

St. Margaret of Scotland  
Office of Faith Formation



Parent/Program Guidelines

\_\_\_/\_\_\_/\_\_\_

Dear Parent/Guardian,

We are very excited to be working with your family this year. We strive to offer an enriching Catholic Faith Formation Program and can't wait to get started. Please review the following program guidelines as we work together to support your efforts as the primary teacher of your children in the Catholic faith.

**1. Faith formation takes place over time and through a variety of faith-filled experiences with our family and our faith community, the Parish.**

•**Attendance at Sunday Mass is crucial to your child's faith formation.** Your child's faith formation is incomplete without worship of God in the midst of His people at Sunday Mass and participating in receiving the Eucharist. Please choose one of the weekend masses to attend as a family. Discuss the gospel and homily with your children to ensure they understand what the Scriptures teach us. Remind them to write down their reflections in their Reflection Journal.

•Children are expected to attend class each week, as scheduled. If your child is going to be absent, please call the catechist in advance to let them know. No more than 3 absences are permitted for the year. Please inform the Director of Faith Formation if there are extenuating circumstances surrounding your child's absence. This information may help us to understand any changes in your child's behavior and we will keep your family in prayer.

•Children are expected to attend grade level events/prayer services with their parent/guardian. These events enrich class time and provide shared faith experiences for everyone.

•**Prayer:** You are encouraged to pray with your child each day and guide them in their own daily prayer. Listed below are the prayers each child is expected to know, based on their appropriate Level.

**Level 1- Sign of the Cross, The Lord's Prayer/Our Father**

**Level 2 - Hail Mary, Prayer of Sorrow/Act of Contrition**

**Level 3 - Glory Be, Stations of the Cross**

**Level 4 - Prayers of the Rosary, How to say the Rosary**

**Level 5 - The 10 Commandments, The Beatitudes**

**Level 6 - Apostle's Creed**

**Level 7/8 All of the Above**

•**Homework:** Children on all levels may be assigned work to be completed at home. Please review their work each week and assist them as needed.

**2. Methods of Communication:**

•**Email** will be the primary method of communication. Please make certain that you have provided us with an updated email address.

•**The Parish Weekly Bulletin** contains important information about the Faith Formation Program and parish events so be sure to look that over each week.

•**The Parish Website** is a resource for information and materials as well.

**3. Calendar of Events/Class Schedule:**

•Families will be provided a calendar of events for the year and a schedule of class meeting dates. Please note these dates on your family calendar.

**4. Class Cancellations:**

•Class cancellation due to weather related or other emergencies will be noted on the Parish website, [www.saintmargaret.com](http://www.saintmargaret.com) , News12 Long Island, [www.news12.com](http://www.news12.com) , and on the Parish telephone system.

•In the event that your child's catechist needs to cancel his/her class only, you will be notified by email and telephone.

#### **5. Assessment/Progress Check:**

•All students are informally assessed throughout the year by their catechist. You will be notified periodically by the catechist regarding your child's progress.

•Children in our Parent Directed/Home Teaching Program must come into the Parish Center for periodic assessments. These dates are listed in the Parent Directed Packet of Materials.

•Please let us know as soon as possible if your child has any special needs so that we may provide an appropriate learning space to meet their particular needs.

#### **6. Drop off & Pick Up Procedures:**

•**Levels 1-6: YOU MAY NOT DROP YOUR CHILD OFF AT THE CURB! DO NOT PARK AT THE CURB. YOU MUST PARK IN A PARKING SPOT FOR THE SAFETY OF ALL OF OUR CHILDREN.** Parent/guardian must walk their child into the building and to the classroom door/table where the Catechist will greet you. Parent/guardian must also come into the building and to the classroom door at dismissal time to collect the children.

•**Levels 7 & 8:** Children may be dropped off at the door. A parent must come into the building to collect the children.

•**Arrival:** Please arrive no earlier than 5 minutes before your class is scheduled to begin. If you arrive late to class, please ring the bell next to the stairwell door in the Church Lobby or Parish Center Lobby and our staff member will come to greet you.

•**Dismissal:** Doors of the Parish Center and Auditorium will remain closed/locked until dismissal time. In the rare event that you need to pick up your child early, please let the catechist or staff member know in advance so that we can be ready for your early arrival.

**As the primary teacher of your child's faith, you lead by example. The Office of Faith Formation supports you in this sacred endeavor and is thankful for the opportunity to journey with your family this year. Please join us in the prayer services, events and workshops offered to you and your family, so that together, we may grow in our relationship with Jesus Christ.**

**We welcome your presence, input and prayers. Please contact the Office of Faith Formation with any concerns throughout the year.**

St. Margaret of Scotland  
Office of Faith Formation  
81 College Road  
Selden, NY 11784  
631-732-3131