

# Saint John Bosco Parish Religious Education Program

## PARENT HANDBOOK 2019-2020

POLICIES AND PROCEDURES, FORM OF AGREEMENT, PHOTO RELEASE FORM

SAINT JOHN BOSCO CHURCH  
215 E. County Line Road, Hatboro, PA 19040  
267-803-0774; [PREP@saintjohnbosco.org](mailto:PREP@saintjohnbosco.org)  
[www.sjbhatboro.org](http://www.sjbhatboro.org)

This handbook contains certain policies and procedures for Saint 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 PREP Office. Parents and students must accept and abide by the policies and procedures contained in this handbook in order to volunteer for the program.

### ***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.*

The mission of Saint John Bosco Parish PREP is to view in the likeness and image of God. Each child provides a reflection of the infinite goodness of God. Being a living witness to the Gospel and Catholic Faith in today's society is paramount to the development of each Parishioner. At Saint John Bosco, we work passionately to cultivate the hearts, minds and souls of each member of our community in order that we may all reach our fullest potential. We all need to become effective examples of the Catholic Faith and God's love. Our students are given ample opportunities to live a Catholic Faith through strong catechesis, Catholic Service, Worship and fellowship within Saint John Bosco and the surrounding community.

### ***Saint John Bosco Faith Formation***

#### **FOCUS**

The parish community of Saint 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 booklet carefully and thoroughly and sign the forms, found at the end of this booklet. Return these forms to the PREP Office **next week**. The forms will be kept on file. Thank You!*

## **General Information**

### **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 found in 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 PREP 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**

Enrollment in Saint John Bosco PREP is currently available to those registered families of Saint John Bosco Parish and to those non-registered families who obtain a letter of permission from their own parish.

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:

A completed Registration Form

A valid email address (supplied on the Registration Form)

A copy of the student's Baptismal Certificate, if not baptized at Saint John Bosco Parish

A copy of any court ordered custody agreement, if applicable

Registration forms for current students are sent home with students in the spring. 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.

Families who are not registered members of Saint John Bosco Parish must provide a letter of permission from the Pastor and DRE of the Parish in which they are registered members, and submit the letter of permission with all other registration documentation at the time of initial registration. This letter of permission does not need to be renewed and is valid for as long as you child attends the program.

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. (INDIVIDUALIZED EDUCATION PROGRAM)

**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 PREP Office 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 PREP Office 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 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 PREP Office 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 PREP Office 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 schedule of installment payments can be worked out with the Pastor if necessary. Please call the PREP Office for more information.

1 Child: \$235.00	2 Children: \$300.00	3+ Children: \$350.00
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**OFFICE INFORMATION**

PREP Office: Phone: 267-803-0774; Email: [PREP@saintjohnbosco.org](mailto:PREP@saintjohnbosco.org)

<u>Office Hours:</u>	Day	Monday - Thursday: 9:30 AM – 2:30 PM
	Sunday	Varies
	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	SGI, SGII, SGIII	6:45-8:00.	Sacramental Group classes only
Summer Weekdays		8:00 AM – 3:00 PM	35.0 hours

This is a 1 week (offered twice in the summer) 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 more! This 1 week takes the place of the weekly classes for those who participate. Five additional family faith formation activities are required during the year. Please contact the PREP 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 Information/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	OT & Confirmation	Confirmation is received in Fall of 7 <sup>th</sup>
2 year program	High School Confirm.		Confirmation

**CLASS ATTENDANCE**

Regular class attendance is expected of each student in PREP. It is recommended that parents schedule all extracurricular activities at times not conflicting with PREP class. No absences are permitted for the summer PREP. For the Tuesday classes if a student is absent for three or more classes the child may have to do make up work over the summer or repeat the grade level. If an extended absence is necessary due to illness or other issue please contact the office to make arrangements for make-up work. When a student is absent from class, he or she is expected to complete missed work and assignments. The catechist will inform the student of missed work upon request by the student.

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.

Reporting an Absence:

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

Request For Early Dismissal:

Should a parent/guardian wish their child to leave before the end of class time, the office must have a signed note (in advance) from the parent/guardian requesting the child be dismissed and the time she or he will be picked-up and by whom. The child will remain in the office until the responsible person comes into the office to get the child. Please do not make arrangements through the catechist only or pick the child up from the classroom. Since **Family PREP** meets infrequently, no requests for early dismissals will be accepted.

## ARRIVAL AND DISMISSAL PROCEDURE

### ARRIVAL:

Tuesdays –Parents will bring their children into the Cafeteria in the Parish Center. The students will wait at the table with their catechists. We will pray together as a group before the Catechists take their class to their room. Parents will meet the children in the cafeteria at the end of class time.

