

## **MISSION STATEMENT**

The Parish Religious Education Program of Our Lady of Fatima Church is committed to fulfilling our Lord's command to "Go therefore and make disciples of all nations." (Mt. 28:19)

This goal is realized through the faithful instruction of Catholic doctrine, the passing on of Christ's message to his people, and the realization that catechesis is a ministry of God's Word, "which is intended to make men's faith living, conscious, and active, through the light of instruction." (Gen. Catechetical Dir. 17: 1971)

Recognizing that "parents have the first responsibility for the education of their children" as stated in the Catechism of the Catholic Church (2223), we strive to support the work of parents and guardians who seek to bring their families to the fullness of the Faith.

## **INTRODUCTION**

We extend a warm welcome to your family as you begin the religious education school year.

As members of the universal Church, it is the duty, first and foremost, of parents and guardians to ensure weekly family Mass attendance on Sunday (or Saturday Vigil) and Holy Days of Obligation and the regular reception of the sacraments of Penance and Holy Eucharist. In addition, it is the responsibility of parents/guardians to assure their children's regular and uninterrupted attendance of religious education classes for Grades 1-8.

This handbook will provide an overview of the Parish Religious Education Program and furnish answers to many commonly asked questions. We ask that you read the handbook and acknowledge its receipt and your acceptance of same by signing, detaching, and returning the agreement which can be found on the last page of this document. This information will be kept on file in the Office of Religious Education.

## **PARISH SCHEDULE FOR HOLY MASS**

### Weekend:

Saturday: 5:00 pm Vigil Mass

Sunday: 7:00 am; 9:00 am; 11:00 am; 1:00 pm; & 5:00 pm

### Weekdays:

Monday: 7:00 am & 9:00 am

Tuesday: 7:00 am & 7:00 pm

Wednesday: 7:00 am & 9:00 am

Thursday: 7:00 am & 7:00 pm

Friday: 7:00 am & 9:00 am

Saturday: 9:00 am

Holy Days of Obligation: 7:00 pm Vigil Mass

7:00 am; 9:00 am; 12:00 pm; & 7:00 pm

## **SACRAMENT OF RECONCILIATION**

Saturday: 4:00 pm – 4:50 pm

Tuesday: 6:00 pm – 6:50 pm

Thursday: 6:00 pm – 6:50 pm

## **OFFICE OF RELIGIOUS EDUCATION**

**50 Van Winkle Place**

**Piscataway, NJ 08854**

**Telephone: 732-968-5555 ext:105**

**Email: [jdangiollillo@olfparish.org](mailto:jdangiollillo@olfparish.org)**

### **Religious Education Staff**

The Office of Religious Education is staffed by the Parish Catechetical Leader.

### **Catechists and Volunteers**

Approximately 40 catechists, classroom aides, catechetical assistants, and volunteers give their time to share the Faith with the children of the parish. All employees and volunteers, 18 years of age or older, undergo a criminal history background check and are fingerprinted in accordance with the policy as set forth by the Diocese of Metuchen.

### **Hours of Operation**

The Office of Religious Education is in the Parish Center (address listed above) and is staffed by the Parish Catechetical Leader. Hours are flexible so please contact the office prior to coming to assure someone is available.

### **Schedule of Classes**

Classes begin in early October and the yearly calendar is posted on the website in September. The calendar contains the schedule of classes, special events, and required parent meetings for the year and should be kept for reference. Students are expected to attend religious education classes beginning in the first grade and continue in each consecutive grade through eighth grade.

#### **Classes are held as follows:**

Sunday (Grades 1-6) 10:15 am - 11:30 am

Wednesday (Grades 1-6) 4:15 pm - 5:30 pm

Wednesday evening (Grades 7-8) 6:15 pm - 7:30 pm

### **Registration for Classes**

**Re-registration** for returning students and **new registration** (registration for families new to the program) takes place in the spring/early summer. Families must be registered members of Our Lady of Fatima parish. All registration is done electronically online.

