

**St. John Bosco**  
**Parish Religious Education Program**

PARENT HANDBOOK  
FAMILY PREP  
2018-2019

POLICIES AND PROCEDURES  
FORM OF AGREEMENT  
PHOTO RELEASE FORM

ST. JOHN BOSCO CHURCH  
Hatboro, PA  
267-803-0774  
[www.sjbhatboro.org](http://www.sjbhatboro.org)

This handbook contains certain policies and procedures for St. John Bosco Religious Education Program. The 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 and guardians will be given prompt notification and provided with an addendum if necessary.

If you have questions about a particular policy or procedures, please contact the Director of Faith Formation.

Parents and students must accept and abide by the policies and procedures contained in this handbook in order to attend the program.

Parent Handbook

*St. John Bosco  
Hatboro, PA*

*Mission Statement*

We, the parish community of Saint John Bosco, proclaim our trust in God's love. We welcome all to come together to worship and grow in love of God and neighbor, to serve others, and to be especially attentive to the spiritual growth of our youth.

**St. John Bosco Faith Formation**

**FOCUS**

The parish community of St. John Bosco is especially attentive to the spiritual growth of our youth. Our program focuses on the faith formation of each child. Volunteer catechists teach the truths of the Catholic Church and believe that Jesus Christ is the center of catechesis. All are welcome to pray, learn and share in bringing our youth into communion with God.

The six fundamental tasks of catechesis included in PREP are:

- . Promoting knowledge of the faith
- . Liturgical education
- . Moral formation
- . Teaching to pray
- . Education for Community Life
- . Missionary initiation

Dear Parent(s) and Guardian(s),

Congratulations! You have selected a Roman Catholic Faith Formation Program for your child. This program teaches the doctrine of the Roman Catholic Church, upholds current documents, including The Catechism of the Catholic Church, and utilizes Diocesan programs to train catechists (teachers).

Please read this handbook carefully and thoroughly and sign the FORMS ON **PAGE 16** of this Handbook. Return these forms to the Office of Faith Formation **NEXT WEEK**. It will be kept on file.

Thank You!  
In Christ's Peace,

Tess Shore

## **GENERAL INFORMATION**

### **PROGRAM PHILOSOPHY**

Canon Law, the law of the Church, states that “parents above others are obliged to form their children in the faith and practice of Christian life by word and example (Can. 774 §2). The General Directory for Catechesis, the National Directory for Catechesis, and many other Church documents resound this sentiment. At your child's baptism, you accepted "the responsibility of training your child in the practice of the faith" and acknowledged "your duty to bring your child up to keep God’s commandments as Christ taught us, by loving God and our neighbor" (Rite of Baptism). Saint John Bosco Parish recognizes and affirms parents in their role as the primary catechists of their children. Its parish religious education programs exist to assist parents in fulfilling their obligation by providing them with a formal, structured, and planned program of catechesis and formation.

### **PARENT/STUDENT RESPONSIBILITIES REGARDING THE FAITH**

Faith is a gift and is not something that can be taught. No matter how well instructed the child is in PREP, faith is grown and fostered primarily in the home through prayer, sharing of religious traditions, and participation in the liturgical, sacramental and communal life of the parish. It is the parents’ responsibility to foster faith at home primarily through prayer, faith traditions and bringing your child to mass weekly. If you are not doing this, please prayerfully reconsider. You bring your child to us for sacramental preparation and religious education because you want your child to be grounded in a religious tradition and grow in faith and moral virtues. That will not happen without your commitment and participation. By signing the parent agreement form on page 16 of this booklet, you are making a commitment to foster faith in your home and attend Mass weekly and on holy days of obligation with your children or see that someone else does. If you are struggling with ways to incorporate your faith into the life of your family, please contact the faith formation office. We have many programs and resources to help you and your family feel more a part of the parish family and to help your own relationship with God grow.

### **REGISTRATION FOR FAMILY PREP**

Enrollment in Saint John Bosco PREP is currently available to those registered families of Saint John Bosco Parish. At this time, we are not accepting register families from other parishes. We do not take students who are in Pre-K or Kindergarten at this time.

