

Church of St. Monica Religious Education Guidelines and Policies Parent Handbook



...Jesus said, "Let the children come to me, do not stop them! For the Kingdom of Heaven belongs to such as these. And He put His hands on their heads and blessed them before he left.

Matthew 19:14-15

Pastor: Rev. Alex Enriquez

Director of Religious Education: Belinda Azzollini

Phone: (732) 928-4038

Email: stmonicacd@yahoo.c

Thank you for taking the time to read these policies and reviewing them with your child. These guidelines were established to help our Religious Education program run smoothly and create a safe, caring, and Christian environment for our children.

We are here as one Church family and will be happy to help you in any way possible as you guide your child on his/her Faith Journey. Please, do not hesitate to call with your questions, concerns, or accolades.

God Bless You and Your Family

Fr. Alex Enriquez, Pastor

Mrs. Belinda Azzollini, DRE

Mass Schedule: *We look forward to celebrating the Eucharist with your family. We encourage you to participate in the sacramental life of the church as well as parish activities.*

Saturday 4:00 pm
Sunday 9:00 am
11:00 am



Holy Day of Obligation

January 1 - Solemnity of Mary, Mother of God
Ascension - 40 days after Easter (moved to Sunday)
August 15 - Assumption of Mary
November 1 - All Saints Day
December 8 - Immaculate Conception
December 25 - Christmas

Holy Day Mass times as noted in the Church Bulletin

Reconciliation (confession)

Saturday 3:15 – 3:45 or by appointment

Miscellaneous Information

Class Schedule:

Monday 4:30 – 5:45 pm Grs. 1 - 6
6:15 – 7:30 pm Grs. 1 - 6
Tuesday 5:30 – 7:00 (7th and 8th only)

I Attendance: Families are provided with a calendar at the beginning of each year with scheduled classes.

- Classes run for approximately 28 weeks from September through May.
- Each **absence** requires a **note** to the teacher upon returning to class. **Parents are responsible for**

making up the missed work with the child and handing it into the teacher.

- ✳ **3 or more absences** for the year can result in the child completing a **review** of the book with the parents during the **summer** before moving to the next level.
- In the event of a **prolonged illness**, please **inform** the Office of Religious Education so **adaptations can be made** to meet the needs of the child.



II Arrival

- Children are to be dropped off at St Monica's Church Religious Education door where there will be an assigned catechist at the door waiting for all to arrive.
- **Class begins in church** with prayer and announcements. Please **arrive on time. Doors are locked 5 min after start time for the safety of all.**
- Take care of **Bathroom needs before class.**
- Students should **come** to class **prepared** with their religion book, pocket folder, pencils, and a **willingness to participate.**
- NO student should be in the building without adult supervision.

III Dismissal:

Traffic rules are established for the safety of our children. **EXTREME CAUTION** should be taken when driving in the parking lot.

► Children are walked outside to the designated areas where parents must **walk to the teacher to request the child. Children are NOT PERMITTED to walk to vehicles** without a parent.

- ▶ Cars will park in 4 rows – one behind the other – **Parallel to the building** in the back lot.
- ▶ Cars **DO NOT MOVE** until all children are **IN CARS** or back in Church. When the “**ALL CLEAR**” is given, vehicles will **exit** using the **west driveway ONLY**.
- ▶ Children whose parents are delayed will be brought into church where the parents can pick them up **after vehicles have exited the parking lot.**
- ▶ **Parents wanting to talk to a teacher** are asked to park on the Parish Office entrance side and walk into the Religious Ed office.
- ▶ If an emergency requires your child to be dismissed early, the parent or guardian must come to the Rel.Ed. Office door to ring the bell to gain entrance, then they must sign their child out.
Child will be released from Rel Ed office only.
- ▶ Early **dismissal for sports is not permitted.**

KEEP GOD THE PRIORITY

IV Safety and Security

Volunteers:

All volunteers working with children on a regular basis must comply with the Diocesan Guidelines for Safety. **All communication regarding students must be Parent -Teacher only. Students must NEVER personally contact teachers.**

V Respect for Property

- All students are asked to **respect** church property. Our students are sharing the space with other parishioners.
- Students are expected to leave the class area in the condition in which it was found.
- **NO food or refreshments during class unless approved by the DRE.**

VI Behavioral Policy

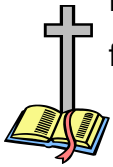
All religious education teachers, assistants and students are to be treated with respect.

Most students practice proper behavior; however, no teacher is expected to manage a class in which a single child is disruptive. For any inappropriate *behavior, the following procedures will occur:

- **First Offense** – a verbal warning will be given by the teacher in the classroom setting.
- **Second Offense** – student will be sent to the office and the incident documented.
- **Third Offense** – the student will be sent to the office and the parent called to take custody of the child for the remainder of the class.
- **Fourth Offense** will result in the student being excluded from the program until a meeting is arranged with the pastor, coordinator, teacher, parents and student involved. All work missed during this process must be completed.

****Inappropriate behavior includes but not limited to: excessive talking or outbursts during class, unwillingness to cooperate with teacher's instructions, disregard for classroom rules, disrespect of students or teachers and foul language.***

VII Parent Involvement



Parents are the primary educators of their children in the faith; therefore, the Christian example you give and your involvement in the life of the Church is paramount in helping guide your child on his/her Faith Journey. The following are essential to your child's growth in faith.