Registered families of the parish whose children attend parochial schools must contact the Office of Religious Education to arrange sacramental preparation for their children. Children in

parochial schools receive their religious instruction at those schools but the sacraments are conferred at the parish in which the students are registered; thus, these students must complete the sacramental requirements (retreats, meetings, etc.) at Our Lady of Fatima.

Under extraordinary circumstances, the religious education program is open to persons outside of the parish with the written permission of their pastor.

### **Tuition, Fees, and Fundraising**

Registration fees (tuition) are payable on a yearly basis. The schedule of fees for the 2024/2025 year are as follows:

A family of one child - \$150 total fee

A family of more than one child - \$275 total fee

Sacrament fees for 2nd and 8th grades – an additional \$50 per child

**Early Registration Discount by June 7th** – a 20% discount per family

A family of one child - \$120 total fee

A family of more than one child - \$220 total fee

Sacrament fees for 2nd and 8th grades - \$50 per child

Miscellaneous fees associated with sacramental preparation i.e. 8th Grade Teen Outreach, Confirmation Robe, etc. are minimal and parents/guardians are advised of any additional fees at parent sacramental meetings or as the need arises.

The Office of Religious Education sponsors one major fundraiser (Easter candy sale) in the spring. The entire parish is invited to support this endeavor.

No child shall be refused religious education due to finances; therefore, circumstances of financial difficulty should be brought to the attention of the Parish Catechetical Leader.

### **Inclement Weather/Emergency Closings**

The decision for cancellation of classes due to weather conditions and/or other emergency situations is made by the Parish Catechetical Leader in consultation with the Pastor. Catechists are notified individually and are responsible for contacting parents/guardians. An email/text message is sent to all Religious Education parents with children in classes affected by the weather notifying them of the cancellation.

### **Emergency Parent/Guardian Phone Numbers**

It is imperative that the Office of Religious Education have current telephone numbers on file for each registered family. Contact information (home phone, cell phone, and email address) are requested at the time of registration along with an alternative emergency contact. It is the responsibility of the parent/guardian to update contact information especially in regard to home and cell telephone numbers due to change and/or disconnection.

### **Arrival/Dismissal Procedure**

Arrival and dismissal of students will be from the auditorium of the Our Lady of Fatima School. Parents/guardians of students in grades 1-3 are required to come in with their children at drop off and parents/guardians of students in all grades are expected to sign out their child from the auditorium at dismissal to ensure the safety of the children. Only those authorized to pick up the children will be allowed to do so. Each catechist will have your child's sign out sheet for you to sign.

Catechists will meet their students in the auditorium prior to class and accompany them to their classrooms. Students and their teachers will return to the auditorium for dismissal. Parents will not have access to the classrooms/hallways for arrival/dismissal.

Students will not be released to a driver who is visibly impaired and reserves the right to call the emergency contact number listed on the registration form.

### **Absentee/Tardiness Policy**

Religious education classes, in addition to regular Mass attendance, must be given the highest priority. Athletic and social activities are not an excuse for absence from class or early

dismissal. Both state and federal laws protect religious education and practice.

It is the policy of the Diocese of Metuchen that more than three unexcused absences can be grounds for repetition of the current level of education. Excused absences include illness, death in the family, family emergency, etc. It is our policy that an absence is considered unexcused whenever a phone call is not received by the Office of Religious Education advising reason for absence. Parents/guardians will be contacted by the Parish Catechetical Leader in the case of excessive absences and extraordinary circumstances should be brought to the attention of the Parish Catechetical Leader. Students are expected to be in the auditorium and ready to begin religious instruction according to the times set forth under the Schedule of Classes.

### **TEXTBOOKS AND CURRICULUM**

All students enrolled in the Parish Religious Education Program receive textbooks. It is the responsibility of the students/parents to make sure that these instructional materials are brought to class each week. Students who neglect this responsibility will be considered unprepared for class. Loss of textbooks should be reported to the Office of Religious Education at which time replacement copies should be purchased.