Parents and Guardians must provide the following documentation at the time of enrollment:

1. A completed Registration Form
2. A valid email address (supplied on the Registration Form)
3. A copy of the student’s baptismal if not baptized at St. John Bosco Parish
4. A copy of any court ordered custody agreement, if applicable

Registration forms for current students are made available on the website and via e-mail in late January/ early February. New registrations for children entering Level 1 (after completion of Kindergarten) are mailed out in February. If a child was baptized in a Parish other than Saint John Bosco, a copy of the baptismal certificate should accompany the registration form, as well as custody papers, if applicable.

Saint John Bosco PREP follows Archdiocesan guidelines on inclusion of students with disabilities. Parents should indicate information regarding a child's learning concerns on the registration form, and provide applicable sections of any IEP.

### **CUSTODY**

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 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. If a parent decides not to provide this documentation to the Program Director, then the parent need to sign a waiver stating that the Program Director requested the information and the parent is refusing to give the information.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial 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 direction with an official copy of the court order or custody section of the divorce decree.

### **FEES**

Payment of at least \$100.00 is due at the time of registration with remainder due at the start of classes. A late fee will be applied to any family who does not register in a timely matter. Currently, the late fee is \$100. The weekend before the late fee is going to be applied, the Office of Faith Formation will be open for Registration. A schedule of installment payments can be worked out with the Pastor if necessary. Please call the office for more information.

1 Child            \$235.00

2 Children \$300.00  
 3+ Children \$350.00

**OFFICE INFORMATION**

Faith Formation Office: 267-803-0774

Director: Tess Shore  
 tshore@saintjohnbosco.org

Office staff:

Office Hours:

Day Monday - Thursday: 9:30 AM – 2:30 PM  
 Evening Monday & Tuesday 3:30 PM – 8:30 PM

**PREP SCHEDULE and OPTIONS**

Please refer to the PREP calendar for a detailed schedule. Dates for the Sacrament grade levels will be given at Sacrament Parent Meetings.

- Tuesday Afternoon Grade Levels 1-6 4:45 PM – 6:00 PM 37 hours
- Tuesday Evening Grade Levels 1 – Jr. High 6:45 PM – 8:00 PM 37 hours
- Monday PREP for SGI,II,III only Every Monday 6:45-8:00. SG classes only.  
 \*\*\*See Tuesday calendar for dates

- Family Weekdays June 18-June 29 2018 8:30 AM – 12:30 PM 40.0 hours  
 This is a two-week intensive program meant to not only teach the faith but help pass on a strong Catholic identity through daily mass, experience of prayer, studying the Saints and various Catholic Doctrine. These two weeks takes the place of the weekly classes for those who participate. Ten (10) additional family faith formation activities are required during the year. Please contact Faith Formation Office for more information.

**Traditional PREP** (For those who start PREP when they are in 1<sup>st</sup> or 2<sup>nd</sup> grade in school)

Year	PREP Level	Topics Covered	Sacrament Received
1	1 <sup>st</sup> level	Basic Info./prayers	
2	2 <sup>nd</sup> level	Sacraments/ Penance	
3	3 <sup>rd</sup> level	Church/Communion	First Penance & First Communion
4	4 <sup>th</sup> level	Morality/Beatitudes	
5	5 <sup>th</sup> Level	Sacraments	
6	6 <sup>th</sup> Level	Old Testament & Confirmation	Confirmation is received in Fall of 7 <sup>th</sup>

**Small Group PREP** (For those who start when they are in 3<sup>rd</sup> grade and older in school\*\*)

Year	PREP Level	Topics Covered	Sacrament Received
1	SGI	Basic Info./prayers	
2	SGII	Sacraments/ Penance	
3	SGIII	Church/Communion	First Penance & First Communion
4	5 <sup>th</sup> Level	Sacraments	
5	6 <sup>th</sup> Level	Old Testament & Confirmation	Confirmation is received in Fall of 7 <sup>th</sup>
2 year program	High School Confirm.		Confirmation

### CLASS ATTENDANCE

The entire family is welcome and encouraged to attend the Family Sessions and program activities. However, at the minimum, children must be accompanied by an adult family member at every Family Session and program activity. **AN ADULT FAMILY MEMBER CONSTITUTES A MEMBER OF THE SAME FAMILY.**

Students in Level Six will be expected to attend all nine (9) Sunday Sessions barring extenuating circumstances, such as illness or family emergency, and no more than two (2) sessions can be missed under such circumstances. Families that miss more than two (2) sessions may be required to complete the remainder of the program year in the traditional weekly program.

