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involvement. In doing so the children and their families will deepen their relationship with God, enhance their sense of belonging to the Church community and be called to share their gifts and talents with others whom they meet along their spiritual journey. Faith grows and develops over a lifetime. Learn to view the religious instruction of your children as the foundation of their Christian life. It is at the heart of their faith formation. The more you are involved in this process the stronger your child's values and beliefs. The Faith Formation Office is here to provide you and your children with tools and support so that the day to day quality of lived faith in your homes matures as your children grow.

In Christ Jesus,
Maryann Specht, MPS, MA
Director of Faith Formation

Faith Formation Office

The role of Sacred Heart's Faith Formation office is to support you in the Religious Education of your children and to help you deepen your faith while passing it on to your children.

Our email address is: nmsacredheartreled@gmail.com

Facebook Page: Sacred Heart Religious Education Program

Dear Parent,

Welcome to the Sacred Heart Faith Formation Program. The goal of our program is to provide children in our parish with the opportunity for spiritual growth through instruction, nurturing and family

Required Documents

- ❖ A Baptismal certificate is required for each child entering the program and each child preparing for Sacraments. If your child needs to be baptized we offer classes in which they can be baptized.
- ❖ Transferring from another parish requires verification of prior religious education. Please provide us with attendance records or a letter from the previous religious education office or Catholic school.
- ❖ There must be two full years of regular consistent participation in a Religious Education Program prior to the reception of a sacrament.

No refund will be offered after classes begin.

Payment in full is expected at the time of registration.

Please do not let financial concerns stop you from registering. We can help if you're in need.

The Parish reserves the right to change or modify any and all fees.

Custody Issues & Orders of Protection

Parents are required to inform the REP office of any custody issues or orders of protection.

Visitors

Parents and all other visitors must report to the REP office. No unauthorized persons will be allowed into the classroom.

The yearly calendar and class schedule should be kept in a safe place.

If you need an extra copy, our Facebook page has them posted for you to print or review.

Other Requirements

Families must be registered parishioners of Sacred Heart Parish. Each grade level is a pre-requisite for the next level with successful completion of each grade before moving on to the next. Situations where students are registering without prior religious education will be evaluated on an individual basis to determine the appropriate level to start.

Discipline

Our catechists are dedicated **volunteers** who share their time and faith with the children. The time spent in the classroom with the children is extremely precious. Discipline problems tend to consume the time and energy of the catechists. In an effort to provide quality time for the children we will call home in the event of any disruptive or inappropriate behavior.

Bathroom Use

Parents should encourage their children to use the bathroom before arriving to class. Please let the Faith Formation office know of any circumstances that would require your child to frequently use the bathroom.

Children Dress & Attire

Please have all hats removed when entering the building. Hats are not to be worn in class at all. Appropriate attire should be worn to all classes. All iPods & headsets should be left at home. Cell phones are NOT permitted in class. Please have them turned off and put on the catechists desk during class time.

Arrival & Dismissal

Parents are requested to bring children to the REP entrance at the school. Please park in a designated parking spot. At dismissal, meet children outside of the REP door. 1st-3rd grade parents must come in to the school to pick up their child. Children must be picked up by a parent or designated person. As a safety precaution, children may not walk through the parking lot and meet a parent at the car. If a child needs to leave class early, a guardian must come in to the REP office

and sign them out. Please drive carefully in the parking lot, and DO NOT double park.

Attendance & Lateness

Children are expected to attend class on a weekly basis. If a child is going to be absent, a call to the office must be made on or before the day of absence. The parent is requested to speak with the child's catechist to make up missed work. Please arrange for the child to be on time for each class. 2 absences a semester are permitted, 4 lateness's/early dismissals are considered an absence.

Cancellation of Classes

Cancellation of classes due to weather or other unforeseen circumstances will be announced on TV, radio, Facebook, or via email.

*Channel 1-Fios News/Channel 12- Cabelvision
WHLI- 1100am/KJoy- 98.3 fm/B103.1 fm/MY94X- 94.3 fm*

Food

Please do not permit your child to bring food to the classroom. Snacks are NEVER permitted. This is a safety issue as many children have food allergies and need to be protected from serious reactions. If your child has a medical condition and must have food with them, please inform the office.

Safe Environment

In September 2003, the Diocesan Child Protection Policy was implemented in our parishes, schools, and agencies. This requires that all teachers and volunteers in the Faith Formation Program

complete a background check, sign the Parish Code of Conduct, and attend a Virtus training session.

Emergency Procedure & Fire Drills

An emergency exit plan is provided for all catechists. During a fire drill or any evacuation, the children are required to exit in silence and obey the directions of their catechist or other REP staff.

Medical Conditions & Accidents

Parents are required to inform the REP office if their child has any special conditions (allergies, asthma, auditory/visual impairment, seizures etc.) In the event of a child being involved in an incident, the REP office will call 911, or the police/fire department. The office will then notify the parent/emergency contact.

Special Education Program

No one is kept from religious education and the sacraments because of disability. We are blessed with a very dedicated core group of catechists who work hard to personalize the material to each individual child. The imagination and creativity of the catechists are reflected in the attractive and instructional material used by the children.

Curriculum Themes

Level 1- Understanding God's Love

Level 2- Sharing in Jesus' Love through Reconciliation and First Holy Communion

Level 3- Church

Level 4- God's Laws

Level 5- In depth study of the Sacraments

Level 6- Bible Study

Level 7 & 8- Confirmation Prep/Confirmation

Sacred Heart Faith Formation Program's policy is that students are placed in classes as they are registered on a first come/first-placed basis. We do not honor requests unless there are grave circumstances.