Summer- Students should be dropped off in the cafeteria at 8:00 AM. Please stay with your child(ren) until an adult is present.

### DISMISSAL:

Parents will meet the children in the cafeteria at the end of class. Please notify all catechists involved by note if you are not able to pick up your child on a certain evening. 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.sjhatboro.org](http://www.sjhatboro.org) and the Saint John Bosco Facebook Page. We will also send out an email. While we will not gather on snow days or emergency closings, your child is still responsible for the work.

## 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 PREP Office 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 PREP Office 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 PREP Office 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 PREP Office makes the final determination of what is considered appropriate or inappropriate behavior, both in and out of class, in the Program generally, and outside the Program, where such improper behavior affects the Program community. The PREP Office 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 PREP Office. Depending on the nature and severity of the incident the PREP Office will:

- Schedule a conference with the parents or guardians, student, and catechist to address the incident.
- 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.

- 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 reserves 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 PREP Office 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 PREP Office will be notified immediately. The PREP Office will contact the Pastor and parents and guardians. The PREP Office 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.

## **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 summer PREP the test will be given at the beginning of the Summer program for the previous level to see how well the information from the previous year was retained.) Failure to do well on the test **does not** mean that a student will be held back or required to do make up work.

## **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.

## **EVACUATION DRILLS**

There will be at least 1 fire drill planned for each catechetical year. Catechists will be notified as to when these will occur and students will be given instruction on what to do.

## **MEDICATION**

The PREP Office cannot be responsible for administering medication. If your child has a medical condition where medication is needed, please notify the PREP Office. 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 to the PREP Office 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 on Monday following the 8:45am Mass to 7pm; Tuesday to Friday 8am – 7pm.

**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 Schedules**

Sundays and Holy Days of Obligation

Sunday Mass Schedule: Saturday 4:00 pm; 7:00 pm (Spanish); Sunday morning 8:00 am & 11:00 am

Holy Day Mass Schedule 4:00 pm Vigil, Holy Day 8:45am, 12:05pm and 7:00 pm

## 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.

## **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.

The NEW Confirmation Curriculum began 2018-2019; Confirmation will be celebrated in the Fall of 7<sup>th</sup> Level 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 Summer 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 11am Mass where they will sit as a group. Class will be held in the Parish Center for 1 hour after Mass. Pick up will be after Class, All students will come back for a refresher class/review and a retreat just before Confirmation. Confirmation will be received in the Fall of 7<sup>th</sup> level.

### **2019-2020 PREP SCHEDULE *(subject to change)***

#### September

29<sup>th</sup> Sunday – Catechetical Sunday 11 am Mass and Catechist Meeting  
30<sup>th</sup> First Regular Class

#### October

1<sup>st</sup> First Regular Class  
7<sup>th</sup> and 8<sup>th</sup> Regular Class – Fire Drill  
14<sup>th</sup> and 15<sup>th</sup> NO CLASS – PASTOR’S HOLIDAY  
21<sup>st</sup> and 22<sup>nd</sup> Regular Class  
28<sup>th</sup> and 29<sup>th</sup> Regular Class

#### November

4<sup>th</sup> and 5<sup>th</sup> Regular Class  
11<sup>th</sup> and 12<sup>th</sup> Regular Class  
19<sup>th</sup> and 20<sup>th</sup> Regular Class  
25<sup>th</sup> and 26<sup>th</sup> No Regular Class– All families attend Thanksgiving Family Mass 6 PM on the 26<sup>th</sup>

#### December

2<sup>nd</sup> and 3<sup>rd</sup> Regular Class  
9<sup>th</sup> and 10<sup>th</sup> Regular Class  
16<sup>th</sup> and 17<sup>th</sup> No Regular Class – All families attend Christmas Homecoming 6 PM on the 17<sup>th</sup>  
23<sup>rd</sup> and 24<sup>th</sup> No Class – Merry Christmas  
30<sup>th</sup> and 31<sup>st</sup> No Class – Happy New Year

#### January

6<sup>th</sup> and 7<sup>th</sup> Regular Class

13 <sup>th</sup> and 14 <sup>th</sup>	Regular Class
20 <sup>th</sup> and 21 <sup>st</sup>	Regular Class
27 <sup>th</sup> and 28 <sup>th</sup>	Regular Class –Safe Environment Lesson (tentative)

February

3 <sup>rd</sup> and 4 <sup>th</sup>	Regular Class
10 <sup>th</sup> and 11 <sup>th</sup>	Regular Class – Registration begins for Summer PREP
17 <sup>th</sup> and 18 <sup>th</sup>	NO CLASS
24 <sup>th</sup> and 25 <sup>th</sup>	Regular Class
26 <sup>th</sup>	Ash Wednesday