**Participation in sports and extracurricular activities are not considered extenuating circumstances.** In addition, family events (e.g., parties, celebrations, etc.) and vacations are also, not considered extenuating circumstances and should be planned around the Sunday family sessions so that they do not conflict with a family's participation in said sessions.

For those families that miss a Family Session due to extenuating circumstances, the material presented will be made available online for parents to review at home. Parents will be responsible for teaching the entire unit that month.

Families that do not meet all of the program requirements by the end of the program year (i.e., May 31), may not be invited to participate in the Family Catechesis Option the following year.

Families that decide to leave the Program after the intense classroom instruction will not be given credit for completing the current Level.

**THE PREP YEAR RUNS FROM JUNE 1, 2018, TO MAY 31, 2019. The students start the PREP year with two (2) intense weeks in the classroom. Then, the family is required to attend activities and be active members of Saint John Bosco Parish.**

Reporting an Absence:

1. When an absence is anticipated, the parent/guardian should call the PREP office in advance of the Sunday class.
2. In the case of an emergency, please notify the PREP office as soon as possible.
3. A note from the parent will be required if there is a missed Sunday class.

Request For Early Dismissal:

Since Family PREP meets infrequently, no requests for early dismissals will be accepted.

### **ARRIVAL AND DISMISSAL PROCEDURE**

**ARRIVAL:**

Summer- Students should be dropped off in the cafeteria at 8:30 AM. Please stay with your child(ren) until an adult is present. Students will arrive to the back doors of the Parish Service Center. There will be an adult standing at the back door allowing the children into the building. **ALL PARENTS NEED TO PARK THEIR CARS AND WALK THEIR CHILDREN INTO THE BUILDING.** Parents should wait with their child if necessary. **NO ADULTS WILL BE ALLOWED TO LINGER IN THE PARISH SERVICE CENTER.**

**NO ONE WILL BE ALLOWED TO PARK IN THE FRONT OF THE PARISH SERVICE CENTER.**

**DISMISSAL:**

Students should be picked up in their classroom at 1:00 PM. Parents will not be permitted into the building until five (5) minutes prior. Parents are required to go to the child's classroom to pick up the student. Parents are asked to wait for the catechist to open the door before coming into the classroom. **NO CHILD WILL BE ALLOWED TO LEAVE A CLASSROOM WITH AN ADULT WHO IS NOT THE LEGAL PARENT OR GUARDIAN.** If there is going to be a change to the adult picking up your child, please notify the catechist by note. No child will be allowed to leave with an adult who is not authorized. No child will be allowed to leave the building without an adult.

### **SNOW DAYS AND EMERGENCY CLOSINGS**

Closings will be posted on our parish website [www.sjbhatboro.org](http://www.sjbhatboro.org). We will also send out an email. **While we will not gather on snow days or emergency closings, the child is still responsible for the work. All work will be listed on the parish website.**

### **ELECTRONIC DEVICES**

The Program realizes that devices such as cell phones and smart phones have become a necessary and convenient tool in maintaining communication between parents and children. In order to prevent such devices from becoming a distraction while in class we have established the following policy:

- Students who bring cell phones to PREP must keep these devices turned off and out of sight in book bags. At no time during the session are students permitted to use such devices.
- Students are **NOT** allowed to use cell phones for taking photographs or voice recording of anyone for any reason unless directed by an adult. This is a violation of an individual's right to privacy.
- The Catechists have permission to collect cell phones prior to the start of class. If Catechists collect cell phones, they will be given back at the end of the class.