**Textbook Series:** Word Of Life by Augustine Institute

### **LEARNIG DIFFERENCES & SPECIAL ACCOMODATIONS**

We are committed to loving and serving all of our children in the best way possible. If your child has an identified disability and/or requires special accommodations for learning, please describe their needs in your registration information. This information will remain confidential with our staff and your child's Catechist. It will help us provide a better experience for him/her in their Religious Education. Please be aware, however, that since our catechists are all volunteers and since we do not employ professionally trained special needs teachers, your child's religious educational needs may not necessarily be best met in our standard classroom model. If you would like to speak privately to the Parish Catechetical Leader feel free to do so at any time.

## **SACRAMENTAL PREPARATION**

Preparation for the sacraments of First Penance and First Holy Communion requires two years of instruction and preparation for Confirmation requires two years of preparation beginning in Grade 7. However, religious instruction begins in Grade 1 and continues, without interruption, through Grade 8. (Refer to Schedule of Classes). Just as children need education after the 2nd grade in regular school to develop properly for high school and college, so much more do they need to continue their deepening knowledge of God and the Church through Religious Education to be able to mature in their understanding of the Faith without falling behind due to preventable missed years of classes.

### **First Penance**

#### **Required Preparation: 2 years; Grades 1 and 2 (or equivalent)**

First Penance is administered on the first Saturday of March. In anticipation of this day, the parents of the children receiving First Penance are expected to attend a parents' meeting. A Preparatory Workshop and Practice for First Penance are also scheduled. On the day of First Penance, parents/adults in attendance are invited to receive the Sacrament.

### **First Holy Communion**

#### **Required Preparation: 2 years; Grades 1 and 2 (or equivalent)**

In addition to classroom instruction, the preparation for First Holy Communion contains an element of family catechesis. In the final week of preparation prior to the reception of the Eucharist, students and parents are expected to attend the First Holy Communion Retreat which takes place the week prior to the reception of First Holy Communion. It also includes practice for First Holy Communion.

### **Confirmation**

#### **Required Preparation: 2 years; Grades 7, and 8**

The sacrament of Confirmation is administered in the autumn of the students' freshman year in high school. Preparation for this sacrament is quite involved for the students, their parents, and their sponsors under the direction of the Pastor and the staff of the Office of Religious

Education. It is expected that in addition to the catechetical instruction the children receive in their religious education classes, they will be supported and encouraged in the practice of the Faith by their parents and sponsors (regular Mass attendance) who play an integral part in their formation. Each year opens with a meeting for parents and candidates during which an overview of the year is presented.

**Excessive absences and/or failure to complete the instructional requirements are valid reasons to delay the reception of the sacrament of Confirmation.**

### **Grade 7:**

In Grade 7, the Confirmation candidate will attend the parent/student meeting and the Confirmation candidates (with parental guidance) choose the saint whose name they will be given at Confirmation. The candidates then compose a report (**Saint Report**) which is biographical in regard to their chosen saint and also a personal reflection on this sacrament which “is necessary for the completion of baptismal grace.” (CCC 1285) .

Also in Grade 7, as a compliment to their saint report, the Confirmation candidate will complete **a Holy Card**. The student, under the guidance of the parents and sponsor, should be performing **Acts of Charity** within the parish, school, and their local community.

Students, having chosen their sponsor with the advice of their parents/guardians, will be required to have their sponsor submit a **Certificate of Eligibility** (Sponsor Certificate) from the pastor of the parish in which they are registered.

### **Grade 8:**

Once again, the parent/student meeting is an important requirement of the candidate’s formation. It is during the eighth-grade year that the candidate will submit a written review of his/her **Acts of Charity**.

During this time, sponsors should be regularly guiding the Confirmation candidate into a fuller understanding of mature Catholic living through regular sponsor-candidate meetings (via phone or virtually for sponsors at a distance) whereby they go over assigned readings together to help



the candidate understand more deeply the importance of the Sacrament of Confirmation and his own responsibility in the Church under the guidance of his sponsor.

### **Grade 9:**

As previously stated, the sacrament of Confirmation is celebrated in the autumn of the students' freshman year. Parents/guardians are not required to re-register the Confirmation candidates for religious instruction for this year. However, students and their sponsors are expected to attend a Confirmation Retreat as scheduled by the Office of Religious Education prior to reception of Confirmation.

