

ST. BARNABAS THE APOSTLE RELIGIOUS EDUCATION PROGRAM



2023 – 2024 Parent Handbook

Levels 1 – 6

Tuesday, Wednesday OR Thursday

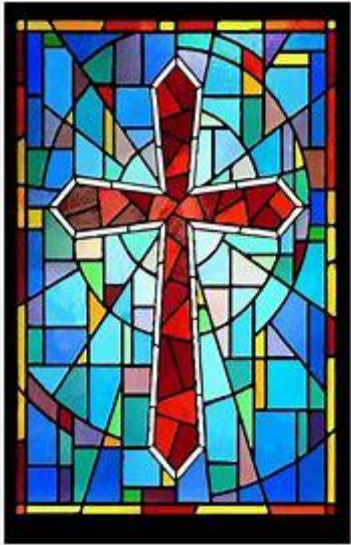
Session 1: 4:30pm – 5:30pm

Session 2: 6:00pm – 7:00pm

Levels 7 and 8

Wednesday OR Thursday

7:00pm – 8:00pm



St. Barnabas the Apostle Religious Education

2320 Bedford Avenue, Bellmore, NY 11710

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Parish website: stbarnabasny.org

Reverend Jeff Yildirmaz, Pastor

Reverend Michael Ngoka, CM, Associate Pastor

Reverend Shaju Devassy, Associate Pastor

Mrs. Marjorie Lampert, Director

Ms. Susan DeLuca, Administrative Assistant

Sunday Worship is integral to our identity as Catholic Christians. We believe it is vital to your child's faith formation to worship every Sunday. Our Mass Schedule:

Saturdays: 4:30pm Sundays: 7:00am, 9:00am, 10:30am, 12:00noon and 5:00pm

Holy Day schedules are published in the Church bulletin.

“Parents are first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith.”

Sharing the Light of Faith, National Catechetical Directory for Catholics of the United States





Mission of our Program

As a community of faith, rich in tradition and diverse in our giftedness, we commit ourselves and our resources to the Faith Formation of our young people. Acknowledging the parents as the primary teachers of the faith for their children, we strive to provide a program that will both support and enhance the faith formation being lived in the home. We do this by:

- Affirming that each student is a child of God, loved and entitled to be treated with kindness and respect.
- Providing our students with a curriculum deeply rooted and rich in the fundamental teachings of the Church.
- Exposing our students and their families to good and varied liturgical experiences.
- Sensitizing our students to the needs and concerns of the poor and oppressed.
- Providing service opportunities that will promote the realization that true joy can be found only in service.

Enrollment for St. Barnabas Religious Education Program

- 1. All families must be registered parishioners of St. Barnabas the Apostle Parish before you can register your child(ren) in the religious education program.** Religious Education registration forms are available online and can be accessed through the parish website at www.stbarnabasny.org, once in the parish website click on “Religious Education Website” in the left-hand menu bar. You will see “Registration Material” tab in the top menu bar. After reading the Parent Cover Letter and Parent Handbook please print all necessary forms and either mail or drop off at the Religious Education office. Payment is expected at time of registration. We accept cash, check made payable to St. Barnabas, or credit/debit card. If paying by credit/debit card you must come in person to swipe your card.
- 2. For students in level (grade) one, a copy of the child’s Baptismal certificate MUST be submitted with the registration form.**
- 3. If you are transferring from another parish – you MUST provide a letter from the previous parish stating previous formation and sacramental information if child has received Communion as well as their Baptismal certificate.** Children must satisfactorily complete each grade level.
- 4. Each grade level is considered a pre-requisite for the next grade level.** Children should be registered in first grade – level 1 – and continue each year until the celebration of Confirmation.
- 5. All children who have not received prior Faith Formation or did not attend religious education classes last year will be evaluated on an individual basis by the Director to determine the appropriate level at which they will begin Religious Education classes at St. Barnabas.** Such placement may require that the parent and child be involved in some form of faith formation before beginning of the religious education year.

You are strongly encouraged to register early as classes are filled on a first-come, first placed basis. We are limited on the number of classes we offer each day for each grade level. You are required to list your first and second choice of days for your child to attend classes.

Registration Fees

Tuition and sacramental fees are due at the time of registration, if this presents a financial hardship speak with the Director.