The Director reserves the right to revoke this privilege for any student who uses the device during the program. Any misuse of an electronic device during program hours will result in the student leaving the device in the Office of Faith Formation until dismissal time or the loss of permission to bring the device to the program.

Other electronic devices such as video games, iPods, iPads, mp3 players, etc., may not be brought to the program and are considered contraband. These items will be confiscated and returned to parents only. The Office of Faith Formation or Saint John Bosco Parish are not responsible for damage to or loss of any electronic device that a student brings to the program.

## CONDUCT

Proper conduct and respect is expected of students at all times. Parents are urged to explain to their children that the time they spend in here is just as important as the time they spend in their school classes. **All** students are required to follow the rules of the classroom, which are determined by the volunteer catechist and are in addition to the rules and policies in this handbook.

Each student is expected to exercise respect and self-control with others and to cooperate in the work of religious education. If inappropriate behavior is a recurring issue with a child or if a serious offence is committed (such as pushing, shoving or hitting, use of a weapon or threats of violence etc...) the student may be dismissed from the program.

Drugs and alcohol are not allowed on the premises. If a student is found in possession of an illegal substance he/she will be detained and the police notified. Any student suspected of being under the influence of drugs or alcohol will have their parents called immediately to pick them up. No student will be sent home with a driver who is visibly impaired – the emergency number will be called.

The Program is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church Teaching and a life of discipleship. The program has **NO TOLERANCE** for behaviors that are contrary to Catholic faith and morals, or the Gospel including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, bullying, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment (including but not limited to social

media posts, texting, emails, etc.). Such behaviors violate the central teaching of our faith and will not be tolerated in any form from students or their family members.

These categories do not cover every possible situation. The Director makes the final determination of what is considered appropriate or inappropriate behavior, both in and out class, in the Program generally, and outside the Program, where such improper behavior affects the Program community. The Director will make the final determination as to what behaviors warrant disciplinary action.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the parish is grounds for disciplinary action, including but not limited to, immediate dismissal of the participant, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic (including but not limited to social media posts, texting, emails, etc.), by a student against any member of the program community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to the program.

In the event a student engages in any of the above listed behaviors or any other inappropriate conduct and has failed to respond to a catechist's attempt to stop or correct the behavior, the student will be removed from the classroom and the student's parents or guardians will be immediately notified by the Director. Depending on the nature and severity of the incident the Director will:

1. Schedule a conference with the parents or guardians, student, and catechist to address the incident.
2. Suspend the student from the program. In the event that a student is suspended from the program due to disciplinary incident, the parents and guardians will be required to complete missed classroom assignments with their child at home in accord with our attendance policies. These assignments must be completed by the time the student returns from suspension. Failure to complete missed assignments during suspension may result in dismissal from the program.
3. Dismissal of the student from the program. In the event that a student is dismissed from the program due to a disciplinary incident, the parents or guardians will be provided with the option of having their child repeat his or her current level the following school year, opting to enroll in another PREP at a neighboring parish, or completing the program year by home schooling their child in accord with the home schooling policies of the Program and the Archdiocese of Philadelphia. No refund of tuition or material fees will be made regardless of which option is selected by parents.

The Pastor and Director reserve the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

## **BULLYING**

A safe, secure, and respectful environment is necessary for participants to learn, achieve, and build appropriate relationships with others. The Program refuses to accept any behaviors that hinder or undermine such an environment. Therefore, acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our programs. 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 environment of the Program, and the rights and welfare of the students, and is within the control of the Program in its normal operations, it is the Program's intent 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 program 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 a student
- \*Teasing, name-calling, making critical remarks or threatening in person or by other means
- \*Demeaning and making another the victim of jokes
- \*Making rude and or threatening gestures
- \*Excluding or rejecting the student
- \*Intimidating (bullying), extorting or exploiting
- \*Spreading harmful rumors or gossip

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

## **CONTRABAND**

**BRINGING CONTRABAND TO PROGRAM SESSIONS IS STRICTLY PROHIBITED AND WILL BE CONFISCATED AND RETURNED TO PARENTS OR GUARDIANS ONLY!** Depending on the contraband confiscated, the proper legal authorities could be notified.

