

**St. John the Baptist Catholic Church**  
**Faith Formation Staff**

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Rectory Phone: 849-5121

Attendance Line: 849-5121 Ext. 222 (Grades K-6)  
849-5121 Ext. 316 (Grades 7-12)

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*St. John the Baptist*  
*Catholic Parish*



2011-2012 HANDBOOK  
for  
FAITH FORMATION GRADES K-6

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**Coordinator of Faith Formation**  
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# 2011-12 Calendar for Grades K-4 9:15-10:15 AM

September 18, 2011 September 25	Session 1 Session 2
.....	
October 2 October 9 October 16 October 23 <b>October 30</b>	Session 3 Session 4 Session 5 Session 6 <b>NO CLASS—Teacher In-service</b>
.....	
November 1 November 6 November 13 November 20 <b>November 27</b>	ALL SAINTS DAY—Holy Day of Obligation Session 7 Session 8 Session 9 <b>NO CLASS—Happy Thanksgiving!</b>
.....	
December 4 <b>December 8</b> December 11 December 18 <b>December 25</b>	Session 10 IMMACULATE CONCEPTION—Holy Day of Obligation Session 11 Session 12 <b>NO CLASS—Merry Christmas!</b>
.....	
<b>January 1, 2012</b> January 8 January 15 January 22 <b>January 29</b>	<b>NO CLASS—Happy New Year 2012!</b> Session 13 (Christmas Pageant) Session 14 Session 15 <b>NO CLASS—Catholic School's Week</b>
.....	
February 5 February 12 February 19 <b>February 22</b> February 26	Session 16 Session 17 Session 18 ASH WEDNESDAY Session 19
.....	
March 4 March 11 March 18 <b>March 25</b>	Session 20 Session 21 Session 22 <b>NO CLASS—Spring Break</b>
.....	
April 1 <b>April 8</b> April 15 April 22 April 29	Session 23 <b>NO CLASS—Happy Easter!</b> Session 24 Session 25 Session 26
.....	
May 6	Session 27 (Last Class)

PARISH MEMBER, PARENT as NON-CATECHIST			
Number of Children	Annual Fee	Two Payments	9 Monthly Payments
1	\$140.00	\$70.00	\$15.55
2	\$266.00	\$133.00	\$29.55
3	\$378.00	\$189.00	\$29.55
4	\$475.00	\$237.35	\$42.00
5	\$560.00	\$280.00	\$52.77

PARISH MEMBER, PARENT as CATECHIST			
Number of Children	Annual Fee	Two Payments	9 Monthly Payments
1	\$0	\$0	\$0
2	\$126.00	\$63.00	\$14.00
3	\$238.00	\$119.00	\$26.44
4	\$336.00	\$168.35	\$37.00
5	\$420.00	\$210.00	\$46.66

NON-PARISH MEMBER, PARENT as NON-CATECHIST			
Number of Children	Annual Fee	Two Payments	9 Monthly Payments
1	\$250.00	\$125.00	\$27.78
2	\$486.00	\$243.00	\$54.00
3	\$708.00	\$354.00	\$78.67
4	\$916.00	\$458.00	\$101.78
5	\$1110.00	\$555.00	\$123.33

NON-PARISH MEMBER, PARENT as CATECHIST			
Number of Children	Annual Fee	Two Payments	9 Monthly Payments
1	110.00	\$55.00	\$12.22
2	\$346.00	\$173.00	\$38.44
3	\$568.00	\$284.00	\$63.11
4	\$776.00	\$388.00	\$86.22
5	\$970.00	\$485.00	\$107.78

## REGISTRATION FOR FAITH FORMATION

Faith Formation is available for all students in grades K-12. The registration deadline for the 2011-2012 year is September 14, 2011. A \$25 late fee will be charged for registrations received after that date and students will be placed only if there is enough space. We will not place students if there are not catechists to teach the class. Class size limit is 20 students per 2 catechists.

Baptismal certificates are required for sacramental preparation in the 2nd grade for those students who were not baptized at St. John's. These may be obtained by contacting the parish where the child was baptized and requesting a copy. These may be sent to the family or directly to the Faith Formation Office.

## HOMESCHOOLING

We do offer the option of homeschooling your child. Please call the Faith Formation office to make arrangements. You will still need to fill out and return a registration form.

