not limited to poor attendance, a disciplinary incident, or the possession of drugs, drug paraphernalia, or a weapon on parish property, no refund of tuition or material fees will be made.

An additional sacrament fee is applied for 2nd and 6th Grade to cover sacrament textbooks, retreats, meetings, and sacrament specific preparations.

If a child loses or damages his or her textbook to the point where a new one is necessary, the family will incur a textbook replacement fee. If the child loses or damages his or her CFF bag, the family can opt to purchase a new bag. Replacement fees are listed below.

2017-18 Tuition Rates & Sacrament Fees

Kindergarten: \$100 per child	One Child [1-6]: \$175
Two Children [1-6]: \$300	Three or more Children [1-6]: \$400
Textbook Replacement Fee: \$20	Textbook Rental Fee: \$5
Bag Replacement Fee: \$5	
Sacrament Fee (First Reconciliation/Communion, Confirmation): \$75	

Special Circumstances

Please notify Mrs. Lawlor of any allergies, conditions, or learning differences that your child might have so that we are able to provide a safe and positive learning experience for him/her. These allergies, conditions, and learning differences should also be noted on their registration form.