\*Items considered contraband include, but are not limited to gum, toys, electronic games, iPods, iPads, mp3 players, weapons, drugs, alcohol, and tobacco products.

\*It is unlawful for minors to be in the possession of alcohol or tobacco products. Students

found to be in the possession of such products may be immediately suspended from the program. Depending on the contraband confiscated, the proper legal authorities could be notified.

### **SEARCH AND SEIZURE**

It is the policy of the Program to respect the privacy of its students. However, in the event that a student is suspected of having weapons or drugs in his or her possession or is believed to be a threat to himself or herself or others, the Director will be notified immediately. The Director will contact the Pastor and parents and guardians. The Director will conduct a search with an adult staff member as a witness. Refusal on the part of a student to cooperate will result in the parents and guardians asked to assist with the search. Parental refusal to cooperate will result in the student's immediate dismissal from the program.

### **ELIGIBILITY REQUIREMENTS**

To qualify for the Family Catechesis Option families must meet the following requirements:

- Attend Sunday Mass on a weekly basis
- Be a registered member of Saint John Bosco Parish for at least one year
- Complete all registration forms and submit all required paperwork and fees at the time of registration, including a signed Family Commitment Form (this form will be made available at the October meeting)
- Have a reliable Internet connection for email and submission of e-Assessments.

### **POST TESTS**

At the end of each catechetical year a post test will be given to all PREP levels on the material covered that year as well as knowledge of their prayers. For family PREP the test will be given at the beginning of the Family program for the previous level to see how well the information from the previous year was retained. Another test will be given at the end of PREP. A Progress repost will be given to the students at the end of the classroom instruction. Failure to do well on the test **does not** mean that a student will be held back or required to do make up work.

### **PARTICIPATION**

Families must come to the Family Sessions ready to participate in the planned activities. No lesson or activity will prove worthwhile if those in attendance do not invest themselves in the process. Participation also means that families come to the Family Sessions prepared. Students must have the proper materials for class including, but not limited to, their textbook, writing implement, and copybook. Additional supplies may be required and will be conveyed by catechists. Families should have all assignments and e-Assessments for the previous month completed.

### **STUDENT RECORDS**

A permanent record and sacrament record is kept on file in the office. If you are transferring to another program please notify the office so we can forward your child's records to your new parish.

## **FAMILY CATECHESIS OPTION COMPONENTS**

### **DEFINING FAMILY CATECHESIS**

This program option is grounded in family catechesis and therefore depends on the family's participation for a student to succeed. The Program defines the family as the student, and any parents and siblings living in the same household. If the family, as defined, cannot participate in a Family Session, Spiritual, or Act of Mercy activity, then at least one (1) parent must accompany the student and participate in the activity with the student. If both parents are unavailable due to work, then a grandparent, aunt, uncle, or godparent may stand in the parent's place. Parents of other students enrolled in the Program **DO NOT** meet this definition and may not serve as a substitute for another student's parent unless they are directly related to said student.

### **REQUIRED PARTICIPATION**

The nature of this program encompasses all of the components outlined herein this document, explicitly the Formation, Spiritual, and Acts of Mercy Components. As such, families **MUST** meet **ALL** of the requirements for each component by **the end of the May 31, 2019**, or they will be prohibited from participating in the Family Catechesis Option the following year. The Program will provide the opportunities for parents, students, and families to participate in various component related activities throughout the course of the year, but it is the responsibility of parents to make sure that they and the student fulfill the Program requirements.

### **FORMATION COMPONENT**

The formation component of the Program is comprised of three parts: the Family Sessions, the At-Home Assignments, and the Family Gatherings. These are defined below.

#### **FAMILY SESSIONS**

A monthly Family Session (for Level 6) will be held on the 3rd Sunday of the Month immediately following the 11 AM Mass. See Arrival Procedures and Dismissal Procedures for details on session start and end times. Family Sessions are limited to one hour and fifteen minutes.