Tuition and sacramental fees for 2023 – 2024:

Tuition for One Child:	\$240.00	*First Holy Communion Fee	\$110.00 per child
Family Tuition (more than one child):	\$310.00	** Confirmation Fee	\$135.00 per child

*First Holy Communion Fee is due for all Level 2 students or students receiving First Communion.

**Confirmation fee is due for all Level 8 students receiving Confirmation this year.

Children with Special Needs

Every reasonable effort will be made to assist parents in providing the best possible experience for their child. Please speak to the Director if your child has any special needs, or attention issues so we can provide the best possible learning environment for them.

Attendance and Lateness

Children are expected to attend their scheduled classes. Lateness and irregular attendance interfere greatly with a child's progress and is disruptive to both the catechist and the rest of the class. Please allow yourself time to get your child to class on time. **If your child will be absent please call the office to report absence (516) 785-0130**, the answering machine is always on to leave a message if we are not available.

Students are expected to do the chapter work assigned as well as the assigned homework even when absent. If a child is consistently late, the parent will be contacted and you will be required to select another day to attend classes. The Diocese states that 3 absences for the Religious Education year is considered excessive.

Excessive absenteeism and incomplete lessons and homework can impede your child's advancing to the next grade level or delay their sacrament if it is a sacrament year.

Students are expected to attend the entire class! Missing class or leaving early for extra curricular activities is not an excuse. Please arrange your child's schedule – all doctor's appointments, practices and lessons – so that they will not be late for class or have to leave early. **If you are having difficulty attending classes, we will assist you in finding a religious education program at another parish.**

Arrival and Dismissal

We are ONLY permitted to use the main lobby doors facing the parking lot on Bedford Avenue to enter and exit the school building. No other exits are to be used unless there is a fire drill.

Students are expected to be seated in their assigned classroom before their assigned class time. All students in levels/grades 1st, 2nd, 3rd and 4th are required to be walked to their classroom and picked up at their classroom at the end of their session by parent or guardian. Students in levels/grades 5th and 6th are permitted to walk to their class on their own and will be dismissed to the lobby where they must be met by their parent or guardian. NO STUDENT MAY LEAVE THE BUILDING WITHOUT AN ADULT.

Levels 7 & 8 are held in Holy Family Chapel. Parents MUST pick up their child inside Holy Family Chapel.

Safety

We make every effort to keep your child safe when they are in the building for Religious Education; it is imperative that you give us your cooperation in order for us to maintain a high standard of safety. During the afternoon class time, the doors to the school will be kept locked for everyone's safety. The doors will re-open at 5:30pm for session 1 and 7:00pm for session 2 dismissals RAIN or SHINE. Anyone who would like to stay during their class time MUST VOLUNTEER with the volunteer paperwork completed and filed and the VIRTUS training complete.

Custody Issues and Orders of Protection

Where there is an order of protection in effect, a copy or such must be submitted to the Religious Education office along with a photograph of the party identified in the Order. The parent or guardian must provide a list of names of those persons allowed to pick up the child. This list must have a notarized signature of the parent or guardian. Any authorized adult picking up the child must present photo I.D. to the Director. If the person referred to in the Order of Protection is seen, the police will be called immediately.

Medical Conditions

For the safety of your child, parents are requested to notify the Director of any special medical conditions, allergies, asthma, auditory or visual impairment, seizures, etc...**No medication of any kind may be given to a student by a catechist, volunteer or parish employee.**

Epi Pen

If your child requires the use of an Epi Pen, please contact the office so you can complete the Diocese "Food Allergy Action Plan" prior to the first day of class. A photo of the child must be attached to the "Food Allergy Action Plan." Please speak to the Director regarding the family member who will be staying to administer the Epi Pen if needed.



Emergency Procedures and Fire Drills

In the event of an emergency evacuation of the school, students will be escorted to the Church and parents will be contacted to pick up their child there.

For the safety of all there will be a mandatory fire drill during your child's class time. Emergency exit plans are posted in every classroom and each catechist is aware of the nearest exit and has the emergency exit plan stapled inside their class attendance folder.

