

Saint Michael's  
RE Program  
Parent Guidelines

# MISSION STATEMENT

*Putting adult, youth, and children in communion and intimacy with Jesus Christ through lifelong catechesis for discipleship in and through The Catholic Church is the goal of religious education.*

**CLASS TIME** is: 1030-1200 Sundays.

## IMPORTANT PHONE NUMBERS

- Parish Life Coordinator – 706 791-4308

## DROP OFF/PICK UP PROCEDURES

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- Students may be dropped off no later than 1030 at BLDG 13 for Gospel Reflection and instructions.
- Please sign your children in at Bldg. 13.
- Students in grades PreK – 8 must be signed out by a parent. Go to the child's classroom for sign out.
- Students whose parents arrive late will be taken to BLDG 9 Office for pick up.

## ALLERGIES/SPECIAL NEEDS

- If you have a student with special needs, please contact the RE Coordinator so that we may ensure your student's needs can be met.

## ASSESSMENTS

- Families are encouraged to use the AMS Family Assessment program during the year and in the fall and spring for semi-annual assessments.

## MASS ATTENDANCE

- Mass attendance must be a priority and is an integral part of your child's faith formation.
- One of the precepts of the Roman Catholic Church is to attend Mass on Sunday or Saturday evening.

## CLASS ATTENDANCE

- Attendance is required at each and every class.
- Each student should complete a minimum of 30 hours of religious education.
- More than 3 absences in a year will be considered excessive.
- If absences are excessive in one year, the pastor will discuss the situation with the student and parents to assess a viable plan for the next grade level.
- If you find that you will not be present, please contact your teacher to obtain missed work.
- Please be on time to pre-class instructions in Building 13. This will help to maximize the learning time and not be a distraction to the class.
- **Class time is: 1030-1200 Sundays**

## FIRST RECONCILIATION

- The child is educated on the nature of sin in the first grade.
- The Sacrament of Penance is received during the second grade and near the day of the child's 1<sup>st</sup> Holy Communion.

## FIRST COMMUNION

- The child is educated on the Eucharist in the second grade. There are exceptions for those in higher grades. In this case, the parents must be interviewed by the Senior Active Duty Priest.
- A child who transfers from another post or civilian church, who needs to receive the Sacrament of 1<sup>st</sup> Holy Communion, must have a letter from the previous Priest indicating that the child has been receiving religious education instructions.
- The child receives the Sacrament near the end of the second grade. The 1<sup>st</sup> communion Mass will be held on a Saturday and usually is the day before or week of surrounding Mother's Day. **Please review the Religious Education Calendar given to you. We suggest you hang the schedule on your refrigerator door.**
- Information will be given regarding parent meetings, which are mandatory.
  - **MANDATORY:** No child can receive the Sacrament of 1<sup>st</sup> Holy Communion unless they have an officially stamped Baptismal record. If your child was baptized on a Military installation, you must produce an Officially stamped AMS copy. If you have lost it, you must go the AMS website and request a formal copy. Go to: <http://www.milarch.org>. There click of the tab: "Sacramental Records." Then, choose either the "Online Request From" or click the "Printable Request From" button. **PLEASE DO NOT CONTACT THE MILITARY POST FOR RECORDS. THEY DO NOT KEEP ANY SACRAMENTAL RECORDS.**

For those who lost our civilian baptismal record for your child, contact the civilian parish where the child was baptized.

## CONFIRMATION

- The confirmand is educated in the middle school years.
- The confirmand will receive the sacrament in the eighth grade. There are exceptions an older child. In this case, the parent and child will need to be interviewed by the Senior Active Duty Priest.
- **MANDATORY:** No child can receive the Sacrament of Confirmation unless they have an officially stamped Baptismal and First Holy Communion record. These two sacraments are always listed on one single record. If your child was baptized on a Military installation, you must produce an Officially stamped AMS copy. If you have lost it, you must go the AMS website and request a formal copy. Go to: <http://www.milarch.org>. There click of the tab: "Sacramental Records." Then, choose either the "Online Request From" or click the "Printable Request From" button. **PLEASE DO NOT CONTACT THE MILITARY POST FOR RECORDS. THEY DO NOT KEEP ANY SACRAMENTAL RECORDS.**

For those who lost your civilian baptismal-1<sup>st</sup> Holy Communion record for your child, contact the civilian parish where the child was baptized.

- Further Requirements for Confirmation will be explained to the students and parents upon entry into the Confirmation program. Day and time will be TBA-TBD.
- All dates and times for rehearsals and ceremonies will be listed on the Religious Education Calendar. Parents and Students are responsible for reviewing the scheduled Sunday classes, and mandatory retreats and rehearsals. **Please review the Religious Education Calendar given to you. We suggest you hang the schedule on your refrigerator door.**

## BEHAVIOR

Children enrolled in the parish religious education are expected to behave appropriately for an educational setting by:

1. Respecting teachers, adults, and fellow students.
2. Respecting all RE Facilities.
3. Wearing proper attire. Pants must be worn at the waist. Midriffs should not be visible. No strapless dresses, tank tops or Soffe shorts. Baseball caps and hats should not be worn. Because of the nature of our grounds, flip flops are not recommended.
4. Being prepared for class. Please bring your folder/paper, pen or pencil. Complete all assignments.
5. No food should be brought to class. A light snack will be provided before class begins.
6. Students who fall asleep in class will be counted as absent and parents will be called to pick up child.

### **Children who continually fail to follow these guidelines will:**

1. Receive a warning from their teacher.
2. Be sent to the RE office building number 9 and a parent will be called to pick up.
3. Will be asked to conference with parent and teacher.
4. If necessary, the child may be asked to leave the program.

## MONTHLY EVENTS

- Family Day is generally the 4<sup>th</sup> Sunday of every month, except Divine Mercy Sunday or a Feast of a special Saint like St. Joseph. It will be held in the CCO building # 29601 on Barnes avenue just down the street from Good Shepherd chapel. **Please refer to your calendar to save the dates. These days are part of the religious education class attendance.**
- Parents are expected to remain with their children during Family Day. During Family day you will experience, Family Catechesis, lunch, and fellowship.