- All families will sit in the front of the Church for 11 AM mass. After a brief prayer, the children report to the Parish Service Center with catechists. Parents remain in the church.
- In the classroom setting, children are presented with the Confirmation Lesson.
- Parents remain in the church and receive an adult faith formation lesson and a guidance on how to present the material in an age appropriate way to their children. **THERE WILL BE TWO MEETINGS FOR THE PARENTS.**
- After the prescribed time, children and parents come together to share what they learned. Facilitated conversation leads to an exchange of how the lesson applies to their life today, and

families are challenged to go out and live their faith.

### **FAMILY SESSION DATES**

October 21, 2018

November 18, 2018

December 16, 2018

January 20, 2019

February 17, 2019 (NOTE THIS IS PRESIDENT'S DAY WEEKEND)

March 17, 2019

April 28, 2019

May 19, 2019\*\*

\*\*The final session

### **ACCOUNTABILTY**

The Program Director will be present on all dates related to the Formation Component and will track family attendance for this component.

### **AT-HOME ASSIGNMENTS**

- See At-Home Assignments under Family Catechesis Option Program Policies and Procedures for specific details on this aspect of the Formation Component.
- The material presented to parents at the Family Sessions will assist them with their own faith formation.
- Detailed lesson plans are available to parents in PDF format. The packets will be made available on the website and email.
- Students will be required to complete two (2) packets. One (1) packet will be in the Fall and one (1) packet in the Spring. The packets will be made available on November 1 and April 1. The packets will be due by November 30 and April 30. Those packets will be placed in the basket in the narthex of the church. **NO PACKETS ARE TO BE DROPPED OFF AT THE PARISH SERVICE CENTER OR FAITH FORMATION OFFICE. PACKETS WILL NOT BE ACCEPTEED VIA EMAIL.**

### **FAMILY INVOLVEMENT**

Families are required to be actively involved in one (1) parish ministry. The parish ministry involvement must be a full year commitment. Non-Involvement in the Saint John Bosco Community may deem a family not able to participate in Family PREP in the future. Alter Serving will count as a parish ministry involvement.

### **ACCOUNTABILTY**

The Program Director will be given a list of programs in the Parish and will follow up with the

contact person for those ministries. The Program Director will maintain a list of ministries related to the Family Involvement and will track family involvement for this component.

### **SPIRITUAL COMPONENT**

The Spiritual Component of the program consists of two parts: Spiritual Activities and participation in the Sacrament of Penance at least once during the Program year. The parts are defined more fully below.

### **SPIRITUAL ACTIVITIES**

Families are expected to **attend five (5)** spiritual activities at Saint John Bosco Parish. These activities include any of the events and liturgies listed below. The list below is not inclusive, as other activities or event may be added to the list below prior to or during the program year as additional options for families.

- Adoration of the Blessed Sacrament (Monday through Friday in the chapel from 8:30 AM – 7:00 PM) – come at any convenient time and for any duration
- Visit a Shrine -Can only count one and need to take a picture at the shrine
- Ash Wednesday (March 6, 2019. See the Bulletin for times. Need to have a priest sign the Bulletin)
- Supper of the Lord – Holy Thursday
- Good Friday Events
- Chrism Mass
- Easter Vigil Mass
- Stations of the Cross
- Holy Family Traveling Statue
- Rosary Nights
- Movie Nights

### **SACRAMENT OF PENANCE (CONFESSIONS)**

The 2nd Precept of the Church obliges all Catholics to receive the Sacrament of Penance a minimum of once a year unless they are in a state of mortal sin in which case they should seek the sacrament immediately. As the Family Catechesis Option does not offer an opportunity for children to receive the sacrament of Penance in a formal way as the traditional Tuesday PREP Option does, parents are expected to take their child to receive the Sacrament of Penance at least once during the year. Participating in the Sacrament of Penance is in addition to the five (5) Spiritual Activities required of families.

The Sacrament of Penance is offered at the following times:

- Saturday afternoons from 3:00 – 3:45 PM in the Church.

