

## **PROGRAM POLICIES**

**MASS ATTENDANCE:** All children in our program are expected to attend Mass weekly.

**CLASS ATTENDANCE:** Consistent attendance is essential in order for adequate instruction to take place. More than 5 absences during the school year may necessitate that child repeating the grade or completing summer work. All work missed due to an absence must be made up.

**TARDINESS:** Please arrive on time for classes as a late child disrupts the entire class. Children should be in the classroom 5 minutes before class begins. Also, please pick up your child on time at dismissal.

1<sup>st</sup> session begins at 8:50 AM and ends at 10:00 AM

2<sup>nd</sup> session begins at 10:30 AM and ends at 11:40 AM

**CANCELLATION OF CLASSES OR PARENT MEETINGS** due to inclement weather: Announcements will be made on the home page of our website: <http://www.ourladyofthelake.org> . It will be your responsibility to check the website. Please do not call the rectory.

**ASSIGNMENTS:** In order to satisfactorily complete classes, children are required to complete all assignments to the satisfaction of their catechist.

**REPORT CARDS** are given out twice a year. Mid-term report cards must be signed by a parent and returned the following Sunday class.

**TEXT BOOKS** should be covered at all times and treated with respect. Children in grades 2 – 8 should not write in the text and are expected to return their books in good condition the last week of class. A \$20.00 fee will be charged for lost or damaged books.

**BIBLES:** All children in grades 5 – 8 need to have a bible. You may purchase one from the Religious Education office for \$10.00, if needed. We use the *New American Bible*.

**SACRAMENTS:** The Sacraments of First Reconciliation and First Communion are celebrated in 2<sup>nd</sup> grade.

\*First Reconciliation Day is in **December**. First Holy Communion Day is in **May**.

Parents of second graders are required to attend the meetings for the Sacrament preparation of their children in **October and March**. Both meetings start at **7:30 PM** and are held in **McKenna Hall**. Retreat days must also be attended in **November and March**. Children are required to attend Saturday practices for both Reconciliation and Communion. The **Sacrament Fee is \$85.00** which includes 2 retreat days, 2 child books, 2 family books, 2 certificates, plus banner. \*See Religious Education calendar for exact dates and times.

**DRESS CODE:** Children must dress modestly. Any child wearing clothing with writing that is deemed inappropriate in a Christian environment will not be permitted in class. If the weather is warm, students are permitted to wear shorts that come down to the child's knees. Short shorts and crop tops are not appropriate attire.

**CELL PHONES, IPODS, & OTHER ELECTRONIC DEVICES.** As per Fr. David, we will follow Rev. Brown School policy which is “the cell phone, iPod, & other electronic devices will be confiscated if it is visible or goes off during school hours & will be returned only to a parent.” If a parent has a true emergency, call the Religious Ed Office on Sunday morning at 973-729-9140 ext 1140 between 8 AM & 11:40 AM. Texting will not be tolerated during class time.

**DISMISSAL:** Parents of younger children must pick up their child in the designated area. Children will not be permitted into the parking lot unattended.

**EARLY PICK-UP:** If you must pick up your child early from class you must come to the Religious Ed office and sign out. Children will not be permitted to meet a parent in the parking area. Please only pick up early when absolutely necessary. Early dismissals are disruptive to the classes.