## FAITH FORMATION FEE SCHEDULE

St. John's Faith Formation fees cover the cost of consumable textbooks, teaching manuals, media items, supplies, building use and maintenance, and administrative costs. Student fees cover 40% of the actual cost of providing the program.

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**NO CHILD WILL BE DENIED A PLACE IN OUR PROGRAMS DUE TO FINANCIAL DIFFICULTIES. PLEASE CONTACT A MEMBER OF THE FAITH FORMATION STAFF at 849-5121 TO MAKE NECESSARY ARRANGEMENTS.**

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## 2011-12 Calendar for Grades 5-6 5:45-7:15 PM

September 21, 2011	Session 1
September 28	Session 2
.....	
October 5	Session 3
October 12	Session 4
October 19	Session 5
October 26	NO CLASS—Teacher In-service
.....	
November 1	ALL SAINTS DAY—Holy Day of Obligation
November 2	Session 6
November 9	Session 7
November 16	Session 8
November 23	NO CLASS—Happy Thanksgiving!
November 30	Session 9
.....	
December 7	Session 10
December 8	IMMACULATE CONCEPTION—Holy Day of Obligation
December 14	Session 11
December 21	Session 12
December 28	NO CLASS—Merry Christmas!
.....	
January 1, 2012	Happy New Year 2012!
January 4	Session 13
January 11	Session 14
January 18	Session 15
January 25	Session 16
.....	
February 1	Session 17
February 8	Session 18
February 15	Session 19
February 22	ASH WEDNESDAY
February 29	Session 20
.....	
March 7	Session 21
March 14	Session 22
March 21	Session 23
March 28	NO CLASS—Spring Break
.....	
April 4	NO CLASS—Holy Week
April 11	Session 24
April 18	Session 25
April 25	Session 26
.....	
May 2	Session 27 (Last Class)

<http://www.stjb.org>

## WELCOME to our Website!

The parish has an excellent website that we improve and update often. The website contains information you wish to know about the parish, school and religious education programs. When you go to the parish site, click Faith Formation to access the Faith Formation and Youth Ministry sections. From there, click on other links to find calendars, newsletters, special dates, forms and other information.

Registration forms are available on the website as well.

You can also find email links to staff, phone numbers and other information pertinent to our programs.

Communication is a vital part of our program. Our website is a great way to access the information you need at your convenience!



- Attend class regularly and complete any assignments or homework
- Discipline Policy
  - i. All students are expected to share in the faith learning experience of the parish program. If a child's behavior disrupts the learning process for him/her in the classroom, the steps listed below will be followed to ensure that class participation may continue:
    1. At the first incident, the student will be reminded of expected behavior and the consequences of misbehavior.
    2. After the second incident, the student will be sent to the office for a discussion with a Faith Formation Staff member about appropriate behavior.
    3. After returning to class, if in appropriate behavior continues, the student will be sent to the office and parents will be notified.
    4. If the child's behavior continues to disrupt, one-on-one work with a Faith Formation Staff member or working from home may be necessary.

### C. Catechists

- Provide a loving, Christian atmosphere within the learning environment so that children will be able to grow in their faith.
- Prepare and teach designated curriculum.
- Be a Christian role model.
- Communicate regularly with and involve parents in the faith development of their children.
- Attend in-services throughout the year.
- Encourage attendance to parish youth events by handing out and talking about flyers when they are given for class.
- Attend the VIRTUS program "Protecting God's Children for Volunteers." This program, mandated by the Diocese of Madison, is for all employees and volunteers who regularly work with children of our parish. Sessions are free of charge and are held at St. John's and around the Diocese throughout the year. Volunteers have 6-Weeks to complete this one-time training.
- All catechists must complete a background check form and the Statement of Receipt and Agreement from for the Diocese of Madison, regarding abuse of minors, sexual misconduct, and sexual harassment. It is expected that the catechist will also read the above mentioned policy.

## EXPECTATIONS

### A. Parent(s) and Guardian(s)

- Ensure that their children attend classes regularly and on time each year. We want the child to receive a well-rounded religious education and to experience their faith in the midst of the community. Therefore, it is essential that students remain in the program from Kindergarten through the year of their Confirmation.
- Communicate any special needs or circumstances that may affect their children within the classroom.
- Be an active part of their children's learning and be involved in the classroom at the catechist's request (ie. Help with special and/or service projects). Make it a priority to look at your child's folder and ask questions about the lessons each week. Please make sure the students have the proper materials (Text, Bible, Folder, etc.) before they leave for class on Sunday mornings and Wednesday evenings.
- Each family is expected to volunteer 2 times per year.
- It is expected that families keep current with Faith Formation communication by reading newsletters, event flyers, bulletin notices and emails.
- Encourage students to participate in social activities sponsored by the parish and diocese.

