



PARENT HANDBOOK 2011–2012

PASTOR

Reverend Albert Faretra
617-484-0279

FAITH FORMATION K–6

Tammy Keithley
Director

Rachel Keeler
Assistant

OFFICE HOURS

Monday through Wednesday: 10:00 am to 5:00 pm
Thursday: 11:00 am to 5:00 pm
Sunday mornings: 8:00 am to 11:30 am

CLASS TIMES

Grades K–6: Sunday, 8:45 am to 9:50 am
Grades K–6: Monday, 4:00 pm to 5:00 pm

617-484-1770
religious@stjoseph.belmont.ma.us
www.stjoseph.belmont.ma.us

ARRIVAL AND DISMISSAL

Arrival

On **Sundays**, please check the board with class lists and red and green tags (hanging by the entrance to the offices) to see if your child's catechist has arrived. If the tag is green, then you may bring your child up to the classroom. If the tag is red, please wait in the gallery/hall until the catechist arrives.

On **Mondays**, please bring your children into the main hall to meet his or her catechist at the assigned table. If you arrive late, you will see a sign on the table saying "Meet us in the classroom," in which case you should bring your child directly to the classroom.

Dismissal

On **Sundays** at dismissal, please come into the gallery/hallway to meet your child after class.

On **Mondays**, please meet your child in kindergarten through third grade in the parish center/hall.

Please Note: Children in these grades will not be allowed to run outside to meet a parent. Students in grades 4–6 should be responsible enough to meet a sibling and find their parents.

Parking

Catechists and parents should park in the lower parking lot. Please be careful walking and driving in the lot.

CANCELLATIONS

In case of inclement weather or other emergency, class cancellations will be announced on television channel 4, WBZ radio (AM 1030), and on our Web site: www.stjoseph.belmont.ma.us. We will also place a voicemail message on the Faith Formation line (617-484-1770).

We follow the Belmont Public Schools cancellation policy for our Monday afternoon session. If school is cancelled or dismissed early for bad weather, our program on Monday will be cancelled also.

FAMILY INVOLVEMENT

Textbooks

Our basic materials for grades K–5 are the textbooks from the Sadlier "We Believe" series. For grade 6, we use a series of short books by Saint Mary's Press: *Exploring the Bible*, *Meeting Jesus*, *Being Catholic*, and *Celebrating the Eucharist*.

Material Sent Home

Many of the catechists will send home each week a packet of material that the children have worked on in class, including family activities pages from the end of each chapter. **Families are strongly encouraged** to take 15–20 minutes with your children during the week to go through the material they brought home, to talk with them about what they are learning, and to do the suggested activities together as a family.

Behavior

Please remind your children that they are attending class to learn more about their faith, and that you expect them to be attentive and respectful.

Attendance and Absences

Our catechists give their time and energy to plan and conduct classes. Please show make every effort to have your child be present and on time for each class. If you know in advance that your child will have to miss a class, please let the catechist know.

Monday Dinners

Monday dinners are held the first Monday of each month immediately after Faith Formation classes. Please join us each month for this time of fellowship

CHILDREN'S SAFETY

Mandatory Training

All catechists and volunteers in the Faith Formation Education program must complete a CORI form and the VIRTUS "Protecting God's Children" training.

Supervision of Children

Catechists, hall monitors, and parish staff are all there to ensure the children's safety while they are on site for Faith Formation classes. Hall monitors handle bathroom supervision when possible. The bathrooms are located on the main and upper floors: the second floor is for the girls and the third is for the boys.

Health Issues

If you have not already done so on your registration form, please provide us with any necessary health, allergy, and medication information about your children.

SACRAMENTAL PREPARATION

A calendar with the dates and times for all parent meetings and workshops throughout the year for First Reconciliation and First Eucharist will be sent out the first day of class.

QUESTIONS AND CONCERNS

Please contact your child's catechist or the Faith Formation office if you have any questions or concerns during the year.