- **Attend Mass weekly & Reconciliation (*confession*)** with your child.
- **PRAY** with your child. (see grade level requirements)
- **Review each chapter** weekly, **complete the assigned work and practice required prayers.**

To enhance your child's Faith Journey experience:

- Become involved in your Parish.
- Attend required **parent meetings** especially for **sacramental preparation.**
- **Meet** your child's catechist.
- Consider being a **volunteer.**
- Acquaint yourself with all policies and procedures.

VIII Grade Level Requirements

Students should demonstrate **knowledge of the faith as presented at each grade level and recite grade level required prayers.** *Based on teacher, coordinator, and pastor evaluations, students who fail to achieve a basic understanding of the curriculum and required prayers may not advance to the next level until adequate proficiency is demonstrated.*

IX Dress Code:

All students are asked to dress appropriately for Religious Education classes. **Our actions as well as our appearance should reflect that of Christian morals and virtues.**

Although all items are not included, the following are generally unacceptable:

- Tank tops
- Clothing exposing bare midriffs.
- Clothing in extreme brevity, length, tightness, or transparency
- Clothing displaying disrespectful, indecent, or unchristian writing, pictures, or slogans.

X Inclement Weather Closings

When Jackson Schools or St Monica's Parish Office is closed **due to inclement weather** there will be NO Religious Education classes. Check Storm Watch for closing information.

New Jersey 101.5 (NJ1015.com)
94.3 The Point (943ThePoint.com)
92.7 WOBM (wobm.com)
MyBeachRadio.com
105.7 The Hawk (1057TheHawk.com)
96.7 or 104.1 (CatCountryJersey Shore.com)



XI Registration: *All children of families registered for our parish are eligible for enrollment in the Religious Education Program.*

Parish Giving Online Registration & Tuition



The QR Code will take you directly to the form also

REGISTRATIONLINK:

<https://www.onesimplifiedforms.com/user?f=2E0DB04B4DF8E6DD8E5350CB5F31624DE02D8655F5F43CD5ACDD80182983685E10BB24761D7467FD27758C4C6C247676>

Click here for Step-by-Step Instructions → 2026-2027 Registration Instructions

- Current students enrolled in the program must re-register for the following year.
- Tuition and any additional fees for special preparation should be included with your registration.
- *Special arrangements can be made for families suffering financial hardship.* **ALWAYS REGISTER** your child.
- Religious education is a **continuous program** each year building on the next. A missed year must be made up by placing the child in the missed grade the year he/she returns.
- **St. Monica does NOT offer a Home Study Program.**
- Children who are **Home Schooled** for academics through a **Catholic program** may receive religious instruction by the parent for **non-sacramental years Grades 1 and 3 – 6.**

- Parents wishing to register another child, **not currently in the program**, must attach a copy of the Baptismal Certificate and any other applicable sacrament certificates when you register online with Parish Giving.
- Students **transferring** from another Rel. Ed. program must request transfer records be sent to our office and uploaded to Parish Giving when you register online.

XII Sacramental Prep

- **Children preparing for sacraments must attend classes** for grades 1 and 2 for First Reconciliation and Eucharist and grades 7 and 8 for Confirmation.

Requirements given at parent meetings

Students:

- Students will only be released to their parents or legal guardians unless written authorization is provided to the Religious Ed Office upon child's arrival. **ID may be required.**
- All students are to be dropped off at the Religious Education Door and picked up from the **same point on entry.**
- Children are **NOT PERMITTED** to leave the class line without a parent or guardian.
- All **doors** at St Monica's will be **LOCKED** after arrival of students. If you need to enter the building prior to dismissal, ring the bell at the Rel Ed Office Door.

VOLUNTEERS ARE NEEDED FOR THE UPCOMING PROGRAM YEAR

Our Religious Education program, which runs from mid-September to mid-May, needs catechists. The catechist assists the parents, the primary educators of their children, to nourish the seeds of faith. *Catechists are people like you* who are willing to take the time to help our young children grow in the love of Christ and his Church just as you have. Children are the future of our Church.

If you feel the calling to be a catechist, please contact our Religious Education office at (732) 928-4038 or email Belinda at stmonicacd@yahoo.com for more information

Catechists are needed for the following classes:

Monday 4:30-5:45pm Grade 6/ SUBS for all grades

Monday 6:15-7:30pm SUBS for all grades

Tuesday 5:30-6:30pm Grade 7/SUBS



If you would like to help the Religious Education ministry, but do not feel called to teach, we are also in need of substitutes for all grades, two door monitors, and two parking lot attendants for each session on Mondays at 5:35pm or 7:20pm to ensure the safety of the children being dismissed. We also need volunteers to help set up the tables and chairs for our classes and then break down the set up for Mass on the weekend.

“Many hands make light work.”

Prayer Requirements: All prayers should be taught and practiced at home. Prayers are introduced in class and prayed at the opening and closing of each session.

- | | |
|----------------|--|
| Grade 1 | Sign of the Cross
Lord's Prayer
Hail Mary |
| Grade 2 | Act of Contrition
<i>(and previous years' prayers)</i> |
| Grade 3 | Trinity Prayer (Glory Be)
<i>(and previous years' prayers)</i> |
| Grade 4 | 10 Commandments
<i>(and previous years' prayers)</i> |
| Grade 5 | Sacraments
<i>(and previous years' prayers)</i> |
| Grade 6 | Apostles Creed
<i>(and previous years' prayers)</i> |
| Grade 7 | Nicene Creed
<i>(and previous years' prayers)</i> |
| Grade 8 | Gifts of the Holy Spirit
<i>(and previous years' prayers)</i> |

