

ST. PETER P.R.E.P.
FAMILY HANDBOOK
2021/2022



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FORMING INTENTIONAL DISCIPLES OF JESUS CHRIST



“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ” (Catechesi Tradendae #5)

This handbook contains certain policies and procedures for St. Peter parish P.R.E.P. 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 will be given prompt notification and provided with an addendum if necessary.

If you have questions about a particular policy or procedure, please contact the Program Director.

Students and parents must accept and abide by the policies and procedures contained in this handbook in order for the student to attend the program.

MISSION STATEMENT



We are committed to the continuous religious education, formation and spiritual growth of our church community by helping each other to live as Intentional Disciples of Jesus, called by name, and empowered by the joy and richness of our Catholic Faith.

POLICIES AND PROCEDURES

APPOINTMENTS:

Our PREP Program is held every week with the exception of major holiday and major parish events. While the program recognizes the difficulty of scheduling various appointments, they should not be made during program hours except in the case of emergency, in which case the parent agrees to complete any missed class work and assignments.

Late arrivals or early dismissals due to medical appointments are strongly discouraged and early dismissals due to extracurricular or sports related activities are also discouraged. It is best to make up the lesson at another session.

ARRIVAL PROCEDURES:

Please note, for the safety of our students and staff and to comply with the Safe Environment Policy of the Archdiocese of Philadelphia, parents should walk their younger children to the main front door of the school building. Older students can walk to the door from the car, while the parent watches them.

ASSESSMENTS:

The Program's goal is to help students not only come to know their faith and the teachings of Jesus Christ and His Church, but to also enable them to live their faith as a disciple of Jesus. To help achieve this goal, Catechists will administer various formative assessments to students over the course of the year.

Assessments will be administered at the discretion of the Catechists, and may be formal (such as a quiz or chapter/unit review) or informal (such as a classroom debate, review game, class discussion, etc.). In the event of a formal assessment, Catechists will provide a minimum of a week's advance notice to students. All Catechists are expected to administer a minimum of the Unit tests. Modified assessments may be provided to those students with documented learning challenges.

CALENDARS:

Calendars for every grade level will be published on the PREP page of the parish Website. All are subject to change. Any changes will be conveyed to the parents.

CIRRICULUM:

The Scope and Sequence will direct the learning objectives and the sequence that core concepts are presented to the students. Therefore, it is important for parents to note that in order to meet the objectives outlined in the Scope and Sequence for a particular grade level, a catechist may not be teaching the chapters sequentially.

CLASS PARTICIPATION:

Students must come to class prepared and ready to participate in the planned activities.

CUSTODY POLICY:

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 both 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 the 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 registration. In the absence of such documentation the program will and must assume that parent 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 program director with an official, 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 director with an official copy of the court order or custody section of the divorce decree.

In situations with shared legal custody, the parish program expects cooperation of both parents especially in regards to sacramental preparation and celebrations.

DISCIPLINE:

This Program has NO TOLLERANCE 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. Such behaviors violate the central teaching of our faith and should not be tolerated in any form from students or their family members. Such behaviors may result in dismissal from the Program.

If any of these behaviors occurs during out Program time, the student will be removed from the classroom and their parent will be contacted to come immediately.

If any adult behavior is incompatible with the educational and religious mission of the parish it should be 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.

(e.g., a parent threatens a staff member)

The Program reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

DISMISSAL:

On SUNDAYS – Parents have the option of pulling their car up to the building in the car line with their Family Sign in the window and their children will be walked out to the car for them.

On TUESDAYS – Parents are to enter the building at dismissal time, go to the individual classrooms and collect their child/ren.

In all cases parents are to park in the side school lot before entering the building.

No one is to park in the Fire Lane.

DRESS CODE:

Shoes must be worn at all times.

No “inappropriate slogans” on clothing.

ELECTRONIC DEVICES:

It is preferred that all students leave their cell phones, iPods, iPads, mp3 players etc. at home or in the car. If a student does bring their cell phone in the building and a staff member sees it – it is taken until class is over then it is returned to the parent at dismissal time.

Catechist may ask that all students put their devices in a basket on the front desk during class at their discretion.

ENROLLMENT:

Typically our families register in the spring of the year for the following fall.

