

Queen of Peace Parish Religious Education Program



Parent and Participant Handbook

PREP Office

Phone: (215) 886-3014

Email: gopprep@comcast.net

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Mission Statement

The Parish Religious Education Program (PREP) serves Queen of Peace parish by sharing and developing the Catholic faith with our students. We do this through:

- Instruction in the fundamentals of the Catholic faith
- Fostering an understanding of, and relationship with, the persons of the Blessed Trinity
- Studying Scripture
- Providing opportunities for service to our parish and the community
- Encouraging the development of a special relationship with our parish patron - Our Lady, Queen of Peace

About the Program

PREP provides for the faith formation of children and includes:

- Religious Education
- Sacramental Preparation Programs
- Children's Liturgy of the Word (Sunday Mass Program)
- Vacation Bible School

PREP at Queen of Peace also addresses the needs of:

- Un-baptized Children/Children for Full Communion
- Children with Special Needs

This handbook sets forth the guidelines for participation in PREP at Queen of Peace. By enrolling your child into our program, you agree to support and abide by the provisions outlined in this handbook. Parents are therefore encouraged to discuss these provisions with their children to ensure that all parties understand the requirements and obligations of their participation in PREP at Queen of Peace.

Attendance

The faith formation received in the program is ongoing in that each session builds upon the previous session. Therefore, it is imperative that the children attend their program's sessions regularly. If your child is unable to attend a session for any reason, a parent must:

- Call the Religious Education Office (215 886-3014) as soon as possible, but at least 1 half-hour prior to PREP time
- Be sure to leave your child's name, grade level and teacher.

If your child fails to report to a session and no phone call is received, then the absence will be recorded as “unexcused.”

After the third consecutive absence, the program director will contact parents/guardians to discuss attendance concerns. Continued attendance issues may result in repeating a grade level.

Extended absences due to illness require a doctor's note upon return to the program. In addition, parents should be in regular contact with their child's catechist to obtain assignments and keep their child's formation up-to-date, especially in Sacramental years.

PREP sessions may be cancelled in the event of inclement weather. Every effort will be made to communicate cancellations, including the use of broadcast closing alerts through KYW (school #1334).

Lateness

Sessions begin promptly at 6:30 PM. Therefore, any student arriving after the designated starting time will be considered late. It is strongly recommended that children arrive at least ten minutes prior to the scheduled class time. Lateness is noted on Progress Reports. Chronic lateness will require a conference with a parent

If you know ahead of time that your child will be attending the session late, please contact the Religious Education Office as described above.

Dress Code

We appreciate parents' efforts in sending your child(ren) to PREP. We ask all to remember that some attire might not be considered appropriate at PREP, such as:

- Shirts bearing logos or images which may be offensive
- Pajama pants
- Short-shorts
- Clothing considered inappropriate in primary school settings

We also ask that all footwear be safe and not a tripping hazard.

If you have any questions or concerns please call or email the Religious Education office.

Arrival and Dismissal Procedures

Arrival and Dismissal procedures are addressed in separate communication. These procedures are subject to change based on weather, construction, safety concerns or other unforeseen events.

Non-Custodial Parents/Guardians

It is the responsibility of custodial parent or guardian to provide the names and phone numbers of court authorized persons allowed to pick up and drop off their children.

Safety and Security

The safety and security of PREP students and staff is very important. In order to ensure a safe and productive learning environment, please take note of the following requirements:

Building Access

Every door of the school building will remain locked during PREP time. No one is admitted during instructional time unless this has been cleared with the Director. An adult is on duty in the office area

and another is on duty in the primary corridor.

Entrance to and exit from the school are from the front doors **ONLY**.

Prohibited Items

The following items are considered prohibited:

- Weapons
- Drugs/Alcohol
- Tobacco products
- Gum
- Food/Beverage (outside of pre-approved classroom activities)
- Electronics, including games, cell phones, iPods, tablets, etc. Any prohibited item(s) will be confiscated and returned directly to the student's parent or guardian **ONLY**.

Faith Formation Expectations

Faith formation relies on both the academic instruction received in PREP classes, as well as experiencing faith in action. This includes active participation and witness to our Catholic faith through:

- Attendance at Mass weekly and on Holy Days of Obligation by the family
- Encouraging the development of prayer/devotional habit in the home
- Service opportunities in our parish, schools and community

Homework/Assignments

Catechists will address homework assignments and expectations in the class session. Any homework assignments missed due to absence may be:

- Emailed to the family by the catechist and/or Director of Religious Education (DRE)

- Given in hardcopy format at the next class session

A workbook is assigned to every participant for the applicable PREP year program. Participants are required to bring the workbook to each PREP session.

Sacraments

Students in Sacramental years will receive instruction and preparation for the specific Sacrament. This may include activities outside of and in addition to regular PREP sessions, such as:

- Additional assignments/learning projects
- Service projects
- Retreats
- Practice sessions

Archdiocesan policy requires that a child receive the Sacraments in the parish where their family is registered.

NOTE:

All tuition and sacrament fees should be current before the reception of respective sacraments.

Tuition

Tuition is a necessary and required part of the religious education. The tuition fees are used to defray to costs associated with administering and maintaining PREP at the parish level.

Specific tuition fee schedules are available in advance of the next PREP year during early registration. Current year rates are available from the PREP office.

As noted under “Sacraments”, tuition and sacrament fees should be current before reception of respective sacraments.

Appendix A – PREP Program Useful Information

CONTACTS:

Director, Religious Education

NAME

PHONE: (215) 886-3014 EMAIL: gofpprep@comcast.net

Rectory

PHONE: (215) 887-1838 EMAIL: queenofpeaceparish@comcast.net

SNOW EMERGENCY & CANCELLATIONS

Snow or other emergency closing information will be made available through local media at:

- Radio station KYW – 1060 AM
- Online via www.philadelphia.cbslocal.com; under the KYW News Radio banner
- Email notice whenever possible

APPENDIX B: ACKNOWLEDGEMENT / SIGN OFF

Please complete the information below and return this page directly to your child's catechist.

I acknowledge that I have received and read the Parent and Participant Handbook. I agree to follow the requirements and expectations of the Queen of Peace Parish Religious Education Program.

Student Name(s):

_____	_____
_____	_____

Parent/Guardian Name:

Relationship to Student:

_____	_____
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Parent/Guardian Signature:

Date:

_____	_____
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