St. Joseph & Assumption Faith Formation 2020 - 2021 Parent Handbook

St. Joseph & Assumption
Faith Formation
PO Box 399
Osceola, WI 54020
Phone: 715-294-2243
Website: www.osceolacatholic.org
Email: rklugow@hotmail.com

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GENERAL POLICIES

Registration

All families are required to register their children each year. All required forms are provided on-line. Changes in status after registration, including telephone numbers, e-mail and home addresses should be emailed to rklugow@hotmail.com.

Mass Attendance and Spiritual Formation

We stress the importance of attendance at Sunday Mass and Holy Days along with the frequent reception of Holy Communion and regular reception of the Sacrament of Reconciliation. We encourage a rich personal prayer life.

Faith in the Home

All parents are called to be the first and primary educators of the faith to their children. Parents are asked to review and talk about the topics the students cover each week in their classes. Parents are encouraged to keep a copy of a bible, a catechism and rosaries in their home.

Class Attendance

Please make every effort to get your children to class each year and for each class. We do realize however that occasional family and personal events may interfere with your child's ability to attend.

Parents of children who will be making their First Reconciliation and First Communion this year will be required to attend additional sacramental prep sessions throughout the year.

Visiting Classrooms
Parents and guardians are always welcome to attend classes with students. PLEASE INTRODUCE YOURSELF TO THE CLASSROOM TEACHER AND THE FAITH FORMATION COORDINATOR.

Students with Special Needs
Every effort is made to welcome all children into the program. Parents should communicate their child's special health and/or learning needs to the Faith Formation Coordinator as well as on the registration form. This information will be helpful in providing the best possible faith formation experience for your child.

Program Costs
Current tuition is $60 per individual student with a maximum of $110 per family with a $10 discount if registered on or before the registration deadline. Tuition covers the cost of each student's textbook, supplies, resource materials, staff costs, utilities and other miscellaneous items. Tuition fee information is reviewed annually and adjusted as necessary. **Financial concern should not prevent registration in our program.** If there is a difficulty, please contact the Faith Formation Coordinator.

Long Term Absences
If a long-term absence is necessitated due to illness or family situation, please contact the Faith Formation Coordinator.

Emergency and Weather Closings
Wednesday evening Faith Formation classes will be cancelled if Osceola School District is closed that day or district evening activities are cancelled. The closing will be communicated via Remind and e-mails will be sent out. Please take special care on Sunday mornings if the weather is questionable to check these locations. We always encourage families to use their best judgement in deciding if the weather and road conditions are safe for travel.

Sunday Morning Arrival
Please accompany your child to our monthly Family Faith Formation sessions. Young children need to be supervised at all times in the church building and on parish grounds.

Wednesday Arrivals
Please be in communication with your child to ensure that they are where they are supposed to be, especially if they are coming to class directly from after school activities. All students will assemble in the social hall at the beginning of class.

Wednesday Dismissal
Each session will run the full length of the scheduled time period. Students will be dismissed by small group. Please arrive to pick up your student(s) by 7:15 so they can exit directly to your vehicle.

DISCIPLINE POLICY

We view the teaching and formation of our children in their faith as an honor. Attending a faith formation program is also a privilege. In order to make our program a positive experience for all, we have established behavior guidelines and corrective actions to help ensure that all involved have a safe and enjoyable learning experience. We ask you to read and discuss the following with your children so they are aware of expectations.

Expectations: Students are expected to be respectful of all volunteers and classmates. This includes listening to their teachers and following any classroom rules.

Personal items such as cell phones, etc. are not allowed to be used during class unless specific permission is given by Faith Formation staff or volunteers. If a student chooses to use one of these devices during class without permission, it will be taken away and returned at the end of class. Repeated offences will result in a call to parents.

Students are expected to respect all property.

We reserve the right to use our discretion in the application of the above expectations as individual circumstances dictate.