March

2 <sup>nd</sup> and 3 <sup>rd</sup>	Regular Class
9 <sup>th</sup> and 10 <sup>th</sup>	Regular Class
16 <sup>th</sup> and 17 <sup>th</sup>	Regular Class
23 <sup>rd</sup> and 24 <sup>th</sup>	Regular Class
30 <sup>th</sup> and 31 <sup>st</sup>	Regular Class

April

6 <sup>th</sup> and 7 <sup>th</sup>	Regular Class - Holy Week
13 <sup>th</sup> and 14 <sup>th</sup>	Regular Class
20 <sup>th</sup> and 21 <sup>st</sup>	Regular Class
20 <sup>th</sup>	First Penance 6:30 pm
25 <sup>th</sup>	First Communion Retreat 9:30 am - noon
27 <sup>th</sup> and 28 <sup>th</sup>	Regular Class

May

2 <sup>nd</sup>	Saturday – First Holy Communion Mass 10:30 am
3 <sup>rd</sup>	Sunday – May Crowning Mass 11 am
4 <sup>th</sup> and 5 <sup>th</sup>	Regular Class
11 <sup>th</sup> and 12 <sup>th</sup>	No Class – All Families attend Prayer Service and Award Ceremony on the 12 <sup>th</sup>

**FAMILY CATECHESIS OPTION**

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 Parent meeting) Have a reliable Internet connection for email and submission of e-Assessments.

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.

### **Formation Component**

The formation component of the Program is comprised of 3 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 2<sup>nd</sup> Sunday of the Month immediately following the 11 AM Mass. Family Sessions are limited to one hour. All families will sit in the front of the Church for the 11 AM Mass. After a brief prayer, the children report to the Parish Center with catechists. Parents remain in the church. In the classroom setting, children are presented with the Confirmation Lesson. Parents will receive an adult faith formation lesson and guidance on how to present the material in an age appropriate way to their children. There Will Be 2 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 – to be announced

#### **ACCOUNTABILITY**

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

### **At-Home Assignments**

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 2 packets. One (1) packet will be in the Fall and one (1) packet in the Spring. The packets will be made available on XXXX (dates TBD). Those packets will be placed in the basket in the narthex of the church. We ask that no packets are dropped off at the parish center or the PREP office. Packets will not be accepted 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. Altar Serving will count as a parish ministry involvement.

#### **ACCOUNTABILITY**

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

### **Spiritual component**

The Spiritual Component of the program consists of 2 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 3 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 - Friday in the chapel from 8:00 am to 7:00 PM)  
Visit a Shrine -Can only count one and need to take a picture at the shrine  
Ash Wednesday (See the Bulletin for times. Need to have a priest sign the Bulletin)  
Mass of the Lord's Supper on Holy Thursday; Veneration of the Cross on Good Friday  
Chrism Mass on Holy Thursday morning at the Cathedral  
Stations of the Cross; Easter Vigil Mass  
Holy Family Traveling Statue; Rosary Nights; Movie Nights

#### SACRAMENT OF PENANCE (CONFESSIONS)

The 2<sup>nd</sup> 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 this Sacrament is in addition to the 5 Spiritual Activities required of families. The Sacrament of Penance is offered on Saturdays from 3:00 pm – 3:30 pm in the Church.

#### ACCOUNTABILITY

The families are responsible for notifying the PREP Office when they attend a Spiritual Activity in the Parish. Such notification must be in the form of an email sent to [PREP@saintjohnbosco.org](mailto:PREP@saintjohnbosco.org). For any Church related activities, the Family is required to hand in a bulletin with the signature of the priest. The PREP Office 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; Mini Vinnie Meetings Levels 5 and 6 (ongoing); Christmas Homecoming; Walk for the Poor; Thanksgiving Food Drive and May Procession

#### ACCOUNTABILITY

The families are responsible for notifying the PREP Office when they complete an Act of Mercy Activity in the parish. Such notification must be in the form of an email sent to [PREP@saintjohnbosco.org](mailto:PREP@saintjohnbosco.org). The PREP Office 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 PREP Office will do our best to respond within 48 hours to any emails sent.

# PARENT FORM OF AGREEMENT

SAINT JOHN BOSCO CHURCH  
HATBORO, PA  
2019-2020

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.

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

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

Date \_\_\_\_\_

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## PICTURE RELEASE FORM

When we have special events we often take photographs and post them on the SJB Website & the Bosco FB page, send them to the Diocesan website, or display them outside the PREP office. This year, we would like to take a group picture of each level & post the photograph in the SJB Parish Bulletin. We understand that some parents are not comfortable with this & in such a case we will make every reasonable effort to keep your child from being photographed.

Name of Child(ren) and Grade

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I give permission for my child(ren) 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(ren) to be photographed and to have that photograph posted on the Parish or Diocesan websites or publicly displayed.

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