### B. Students

- Behave in a Christian manner at all times showing respect and being cooperative with adults and other students.
  - i. Behavior includes:
    1. Respect for others and others property
    2. No use of tobacco, alcohol or illegal drugs
    3. No weapons on premises
    4. No vulgar language, sayings or designs on clothing
    5. Dress modestly at all times
    6. Adhering to posted rules and consequences

PARENTAL SUPPORT of the religious education program is essential. Many parents volunteer as teachers, aides, or office help. We are grateful for your assistance! The program can not function without parent volunteers. Please call the Faith Formation office to find out how you could be of most help if you have not already signed up to help.

FAITH FORMATION CURRICULUM: We use the Call to Faith Series from Our Sunday Visitor ([www.osvcurriculum.com](http://www.osvcurriculum.com)), for grades K-6. We also supplement material from the Catechism of the Catholic Church, Family Apostolate, and other Catholic publishers.

THE ANNUAL CHRISTMAS PAGEANT is held on Epiphany Sunday each year. All family members are invited and strongly encouraged to participate and attend. It is a wonderful opportunity to visit with other St. John the Baptist families.

OUR CLOSING SESSION is an important celebration which your children plan and participate in. They use what they have learned about our faith, and their enthusiasm is inspiring. Please plan to come with your relatives and friends as your children demonstrate that We are the Church, Happy to be the Children in God's Family!

## WE REALLY NEED YOU, PARENTS!!!

*Please share your time, energies, gifts and talents with our Faith Formation program..*

*We depend on the support and involvement of our parish families in the full life of the parish.*

*It is a privilege to partner with you in the development of young hearts and minds for Christ.*

# Parish Faith Formation Policies and Procedures

## ATTENDANCE

Regular attendance in Faith Formation class is an important factor in deepening our understanding of our triune God through the study of Scripture, prayer, Church teaching and community.

We ask that every effort be made to **limit absences to no more than two classes in the course of a semester** unless health conditions or family circumstances warrant otherwise. Frequent absence does affect a child's religious education and impacts the entire class. In the event of two consecutive, unexcused absences a representative of the parish education program will be in touch with the parent(s)/guardian.

**1st through 6th grade student absences are to be called in to Jenny in the Faith Formation office (849-5121, ext. 222) prior to class time.** A voice message can be left, indicating the child's name, grade, parent name and reason for the absence. If there is no notification of absence by a parent, a phone call is made to the parent home by the attendance volunteer. **Kindergarten absences need not be called in.**

**Late arrivals** are discouraged, as they are disruptive to the class. Those arriving more than 5 minutes after the start of class time will need to check in with the attendance aide, located in the School office.

## TRAFFIC FLOW—Drop off & Pick-Up Procedures

Please follow signs which will be posted to guide traffic for drop-off and pick-up of students. **Please do not park along the curb in front of the school**, this is for drop-off of older children who do not need to be walked in.

Please do not drop your child off more than 10 minutes before the beginning of the session. Please be prompt and pick-up your child/children on time.

## CANCELLATION OF CLASSES

Inclement weather or other circumstances may require the cancellation or early dismissal of classes. When WAUNAKEE schools close due to bad weather, we will automatically cancel classes. When weather conditions deteriorate after school dismissal resulting in the cancellation of classes we will take the following steps to inform registered families:

1. We will contact local radio stations with an announcement of cancellation.
2. We will call all program teachers and aides, requesting they call and email as many homes of the students in their class as possible with notice of cancellation.
3. We will place a voice message on our phone answering system.

Should weather conditions deteriorate during class time, we ask parents to use their discretion in coming early to pick-up their children. We will follow emergency procedures as required by the situation (tornado, flash flood, etc.). Parents bear the responsibility for being informed regarding cancellation and for making decisions about class attendance under questionable conditions. If you are concerned about road conditions because of weather, please do not bring your children to class.