Home Schooling

Home Schooling is not permitted unless there are special circumstances, your child is presently being taught at home by the school district and is unable to attend class in a communal setting. *If for any reason we cannot accommodate your family scheduling needs, we will assist you by contacting our neighboring parishes to find a suitable Religious Education Program for your family.*

Books and Supplies

Students must come to class prepared. Students should bring their religion book and a pencil or pen to class every week. Students in Levels 6, 7 and 8 may also be required to bring their Bibles, which they receive in Level 6. If a book or Bible is lost during the year, contact the office right away to make arrangements to purchase a new one. If a child comes to class without their book the parent may be called to have the book brought them at class so they can participate in the lesson.

Homework

Homework is part of the faith formation process. Being the children are only here once a week for a short time, homework is necessary to reinforce the lesson and help the child grow in faith. Homework assignments are listed on each grade level calendar for all levels 1 through 8.

In order to satisfactorily complete the year, all assigned lessons and homework must be completed in the student's books. Catechists will be checking and recording homework each week as well as the Director will be periodically checking student books.

Assessments

Throughout the year, all levels are assessed both formally and informally. These may include verbal and written reviews as well as optional alternative assessments. If your child has any special accommodations for assessments please remind the Director so that we can assist your child.

Progress Reports

Progress reports will be completed and sent home for Levels 1, 3, 4, 5 and 6 both at mid-year and at the end of the Religious Education year. We ask that the parents read, sign and return them to either class or the Religious Education office. Please feel free to call to schedule an appointment with the Director to discuss your child's progress.

Bathroom Use

Please encourage your child to use the bathroom **before** arriving at class. If your child has a medical condition that necessitates using the bathroom frequently please notify the Director who will inform the child's catechist that your child has permission to leave the room as needed. If a child requests to use the bathroom frequently the parent will be notified.

Photographs

Throughout the year photographs of the students in our Religious Education program may be taken during various activities. These photos may be used for promoting the Religious Education program of the parish. St. Barnabas the Apostle Parish reserves the right to take and use pictures of the students enrolled in the Religious Education classes. **If parents request that their child(ren) not be photographed a written letter refusing consent must be received by the Religious Education Office at registration or prior to the start of the Religious Education start date.**

Driving and Parking on Parish Property

Please exercise caution, as well as civility, when driving on parish property. There are many children coming in and out of the building. We ask that you have patience when waiting to park your car and walk your child into the building. **All students in Levels 1 - through 6 are to be walked into the building by an adult – Levels 1-4 MUST also be walked to their class room once the catechist has arrived and picked up at their class at the end of their session. Students in Levels 5 and 6 may walk to class on their own and will be dismissed to the Lobby where they MUST meet the adult taking them home. For the safety of all NO student is permitted to leave the building without an adult.**



Snacks

ABSOLUTELY NO food, drinks, snacks, candy or gum is allowed in the building during Religious Education classes. This is a Diocesan policy, NO EXCEPTIONS. Students who come directly from school should have their snack before entering the building.

Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, Birthday, or any other occasion – goodies bags ARE NOT ALLOWED TO BE BROUGHT IN OR DISTRIBUTED TO ANY STUDENT IN CLASS OR IN THE SCHOOL BUILDING.

Cell phones and other Electronic Devices

Cell phones must be **TURNED OFF** BEFORE ENTERING THE CLASS ROOM. If a student is found using their phone, including reading or send a text, the catechist will confiscate the phone and it can be picked up after class. If a student continues to try to use their phone during class the parent will be called in.

PARENTS DO NOT CALL OR TEXT YOUR CHILD(REN) DURING CLASS TIME.



Conduct and Discipline

We are all challenged by the words and example of Jesus to treat one another with respect and dignity. Rules for behavior are necessary in order to provide a safe environment. We are all expected to exercise self-control and conduct ourselves properly at all times. Students are expected to respect the property of the school, the classroom reserved for their use, and the teacher and student materials within the classroom. In addition to these most basic expectations, the following discipline policies shall be followed by our students:

- 1) We expect courtesy and respect from our students at all times. That respect should always be shown to the catechists, volunteers, parish priests, and staff members of our program. In addition, students are expected to treat their fellow classmates with compassion and respect. We will take any accusation of bullying seriously. Parents should contact the Director immediately if they feel that their child is in a situation where they have or may become a victim of bullying.
- 2) Students are expected to display a Christian attitude in the way they dress, speak and behave. That attitude extends to all aspects of their lives and encounters with others.
- 3) Students must avoid any behavior that is disruptive to the learning environment.
- 4) Students are not permitted to have any hazardous items/materials in their possession while at Church or class.
- 5) Hats must be removed upon entering the school building or Church.