## ACCOUNTABILITY

The families are responsible for notifying the Program Director when they attend a Spiritual Activity in the parish. Such notification must be in the form of an email sent to the Program Director at [tshore@saintjohnbosco.org](mailto:tshore@saintjohnbosco.org). For any Church related activities, the Family is required to hand in a bulletin with the signature of the priest. The Program Director will maintain a record of each family's progress for the Spiritual Component.

## ACTS OF MERCY COMPONENT

Families are expected to **complete five (5)** Acts of Mercy offered by Saint John Bosco Parish. Acts of Mercy outside of the parish may not be used by a family to satisfy this Component at this time. The Acts of Mercy include any of the events listed below. The list below is not inclusive, as other activities or event may be added to the list below prior to or during the program year as additional options for families. When engaging in Acts of Mercy, children should be actively involved.

- Food Drive for St. Vincent de Paul Food Pantry(ongoing)
- Making meals for Aid for Friends (ongoing)
- Poor Man's Supper
- Making of Advent Wreath
- Minnie Vinnie Meetings Levels 5 and 6 (ongoing)
- Christmas Homecoming
- Walk for the Poor
- Thanksgiving Food Drive
- May Procession

## ACCOUNTABILITY

The families are responsible for notifying the Program Director when they complete an Act of Mercy Activity in the parish. Such notification must be in the form of an email sent to the Program Director at [tshore@saintjohnbosco.org](mailto:tshore@saintjohnbosco.org). There will be a credit paper handed out towards the end of the event. The credit paper needs to be turned in the day of the event. The Program Director will maintain a record of each family's progress for the Act of Mercy Component.

## COMMUNICATION CALENDAR AND COMMUNIQUÉS

The latest and most up-to-date program calendar will always be available on the parish website. This calendar will contain all pertinent dates related to PREP and sacramental preparation. The online calendar supersedes any yearly calendar distributed at the beginning of the program year.

Important reminders, updates, and program related news, including calendar changes, will be conveyed to parents via the email address provided at the time of student registration. It is the

parent's responsibility to inform the Program Director of changes to this email address in order to ensure effective communication of program related matters. **NO HARDCOPIES WILL BE SENT VIA THE POSTAL SERVICE.**

**Please note the Director will respond within forty-eight (48) hours to any emails sent.**

### **MEDICATION**

The PREP Office cannot be responsible for administering medication. If your child has a medical condition where medication is needed, please notify the Director. Medication will not be administered by any Catechist or staff member during PREP for any reason. If a child is on medication, please notify the teacher (catechist) about possible side effects that may impact behavior. If it is essential that a child be given medications, the parent must come the Office of Faith Formation to do so.

Please note we do not have a nurse on site.

### **SNACK FREE ZONE**

There are numerous food born allergies, some of which are life threatening. In response to the PREP students with food allergies, the Program is 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 PREP time.

### **PROTECTING GOD'S CHILDREN**

#### Volunteer Requirements

It is the policy of the Archdiocese to require all volunteers who work with children and are 18 years of age and older to undergo 2 background checks, take a class on preventing child abuse, a class on mandating reporting and sign the Standards of Ministerial Behavior guidelines provided by the archdiocese. Background checks are renewed every 3 years.

#### Students

It is also the policy of the archdiocese to have catechists teach one lesson a year on "Teaching Touching Safety." This class helps children understand at an age appropriate level what constitutes safe touch and what does not and what to do if someone touches them inappropriately. You may view lessons online at [www.archphila.org](http://www.archphila.org), click on "Archdiocese"- "Religious Education"- "Resources"- "Safe Environment" – "lessons." We also have them available for your review in the office.

### **FAMILY ROLE**

**Spiritual Formation:** As parents, you are the primary educators of your child in all subjects, but especially religion. It is by constant repetition of their prayers that praying will become an integral part of their lives. As Catholics it is essential that the children attend Mass every week and on Holy Days of Obligation. In addition, we strongly encourage you to bring your child(ren) to the Sacrament of Reconciliation on a regular basis after they receive their First Penance.