Information for registration can be found on the website or by calling or emailing the PREP Office. The perfect time to begin is when the child begins 1st grade in school.

If a family chooses not to register for the upcoming year –

Please be aware that if and when they return, the work missed will have to be made up before they can move on.

HOMEWORK:

Homework is a necessary and required part of a student's participation in the Program. Parents should expect homework to be assigned on a weekly basis. Assignments will be used to reinforce the lesson that was taught. Homework should be reviewed by the parents for quality and completeness.

LATENESS:

Our programs begin on:

6:15 PM for Tuesday evenings

And 9:15 AM for Sunday mornings.

These are the times that the students should be inside the building seated in the lobby of the school by grade. Please make every effort to be on time.

Excessive lateness will be addressed.

PROGRAM TUITION:

Program tuition is a necessary part of the program and helps ensure that the program can provide students and their families with the most current and best Catechetical resources for their formation needs.

The PREP Program tuition is due at registration. However, being sensitive to the needs of our families, a deferred payment plan is available. You must contact the Program Director to make arrangements.

In the event that a student voluntarily leaves the Program during the program year, or is dismissed from the Program for any reason including, but not limited to poor attendance, a disciplinary incident, or the possession of drugs, drug paraphernalia, or a weapon on parish or school property, no refund of tuition or material fees will be made to the family.

In addition, there may be certain material fees associated with sacramental preparation that are in addition to the PREP Tuition. These material fees cover incidentals associated with sacramental preparation, including, but not limited to, sacramental enrichment materials, retreat experiences, guest speakers, certificates, etc. These fees have separate due dates which will be provided to families of sacramental candidates under separate cover.

SNACK FREE ZONE:

In response to the many 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.

If there is an occasion for a special celebration. A parent or guardian of a student with a food allergy must be present at such gatherings and/or provide a snack for his/her child/ren.

STUDENT ABSENCE:

Regular and consistent attendance in the PREP Program is essential in helping students master knowledge of their faith. Attendance is one of several key factors considered when determining student eligibility for promotion.

Poor attendance can negatively impact a student's ability to attain proficient mastery of their faith. The following policies have been adopted to ensure that students succeed in mastering knowledge of their faith and the core content for their grade level.

The PREP Office will provide families with a Class Calendar detailing dates, chapters and assignments to be covered.

When a student is absent – the parent checks the calendar and then teaches that material to the student. The parent is to be present during the lesson. The student is to complete every page in the chapter including the chapter evaluations.

The following week, when they return to class, the parents brings the child 15 minutes early to class to meet with the catechist to go over what was taught at home and to answer any questions.

Students who are absent for 4 or more classes during the PREP year, and whose progress indicates that they have partial proficiency or need assistance to attain mastery will be required to complete additional study or and/or take special assessments in order to ensure that they have successfully mastered the required material to be considered for promotion at the end of the program year.

EXTENDED ABSENCES DUE TO ILLNESS:

An extended absence due to illness is defined as an absence that spans two or more consecutive weeks. Parents should be in regular contact with the program director during an extended absence so that, we may work in partnership to ensure that missed assignments and class work are completed during the extended absence and to keep the student's formation and instruction up to date. Parents are responsible for completing missed assignments and class work with their children.

SAFE ENVIRONMENT PROGRAM:

Every year our Program is required by the Archdiocese to teach the age appropriate Safe Environment Lessons. The date will be noted on the yearly calendar. Parents may view the lessons on the Archdiocese website. If parents have any question or concerns they may be addressed to the Program Director.

SNOW EMERGENCIES & PROGRAM CANCELLATIONS:

If PREP is cancelled for any reason you will be notified by email or text. Up to date information is always available on the PREP Phone and the PREP page of the Parish Website. You will be informed if you are to teach the lesson being missed as a “Home Study “

SACRAMENTAL PREPARTION:

1st Penance and 1st Eucharist occur in the 2nd grade year

For Confirmation it occurs in the 8th grade year.

Both providing that the student completed the entire year before.

More information is found on the parish Website

VISITORS TO THE SCHOOL BUILDING:

All of our Program volunteers have Up to Date Clearances and Background Checks.

No visitors are allowed in the building while PREP is in session.

CONTACT INFORMATION:

Patrice Peterson – Director of Religious Education

Krystal Snyder - Assistant

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