

St. Gabriel PREP Parent Information & Policies 2017 - 2018

*“Seek FIRST the Kingdom of God,
and all these other things will be given you as well.” Matthew 6:33*

PREP Office & Contact Information: Mrs. Kathy McGovern, Director of Religious Education, 233 Mohawk Ave., Norwood, PA 19074. **PREP@stgabrielnorwood.org (610)532-5057.** Parish website is **www.stgabrielnorwood.org.**

ALARM: Please enter through the main entrance and straight up the steps. **No one** may go onto the first floor or through the double doors on the 2nd floor at the end of the hallway (next to the 1st grade classroom) ***or else the alarm will be set off and we would need to contact the police.***

ALLERGY ALERT: *Due to intensely serious peanut allergies...**NOTHING WITH PEANUTS*** is to be brought into our building. Other snacks/food are allowed, at the teacher's discretion, if the teacher is clear there are no allergies to it in that classroom.

ATTENDANCE: We expect a phone call or email BEFORE class begins when a child is going to be absent; as well as a signed sick/absence note when s/he returns. If we do not receive advance notice, we may call to verify a student's absence.

All tests/quizzes/schoolwork must be made up within 2 weeks. If there is a chronic problem with absences, the student may need to repeat the grade, and would not be eligible to receive sacraments that year. Child-custody cases (for which I have the appropriate information) are a separate issue. ***Five absences are too many***, unless excused by the Director.

BOOKS: All students receive a textbook (or more than one for sacramental years). If they lose their book, they will have to purchase another copy. Replacement cost is \$25 each.

BRINGING UP GIFTS on Sundays: Our Sunday PREP classes will be assigned in advance to bring up the bread and wine each noon Mass until May. If a child particularly wishes an opportunity to bring up the gifts, please let his/her teacher know. If a Wednesday PREP child/family wishes to bring up the gifts, please contact our parish secretary, Jeannette, directly at 610-586-1225, to be assigned a Mass other than noon for a specific date.

CALENDAR: One each for Wednesday and for Sunday, should be posted on our parish website, stgabrielnorwood.org and are available at the PREP office.

CATECHISTS, AIDES, SUBSTITUTES, etc. - These amazing people are generously volunteering their time and energy to bless your child... Please be extra kind, considerate, gentle, patient and respectful with them. Remember you are modelling to your child how to treat them and to speak to them!

CONTACT INFORMATION: If your phone, address, email, custody, permission-to-pick-up, or other important info ***changes*** during the course of the year, please ***notify*** the Director and your child's teacher right away.

DISCIPLINE ISSUES: We have a “three strikes and you are out” policy. If a teacher or other volunteer has already warned a child twice, and s/he behaves unacceptably a third time, they are “out” - sent to the main office whence a parent, guardian, or emergency contact will be asked to take him/her

home and not return until the following week's class...with a signed note from the parent/guardian that s/he understands what s/he did and will refrain in the future.

Drop Off & DISMISSAL: *Thanks so much for your patience and flexibility!*

A Parent Dismissal Form was given out with registration and should be completed & placed on file with us by the first class of the year. If anyone other than a parent or guardian will be picking up the child, **we need a written note**, signed by a parent or legal guardian in advance, listing who [for the year...no need to send a new note each week] is allowed [and/or who may not], or a one-time written note if s/he is **permitted to walk** home for the year.

Everyone picking up still needs to locate street parking to escort your own children home after class.

Drop off for Wednesday: Please drive in the Mohawk entrance (between the church & the rectory) to let out children at our doorway, the one closest to the trailer & the Church & then immediately proceed out of the parking lot onto Cleveland Ave, between the rectory and old school building.

Dismissal for Wednesday...staggered dismissal:

GRADES 1 & 2 = **4:50pm...sharp**

GRADES 3 & 4 = **4:55pm...sharp**

GRADES 5 & 6 = **5:00pm...sharp**

Please be on time and along the wall in the hallway to pick up your child from his/her teacher at the classroom doorway. Older siblings can pick up younger siblings...*with a written note of permission...*when their [older] class is dismissed.

Dismissal for Sunday:

11:45-11:50am = You may pick up your child from the classroom, if you have already attended Mass that weekend.

OR 12:45pm = You may pick up your child at the conclusion of Mass from the Church, where s/he will be sitting with his/her class (or another teacher).