**Adoration:** Spending time in prayer before the Blessed Sacrament is both powerful and peaceful. Making a visit can definitely be an important part of the child's spiritual formation. We are fortunate enough to have an Adoration Chapel on campus. The Adoration Chapel is open

**Mass Attendance:** In our joint effort to give your child the best religious education possible - you, as parents, have the opportunity to help your child recognize and appreciate the true beauty of the Mass. As you teach your child that the Mass is the central and most important part of the Catholic faith the understanding of the Eucharist will surely grow stronger.

The Catholic Faith cannot be taught in a few hours a week. It must be practiced and taught in everyday moments. In order for your child's religious education to be most beneficial, you are asked:

**Mass Attendance** on Sundays and Holy Days of Obligation.

Mass Schedule: Saturday 4:00 pm            7:00 pm (Spanish)

Sunday 8:00 am and 11:00 am

## **SACRAMENT FORMATION AND PREPARATION**

Sacrament preparation is a gradual process of faith formation which begins at Baptism. This process provides education and formation which continue throughout childhood and beyond. There are, however, times when a person enters into a particularly focused time of preparation. Such a time consists of study, prayer, and discernment prior to receiving a sacrament.

### **PENANCE & EUCHARIST**

Children are prepared to receive the sacrament of First Penance in first and second level PREP classes.

Children are prepared for First Eucharist in third level PREP classes. During second and third level the program involves parent meetings, updating for parents, and celebrations which gradually introduce children to these sacraments. The Penance and Eucharist parent books are given out at parent meetings and provide more detailed information. **PARENTS OR GUARDIANS ARE REQUIRED TO ATTEND TWO MEETINGS. THERE WILL BE A MEETING IN THE FALL AND SPRING.**

### **CONFIRMATION**

Confirmation preparation is a time of more intense commitment to the faith. More is expected of

the student as he/she prepares to receive the Sacrament. The program involves parent meetings, updating for parents, and celebrations which gradually introduce children to this Sacrament. There is also a community service requirement that begins in 5<sup>th</sup> level PREP. Please see the Confirmation handbook for more information. (Given out at parent meetings.) See below for changes coming 2018-19. **PARENTS OR GUARDIANS ARE REQUIRED TO ATTEND TWO MEETINGS. THERE WILL BE A MEETING IN THE FALL AND SPRING.**

**\*\*Beginning 2018-19 Confirmation will be celebrated in the Fall of 7<sup>th</sup> level.\*\***

**Confirmation Curriculum beginning 2018-19**

**The 6<sup>th</sup> Level Curriculum (Bible/Salvation History) will be taught in 6<sup>th</sup> level PREP in both the Tuesday and Family Programs. The Confirmation Curriculum will be taught 1 Sunday a month during the 6<sup>th</sup> level school year. (October –April/May) All Confirmation students (Tuesday and Summer) will go to the class after the 11 AM Mass for a Confirmation lesson. All students will come back for a refresher class/review and a retreat just before Confirmation. Confirmation will be received in Fall of 7<sup>th</sup> level.**

PARENT FORM OF AGREEMENT  
ST. JOHN BOSCO CHURCH  
HATBORO, PA  
2018-2019

I the parent/guardian of \_\_\_\_\_  
\_\_\_\_\_

have read through this booklet and agree to cooperate with and support the total program of religious education proposed, its policies and procedures.

Date \_\_\_\_\_

Parent/Guardian Signature  
\_\_\_\_\_

Please print name here \_\_\_\_\_

**Picture Release Form**

When we have special events we often take photographs and put them on our website, send them to the diocesan website, or display them outside the Faith Formation office. We understand that some parents are not comfortable with this and in such a case will make every reasonable effort to keep your child from being photographed.

Name of Chil(ren) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **I give permission** for my child to be photographed and to have that photograph posted on the parish or diocesan websites or publicly displayed.

\_\_\_\_\_ **I do not give permission** for my child to be photographed and to have that photograph posted on the parish or diocesan websites or publicly displayed.

Parent/Guardian Signature \_\_\_\_\_