Consequences: If students choose not to follow the expectations listed above, the following steps will be taken.
First Offense: Issue a verbal warning including advising that failure to modify the behavior in the future will result in the student being removed from the classroom.
Second Offense: Send the student to the Faith Formation Coordinator. The student may return to class when they are ready to participate respectfully.
Third Offense: Parent will be called to come and get the student. A conference will be held with the student, parents, teacher and Faith Formation Coordinator. The parent must accompany the student to the entire duration of the next class.
Final Action: The student will not be allowed to return to class for the remainder of the year.
Depending on the severity of the offense, some or all of these steps may be skipped and the student may be immediately dismissed from the program.

COVID-19 POLICIES AND PROCEDURES

Our Faith Formation program is committed to providing a safe learning environment for all students. Because of the presence of COVID-19 in our communities the following additional precautions will be taken until the Polk County Health Department advises otherwise. ***Please be aware that the closer these precautions are followed, the more likely it is that we will be able to gather for Faith Formation activities throughout the year.***

1. All parents will be required to review a list of COVID-19 symptoms before each class. Taking temperatures at home is highly encouraged. If anyone in your family exhibits any COVID-19 symptoms, please **do not** come to class.
2. If any participant is exposed to someone with COVID-19, they must self-quarantine, including staying away from Faith Formation classes, for 14 days.
3. All volunteers, students and parents are highly encouraged (and may be required) to wear face coverings while participating in Faith Formation activities.
4. All volunteers, students and parents are required to sanitize their hands with liquid hand sanitizers frequently while on church grounds.
5. All volunteers, students and parents are required to wash their hands after using the restroom or sneezing/coughing into their hands.
6. All areas of the church used during Faith Formation classes will be sanitized after class is complete.
7. Students will not be using shared supplies such as crayons, scissors, books, etc. Any required objects of this type will be assigned to an individual student and stored separately in individually labeled bags.

8. Windows and doors will be opened and remain open as weather permits.
9. Participants will be seated at least 6 feet apart during group activities. Individual groups will be dismissed at regular intervals and social distancing will be in place during movement from one area of the building to another.
10. We will hold as many class activities outside as possible.
11. Only individually portioned, prewrapped food will be served to students by masked and gloved volunteers.
12. If someone exhibits COVID-19 related symptoms, they will be isolated from other participants and their parent will be called to take them home immediately.

If a student, parent or volunteer who has attended Faith Formation classes in the past 14 days tests positive for COVID-19 or was exposed to someone who tests positive for COVID-19, we will notify all parents/guardians. A decision will be made to determine if it is necessary to suspend our Faith Formation program for a period of time.

At Home Options

If you are more comfortable using at home Faith Formation materials at this time, we are here to help. Please contact the Faith Formation coordinator to discuss online or take-home materials to use with your student(s) at home. If at any time throughout the Faith Formation year, your family would like to switch between in person and at home learning, please notify the Faith Formation Coordinator so we can support your preference and provide the needed materials.

St. Joseph & ABVM Parish Staff

Sacramental Minister……..…Fr. Jojappa (Joseph) Madanu
Parish Life Coordinator.....Deacon Larry Amell
Coordinator of Faith Formation……..…..Rose Klugow
Parish Secretary……..…….....Judy Schottler/Ann Erlitz

St. Joseph Parish Office Hours

Monday through Thursday: 9:00am-12:00 noon

Faith Formation Committee: The purpose of the Faith Formation Committee is to support the parents in their role as the primary religious educators of their children. They do this by advising the Faith Formation Coordinator on issues of the faith formation of the parish, reporting feedback from the parish, and helping plan and coordinate events.

Members

Tasha Havernek
Pat Rohlman
Barb Durand
Martin Matheny
Bonnie Cook
Rose Klugow

Our Mission: To instill the values of faith, love and hope in the youth of our parishes.

Our Vision: To build up a Church of joyful Catholic believers who share the faith, love and hope of our Savior Jesus Christ.

Philosophy

The St. Joseph & Assumption Faith Formation Program has the rich tradition of our Catholic Faith as its heritage and as the basis for promoting faith formation and religious education. With our families, we strive to participate in the transmission of Gospel values and Church tradition by supporting the growth of a joyful faith life for each child. In order to achieve this end, we invite parents to join with us in full support of our program and in the implementation of these guidelines.