HEALTH ISSUES: Please do not send your child to PREP if s/he is feeling ill or may be contagious with more than a cold. As with school, a child should be free of fever for 24 hours and not have vomited for 24 hours, in order to attend PREP. We will send home seemingly-ill children to have their health evaluated by the parent/guardian. If your child has a chronic condition, please make sure the Director and classroom teacher are fully aware of the signs, accommodations, and any action which may need to be taken. We are still *seeking a nurse or medical volunteer to be present during Wednesday afternoon & Sunday morning PREP classes.* **Could** any of **you** graciously volunteer or send someone our way?

MASS ATTENDANCE: “The Eucharist is the source and summit of the Christian Life” *Catechism of the Catholic Church* and “You shall honor the Sabbath and keep it holy” Exodus 20:8. The PREP registration form included your checking off that you promise to take your child to Mass each weekend (unless ill or truly unable). Please come and be fed, as well as give our community the GIFT of your presence, by living up to this Precept of the Church. *Some* may need to ask themselves the question: why are you having your child taught what to believe, if you have no intention of their putting it into practice? *It is the path of life and joy!*

PARKING: Please enter the lot from Mohawk Ave between the Church & the rectory, and exit between the school and the rectory onto Cleveland Ave.

The simplest thing is to find street parking & walk your child.

Wednesdays - Sadly, no one is allowed to park in our lot on Wednesdays, due to those spaces being

designated for our tenants (Christopher's Footprints & CSS). Children may be dropped off next to our yellow-safety-vested crossing guard by our front doors.

Sundays – you may park in our lot **at your own risk**. Cars park in various directions before, during, & after both the 9am and noon Masses, and your vehicle may become “trapped” for over an hour until Mass ends. The north lot, along Chester Pike, is *usually* available to pull in and out at any time on Sundays.

PRAY: Please remember to pray as a family for our program sometimes, especially since the USCCB theme for this year is Missionary Disciples! Offering up an Our Father, a spontaneous prayer, or other prayer will bear real fruit!

PROGRESS REPORTS: Will be given out 1-2 times per year, and a FINAL Report Card given out in class at year-end, indicating either that the child graduates to the next level or that s/he needs to repeat the year's material. Perfect attendance certificates are also distributed at that time.

SACRAMENTS: Are designed to require two full years of religious instruction to prepare for them. There are additional events (such as practices/retreats/parent meetings, etc.) in addition to classroom learning...see the calendars. Please invest in witnessing to your child by frequenting the sacraments yourself, including Confession/Reconciliation, which is offered from 3:30-4:15pm every Saturday in our Church. The sacraments truly are an overflowing source of moral/spiritual strength, grace, life and encounter with our Lord!

SAFE ENVIRONMENT/Personal Safety Lesson: This is required by the Archdiocese in once-a-year age-appropriate lessons, which may be viewed anytime at <http://phillyocf.org/safe-environment/> . Our PREP teaches it the last class in January for each grade. If a parent/guardian wishes to opt-out of his/her child attending this, please request the opt-out form from the DRE.

SCHOOL CLOSING INFO for CBS/KYW: Our school closing # remains 1434.

In case of inclement weather, we will be announced on radio 1060AM, on kywschools.com website and CBSPhilly.com/schools and the KYW School Closing Phone Line at (215)925-1060, and scrolled on the screen of CBS3 and Eyewitness News on the CW-Philly. The PREP office voicemail (x117) will (probably) have a message about closing, as will anyone answering the rectory phone (610)-586-1225.

While we will **TRY** to have each teacher leave a voicemail for each student's family, please recall that each teacher is a volunteer & often at their workplace all day until they arrive for class. Additionally, please **sign up for receiving Parish emails** by going to www.stgabrielnorwood.org and click on the blue link at the top of the page that says "Click here to be added to our Parish Email List" and provide your information.

Wednesday PREP closings will be announced at 4 nearby public schools, too...***if*** those schools are still open when the decision is made.

VANDALISM: WILL NOT BE TOLERATED! Any child who intentionally damages parish property will be expelled from PREP for the year and expected to repay the costs of repair. In the past, we had a particular problem with boys urinating in toilets or urinals *which were clearly marked Out of Order*. This generates a significant cleaning and plumbing expense and expenditure of time, so please proactively speak with your boys about the importance of respecting others' property and behaving as ethical Christians.

Abundant blessings to you and your family!