### **Role of a Sponsor:**

The role of the sponsor is an important one which requires that the sponsor be a confirmed Catholic living in full Communion with the Church. They must be a practicing Catholic who regularly attends Holy Mass and receives the sacraments of Penance and Eucharist frequently.

## **PROGRESS REPORTS AND PERMANENT RECORDS**

**Permanent records** are maintained by the parish in regard to the reception of sacraments.

These same records, as well as grade level attendance for religious instruction, are maintained by the Office of Religious Education.

**Progress reports** for students in Grades 1-8 are issued in January and at the end of the religious education school year. Report cards are kept on file as long as the student remains in the program.

**Transfer of records** is obtainable by calling the Parish Catechetical Leader and should be requested when a family is moving from the area or to another parish or religious education program.

## **HOMEWORK AND TESTS**

Homework is part of the curriculum and is expected to be completed by all students. Failure to complete all assigned homework may jeopardize the student's ability to move on to the next grade. Parents and catechists are to work together to help the children understand the importance of knowing the Faith and making every effort to do their best for God.

Quizzes will be used periodically to help the students prepare for Exams/Unit Tests. Exams are a part of the curriculum and administered according to the lesson plans curriculum.

### **STUDENT CODE OF BEHAVIOR**

- Students are expected to comply with standard classroom rules as set forth by the Parish Catechetical Leader and the classroom catechist.
- Cell phones are to be turned off and placed on top of the desk while class is in session. All other electronic devices are strictly forbidden in the classroom, including ear buds/headphones.
- Students are expected to maintain self-control; to show respect for others in words and actions and to be respectful of church property.
- Chewing gum is strictly forbidden. Eating and drinking is also not permitted.
- There is a zero tolerance policy for physical harm to one's self or others; for possession of drugs, alcohol, or weapons; and for any and all verbal or non-verbal threats.

### **DRESS CODE**

Students are to dress appropriately both in class and at Mass, which entails modesty and cleanliness, remembering that we are all temples of the Holy Spirit. Pajamas/slippers, miniskirts/dresses, short shorts, sleeveless blouses/dresses, halter tops and leggings/yoga pants are not permitted, (leggings/yoga pants worn underneath a dress or skirt are). In addition, jeans with holes or tears in them, t-shirts with inappropriate messages or images on them and slacks worn well below waist level are not allowed. Parents will be notified if the policy is not followed and repeated offenses may result in the child being sent home.

### **CHILD ABUSE POLICY**

If a catechist and/or director suspects that a child has been abused, New Jersey law requires that the State Division of Youth and Family Services be notified immediately and Diocesan policy requires that the Director of the Diocesan Office of Child and Youth Protection also be notified of suspected abuse.

**PARTIES, SNACKS, AND FOOD ALLERGIES**

Classroom parties are permitted at the discretion of the Parish Catechetical Leader. Catechists must clear all celebrations with the PCL and are reminded that parties during the liturgical seasons of Advent and Lent are not permitted (these celebrations are more appropriately celebrated according to the liturgical calendar during the seasons of Christmas and Easter). In addition, Religious education classrooms are peanut/nut free rooms so no exposure to peanuts is permitted. Snacks are not permitted in class and should be eaten before or after the Religious Education session.

Food allergies should be recorded by parents at the time of registration (applicable section on the registration form). All allergies and serious health conditions are passed on to the individual catechists in writing for the safety of the child involved.

**AGREEMENT**

I have read and I agree with the policies as stated and set forth in the Religious Education Handbook of Our Lady of Fatima Church.

\_\_\_\_\_  
(Family Name)

\_\_\_\_\_  
(Parent/Guardian – PLEASE PRINT)

\_\_\_\_\_  
(Parent/Guardian SIGNATURE)

Child's/Children's Name & Grade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This agreement must be signed and returned to the Office of Religious Education. If the Religious Education Office does not receive the signed agreement page of this handbook and

your child/children are enrolled in classes, the Office of Religious Education will accept your child's/children's enrollment in classes as your formal acceptance and agreement of this handbook and its policies.