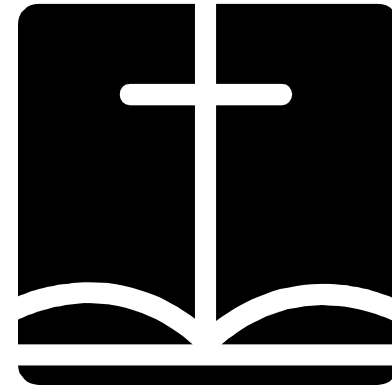


Holy Family
Faith Formation Program
106 South Main Street
Albion, NY 14411

Parent-Student Handbook
2013—2014



Classes for Grades 1 – 11 are held on
Sunday mornings from 9:15 am –
10:15 am.

Classes for Kindergarten are held on
the first Sunday of each month from
9:15 am – 10:15 am.

Rev. Richard Csizmar, Pastor
Rectory 589-4243

Miss Nancy Sedita, DRE
Office 589-5236

Holy Family
Faith Formation Program
Mission Statement

We are bonded to God our Father and Jesus our Brother to enlighten our youth and aid their families to answer the call of Christ through teaching the Trinity, Scripture, Prayer, Sacraments and celebrating the Eucharist as one in community.

Also, we, as a Catholic body empowered by the Spirit, will encourage and give witness to our youth, to live in unity with their sisters and brothers, not only in their Christian community but in the world, through unconditional love.

Sunday Mass

Our expectation is that students will attend Sunday Mass regularly. Children's Masses and Young Adult Masses, involving students, will be scheduled throughout the year.

Visitor's Policy

Visitors, including parents, should report to the Faith Formation Office before going to the classroom.

Volunteers

Volunteers are always needed. Please contact the office if you wish to share your time and talents (589-5236).

Attendance

The Diocesan Office of Catholic Education recommends that children receive 32 to 34 hours of catechesis per year. Therefore, attendance at every scheduled faith formation class is important. Students should be in class no more than five minutes before the class is scheduled to begin. First through third graders should be walked from the parking area to the building by a parent or older sibling. Students should miss class only in the event of illness. If your child is unable to attend class, please call the Faith Formation Program Office (589-5236) before class. A written excuse should be sent with the child when he/she returns. If your child is absent, make-up work may be assigned by the teacher to be completed at home with a parent and returned to the teacher at the next scheduled class.

Three absences may result in a meeting of parents with the director and/or pastor.

Class Cancellation

Watch Channel 2 for class cancellations in the event of inclement weather.

Classroom Behavior

Students will be expected to follow these rules:

1. Show respect for the catechist and fellow students
2. Respect the property in the classroom
3. Hats and coats off during class time
4. Turn off cell phones and electronic devices in class
5. No running, shoving, pushing allowed
6. Students are not allowed anywhere in the building without adult supervision

Consistent failure of a student to cooperate with the catechist during class will result in a conference between the parents, catechist, and director. If a resolution to the disruption of class can not be found, the student will be dismissed from the program.

Class Time

Classes are held on Sundays, beginning at 9:15 am and concluding at 10:15 am.

Community Service

High School students who attend our faith formation program are asked to contact the director for service opportunities if they find the need of “community service hours” as a high school graduation requirement.

Dismissal

Classes will be dismissed promptly at 10:15 a.m. First through third graders need to be signed out. Students should proceed in an orderly fashion.

Field Trips

Field trips are planned for educational and spiritual experiences corresponding to classroom material. All field trips are approved by the director. Students must have the off-grounds permission form completed and signed by their parent/guardian. All parents will be notified of the event. Transportation will be provided by bus or car. Volunteer drivers must be at least 25 years old.

Medication

Medication will not be administered by program volunteers.

Office Hours

Parish Office – Monday, Wednesday, Thursday, 9:00 am – 3:00 pm
Friday, 9:00 am – 12:00 noon

Nancy Sedita – By appointment

(E-mail—religioused@rochester.rr.com)

Parent Involvement

Working together will assure that our children will learn our Faith. Please feel free to communicate with us. Parent participation in the family activities scheduled during the year is encouraged. Anyone wishing to volunteer his/her time and talents are encouraged to call the director at 589-5236.

Progress Reports

Progress Reports will be sent out at the end of each semester.

Registration

Parents of children enrolled in Holy Family Faith Formation program should be registered with the parish. All parents need to register their children every year. Forms are available in the Faith Formation Office and on the Faith Formation page of the parish website (www.holyfamilyalbion.com). There is a fee of \$25.00 per student or \$50.00 per family. Checks should be made payable to Holy Family Parish. The fee may be waived due to extenuating circumstances.

Sacraments

Traditionally, First Penance is celebrated in 2nd grade, First Eucharist is received in 3rd grade and Confirmation is received in 11th grade. Respective parents participate in parent sessions prior to the celebration of each Sacrament. The students also participate in a Retreat experience prior to the reception of the sacraments.

Snacks

Light snacks or drinks may be provided, on occasion, at the teacher’s discretion.

Special Needs or Circumstances

It is important that the Faith Formation Office be made aware of any special needs or circumstances that may be pertinent to students. This would include any learning problems, chronic illnesses, allergies, medications, etc. Please be sure to indicate this on the registration form. If there are any changes during the year, please advise the Faith Formation Office.