

CELL PHONES, ELECTRONIC ITEMS AND TOYS

Cell phones must be turned off at all times. Cell phones, text messaging and photo taking are never to be used during sessions. Electronic items are not allowed during class sessions. Please leave all toys home. Abuse of these policies will result in the removal of the item. Parents will need to pick up all items from the Religious Education Office.

HEALTH CONCERNS/MEDICATION

The Director of Religious Education must be advised in writing of any health concerns of a student. Accommodations will be made to the best of our ability to address such concerns. All matters are confidential. **NO MEDICATIONS ARE ALLOWED TO BE ADMINISTERED BY ANY STAFF MEMBER OR VOLUNTEER.** Only a parent can administer medication to their child. In extreme emergencies Epi-pens and inhalers will be administered to those children who require their use if a release form is on file in the Religious Education Office. Children with crutches must be escorted to and from class by an adult for safety reasons.

CHILD ABUSE

Consistent with Archdiocesan policy and local legal code, the parish catechetical staff has a moral and legal obligation to report any suspected child abuse to authorities to ensure the welfare of a child.

In addition all staff, catechists and volunteers are required to have completed the "Protecting God's Children" program and have satisfied the mandates of said program.

FIRE SAFETY AND DISASTER PREPARATION

Students will be instructed on the proper procedures for any emergency situation. Fire drills may be conducted twice a year. In the event of a real emergency, children will be taken to an evacuation site as directed by the police. Parents and guardians will be contacted as soon as possible using the information supplied on the Emergency Contact Information Form (please report any changes immediately.)

CURRICULUM

The Religious Education Program follows the guidelines of the Archdiocese of Newark for curriculum (a copy is located in the Religious Education Office). All teachers receive ongoing instruction. In addition to the specified curriculum, all students in grades 5 and 8 will be given a National Standardized Assessment (ACRE) to evaluate their knowledge of their faith.

Please contact the office should you have any questions or concerns.

PARENTS ARE THE FIRST TEACHERS OF THEIR CHILD.

FAMILY—MASS—CLASS

Our Lady Queen of Peace

400 Maywood Avenue

Maywood, NJ 07607

Religious Education Program

Policies and Guidelines

2017-2018



- Phone: 201-845-9545
- Fax: 201-845-3742
- Email: reolqp@yahoo.com
- www.olqp-maywood.org

- Our Parish Mission -

We, the Catholic Community of Our Lady Queen of Peace, under the guidance of the Holy Spirit, are called to live and proclaim the Gospel of Jesus Christ. We Praise God while sharing His Joy and Truth through Word, Worship, Community Service, and Stewardship.

We share our gifts of Time, Talent, and Treasure in a tapestry of diverse cultures as we gather together to celebrate our Roman Catholic Faith. Serving our Lord God through the Liturgy and Eucharist, our ministries welcome all into our parish Family.

STAFF

Very Rev. Lawrence J. Fama, Pastor
Rev. Charez Gringco, Parochial Vicar
Angela Connelly, Director of Religious Education

The catechists in our Religious Education Program are dedicated persons who generously give their time and effort for the children of our parish. All of our teachers should be given the utmost respect at all times.

OFFICE HOURS—RELIGIOUS EDUCATION

Mon., Wed., Thurs.—9:00am—12Noon

Wednesday—2pm-6pm

PARENTS

Parents are the primary teachers of their children and only when they take an active part in their child's religious education does the child benefit from formal religious instruction. We recommend that the parents familiarize themselves with the books and materials used in the Religious Education Program and that they assist their children with assignments. **Attending Mass on a weekly basis is an obligation and should be reinforced with your child.**

CLASS SCHEDULES

Grades K-7—Sunday 8:30-9:50. Service activities are required for grades 6— 8.

Gr. 8 Confirmation—Sunday 8:30-9:50; additional requirements include participation in youth ministry, retreats and service activities.

REGISTRATION

Returning students need to register annually. A copy of the Baptismal certificate must be presented for new students. Registration takes place in the spring of each year. Notices are placed in the bulletin, the Our Town Newspaper and on the parish web-site. Early registration is advised since late fees will be applied after July 15th Current fees are listed on the registration forms.

SACRAMENTAL PROGRAMS

Two years of classroom instruction are required for any student to receive the Sacraments of First Eucharist and Confirmation. First Eucharist is normally received in Grade 2 and Confirmation is offered in the Fall of Grade 9. **For those wanting to receive their Confirmation, it is mandatory that they do not lapse between receiving First Eucharist and the year Confirmation is administered.**

ATTENDANCE

Attendance is mandatory. Regular attendance at religious education classes is important for the student's progress in the program. Students who are absent must bring a note the following week explaining their absence and the student will be required to make up any missed work. For the absence to be considered excused, the religious education office must be called beforehand or the morning of the absence at 201-845-9545. Please do not call the main rectory office number as we may not receive the message in a timely manner. **TARDINESS IS UNACCEPTABLE.** It is the parents' responsibility to insure that your child arrives on time.

MASS ATTENDANCE

Liturgy is the central celebration of our Catholic faith, so it is imperative that all families attend weekly Mass. At the 10:00 AM Sunday Mass Liturgy of the Word for Children is celebrated for children in grades K-3.

DROP-OFF/PICK-UP

We ask that you walk your child to and from the school building at arrival and dismissal times. There is a parking area in the lower lot and -Please park there and walk your child. You may drive through the driveway in front of the school and drop off your child before class only. Barricades will be put up at dismissal.. This area is a pedestrian only zone during dismissal time to protect our families At dismissal, if a car enters this area prior to 9:30am it will not be able to exit until the area is free of all children.

CHANGE OF ADDRESS/PHONE #/EMAIL

Please notify the Office of any changes in address and/or phone number, and email as soon as possible. We need this information for emergency closings, mailings, and census.

BEHAVIOR

Appropriate behavior and common courtesy are expected from our students at every grade level. Students are expected to behave in a cooperative and respectful manner towards our clergy, their catechist, fellow classmates and all parish volunteer and staff members at all times. Should a child choose not to follow this policy, she/he will report to the Director of Religious Education. If the matter cannot be resolved, then a meeting will be set up with the parents and corrective measures will be determined. Use or possession of tobacco, alcohol or illegal drugs is prohibited at any activity related to Religious Education Program at Our Lady Queen of Peace. No weapons of any kind are permitted on parish property at any time. Any violation of this policy will result in serious consequences for the student and will require his/her parent(s) to meet with the Director of Religious Education. In addition, local law enforcement will be contacted when required by law.