## RADIO STATIONS

- |                                   |              |
|-----------------------------------|--------------|
| WJJO 94.1                         | LIFE102.5    |
| WOLX 94.9                         | WXEE 104 FM  |
| WMMM 105.5                        | WIBA 1310 AM |
| Sundays: Announcement at 8AM Mass |              |



## COMMUNICATIONS

Our parish website ([www.stjb.org](http://www.stjb.org)) serves as our official means of communication. The parish bulletin is available, along with our program calendars, parent newsletters, registration forms and notice of upcoming events. On our website you can also view the educational objectives, curriculum and weekly lessons (including page numbers and handouts) for each grade level. In addition to the bulletin, this handbook and parent newsletters, program-level and class communications will routinely be sent home with your child. We also send newsletters by email on a weekly basis to remind parents of upcoming events or update them on sacramental preparation.

Parents are encouraged to discuss their child's progress with the catechist and Religious Education Coordinator. Any serious matter or concern will be brought to parental attention immediately. If you have any questions, comments, or suggestions please feel free to share them with your child's catechist or call the Faith Formation Office at 849-5121 ext. 222.

## SNACKS / FOOD ALLERGIES

**No snacks will be permitted during the K-6 grade sessions.** This is due to the fact that we share the rooms with St. John's School and because of the many allergies children may have to food. We do not want to run the risk of having a child go into shock because of a minute exposure to products brought for special occasions. At times the 5th and 6th grade classes may have a treat, but a note will be sent home warning parents of this a head of time.



**Kindergarten Parents** should come to the classroom to sign your child in and out each week. Your promptness is appreciated.

## CUSTODY ISSUES

In the event of a divorce or separation it is assumed by the Religious Education and Youth Ministry Offices that each parent has been awarded equal rights in regard to their children. If there are special circumstances such as sole custody, limited access or restraining orders, copies of these court documents must be on file in the RE/YM office.

## HEALTH CONCERNS and MEDICATIONS

Children who are not feeling well may call a parent/guardian for early pickup. An adult will stay with the student while he/she is waiting.

Because we have children coming from many different schools, notification would be appreciated when children have been exposed to lice, chicken pox, or pink eye so that all parents/guardians may be made aware.

Catechists and parish personnel are not allowed to dispense medication to students. If there is a need to make a policy exception, please contact the Religious Education office to obtain a form authorizing the administration of medication.

## SPECIAL EVENTS and FIELDTRIPS

On occasion, special events of a social/recreational nature, service activities, or retreats may be scheduled off-campus. Participation of students in such events will be with the written consent of parents and with the supervision of at least two of the following: a program coordinator, catechist or designated adult.

## SACRAMENT PREPARATION

First Reconciliation and First Holy Communion are celebrated with baptized children in the second grade. Children attend religious education sessions on Sunday or during their Catholic school day. For children who are 3rd grade or older, special religious education sessions are offered to help prepare them for these sacraments.

- Parents are asked to provide the RE office with a copy of the child's baptismal certificate.
- Children should be enrolled in religious education at St. John the Baptist, or attend St. John the Baptist School.



### **FIRST RECONCILIATION**

Preparation begins the first semester of second grade with classroom instruction, at-home activities and parent-child retreat day is held in October/November. Every child is expected to attend with a parent. First Reconciliation is celebrated the first three Saturdays in December from 9:00 A.M. to 11:00 AM. Penitent and Families are encouraged to attend and receive the sacrament.



### **FIRST HOLY COMMUNION**

Preparation begins the second semester of second grade with classroom instruction, at-home activities and a parent-child retreat which is held in March. Every child is expected to attend with a parent. First Holy Communion will be celebrated starting two weeks after Easter for two weekends during the 5:00 PM mass on Saturday, and 10:00 AM Mass on Sunday. (This is adjusted each year according to when Easter falls).

## Children who have not yet been Baptized:

Children in first grade or older who have not been baptized should participate in the religious education program at their grade level. In addition to the regular religious education class, children will participate in some specially scheduled small group instruction and some additional home instruction to prepare for the sacrament of Baptism.

*Please call the Religious Education office at 849-5121 to begin the process.*



## **Children older than 2nd Grade who have not yet received their First Reconciliation and/or First Communion:**

Children who are above 2nd grade and have not received these sacraments should participate in the religious education program at their grade level. In addition to the regular religious education class, children will participate in some specially scheduled small group instruction and some additional home instruction to prepare for these sacraments.

**First Reconciliation** is celebrated in Early December

**First Holy Communion** is celebrated during the Easter Season, usually starting two weeks after Easter for two weekends.

*Please call the religious Education office at 849-5121 to begin the process.*