The Director shall use reasonable judgment in responding to student misconduct and accusations. The first instance of student misconduct may warrant a verbal warning unless the action is serious enough to require parental involvement. If the Director feels that the misconduct is serious, the student will be removed from the class and the parent will be called immediately to pick up their child. The Director and the Pastor may determine it necessary to remove a student from the program entirely.



Vandalism

Any student vandalizing anything anywhere in the school or parish property will be responsible for the repair, damages or replacement of the item damaged. This includes, but not limited to, writing on or in any student books or on the desk, ripping, tearing or writing on the student name tags on the desks or destroying any personal or school, parish property.

Dress Code

- Appropriate clothing must be worn at all times.
- No clothing may be worn with suggestive or questionable language or graphics.
- No bare midriffs or a shirt or top that exposes cleavage.
- No clothing which allows undergarments to be seen.
- No basketball jerseys or see-through mesh shirts unless a t-shirt is worn underneath.
- No sagging pants that expose undergarments.
- No pajamas, bedroom slippers or shower shoes.
- Hoods or hats may **NOT** be worn inside the Church or school.
- No short-shorts.

If a student is coming from or going to a sporting event they **MUST** wear something to cover up before entering the building.

Substance Abuse

Substance abuse is defined as the possession of, use of, selling or distributing any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance, which can be introduced into the body through ingestion, inhalation or injection. Any student found in possession of any illegal or unauthorized substance on Parish property or at a Parish-sponsored event will be immediately suspended from the program. A conference with the student, parent, Director and Pastor is mandatory for re-admittance into the program. Any student selling or distributing and illegal or unauthorized substance will be turned over to the local authorities.



Communication

We encourage parents to communicate with the Religious Education office as well as their child's catechist. We will use e-mails, the Parish Sunday Bulletin, the Religious Education website, the parish Face Book page, the Parish App, phone calls and the grade level calendars as ways to

reach you. **It is the responsibility of the parents to read and follow the Religious Education Parent Handbook and the grade level calendar for their child's grade level - which will be distributed with the student's book and also available on the Religious Education website.** If there are any changes to the dates set forth in the original calendar for the year they will be communicated to you by e-mail and/or a notice sent home with your child. **It is imperative that you notify the Religious Education office of any changes to your home address, your phone numbers and e-mail**

address so we can contact you if necessary. If you have any concerns or questions, please contact the Religious Education Office. The most efficient way to reach us is by calling. The answering machine is always on! We have requested you include the provider of your cell phone service as we need this information to be able to text.

Program Closings/Cancellations

If Bellmore School District is closed for inclement weather, St. Barnabas Religious Education will cancel the classes also. We list the Religious Education closing on News12 Long Island (www.longisland.news12.com) and Verizon FIOS 1 (www.fios1news.com). **Please DO NOT call the Rectory. If we are able to make it into the office we will also e-mail the parents of the closing.**

Visitors

No unauthorized person will be allowed in the building. If you would like to arrange a classroom visit during class time, please contact the Director to schedule prior to class time.

No one may sit or stay in the school during class time that is not a screened volunteer. If you have a child that has medical or learning needs and you would need to stay you MUST speak to the Director.



We need your assistance!

The Religious Education program cannot function without the generous support of its volunteers, including catechists, substitutes, hall monitors and attendance monitors. **We cannot start or hold classes if we do not have volunteers to teach and monitor the safety of the hall ways, bathrooms and lobby. Please consider offering your time. You and a friend can offer to be hall monitors together and not only help keep a safe learning environment but you can also catch up with each other in the comfort of the building.**

The Diocese of Rockville Centre mandates a program of safe-environment and abuse awareness training to ensure protection for children in parish sponsored activities. Volunteers and staff in parishes must attend a live training Virtus session for which you must register online in advance at www.virtusonline.org. They must also complete and submit the volunteer forms available in the Religious Education office as well as at the Rectory. These forms include a background check and a code of conduct form. Virtus training conducted here at St. Barnabas will also be announced in our Sunday bulletin and on the Virtus website.

Right to Amend

St. Barnabas Religious Education program reserves the right to amend the Parent Handbook for just cause. Parents will be notified in writing of any changes.

