

The Catholic Church of St. James
1071 Academy Drive
Conway SC 29526
Phone 843-347-5168 / Fax 843-347-1212

August, 2011

Dear Religious Education Families of Students in Grades K-5,

Hello from your new Religious Education Coordinator, Paulette Flench.

Registration for Religious Education: Religious Education classes for Grades K-5 meet on Wednesday evenings from 6:30-7:45 PM.

Enclosed is a registration form, "Release of Children" procedures, attendance policy, Teaching Touching Safety Opt-Out form and other important information that you must review. Changes have been made to the registration form. Please read the form carefully and fill in ALL information. Complete the registration form, attach your payment and return to the church office as soon as possible. Make all checks payable to St. James Catholic Church. Scholarships are available to families in severe financial need.

We must have your son's/daughter's baptismal certificate on file. Please bring the original Baptismal certificate with the church seal to Religious Education. A copy will be made and placed in your child's folder. If your child was baptized at St. James, please provide the date and year. You do not need to provide a certificate.

You may also register for Religious Education in the hallway after Mass on Saturday, August 13, and Sunday, August 14. For your convenience, there will also be registration forms available in the front office Monday-Friday from 9:30 AM-3:30 PM. **ALL children should be registered prior to the first class, September 28 for Grades K-5.**

A parent meeting will be held in the Parish Hall on Wednesday, September 21, 2011 at 6:30 PM **for Grades K-5**. ALL parents are required to attend. Immediately following each meeting, all parents are invited to meet the catechists in their classrooms.

As required by the Diocese of Charleston, we will present a sexual abuse prevention program, **Teaching Touching Safety**, to our children on Wednesday, October 5 with a make-up session on Wednesday, October 12, 2011. This program is provided to us by the Diocese of Charleston and is a part of our ongoing effort to help create and maintain safe environments for all children and youth in our care.

The scheduled lesson is being offered to all children. As parents, you have the right to choose whether your child participates in the program. We encourage you to read the "overview" and "lesson plan" assigned to your child's age group to understand exactly what your child will be taught. Copies of the lesson plans, overview and the "Teaching Touching Safety Guide" will be available on registration days, in the church office, and at the parent meeting on September 21, 2011. There are different lesson plans for different grades. Please be sure to pick up the plans for your child/children's grade.

It is important to note this is basic prevention education and is in no way to be considered sex education or education on private body parts. Neither of these components fall within our educational mandate to provide your child with the information needed to keep them safe from those who would do them harm.

If you wish to “opt” your child(ren) out of the prevention education session, please complete the enclosed **Opt-Out Form** and return it to your child’s catechist no later than September 21, 2011.

Please note, if you choose to Opt-Out, your child/children DO(ES) NOT need to attend Religious Education class on Oct. 5.

Cell phones continue to be a problem. Therefore, **NO cell phones** on during class. We realize in this day and age that cells phones are second nature to us; however, it is not necessary for a child to be on the phone or text messaging while attending Religious Education classes. If a child brings a cell phone to class it should be turned off and **out of sight**. If they use their cell phone during class, the catechist will collect the phone. The phone will be **returned only to the parent** after class.

If an **emergency** should arise and you must speak with your child/children, you may contact Paulette at 347-5168, ext.34.

Due to maintenance and safety issues we ask that the children do not wear **shoes with skates and cleats** to Religious Education classes. Also, when cooler weather starts, we ask that all children remove their jackets, gloves and hats during class. The building is kept at a very comfortable temperature and wearing extra clothing is not necessary.

Drop off and pick up procedures: You may drop your child/children off or park your car and walk them into the building. We ask that you please be patient, watchful of the children, and follow these procedures. The children are to go directly to their classrooms. This procedure is to ensure that the children are supervised by an adult at all times. Religious Education instruction will begin at 6:30 PM. Please make every attempt to have your child/children to Religious Education 5 minutes prior to the beginning of class. Please see the enclosed **Drop Off and Release of Children Procedures.**

Should you have any questions, please feel free to contact me at 347-5168. The catechists and I look forward to working with each family. We hope you continue to have a safe and relaxing summer.

Paulette Flench
Coordinator of Religious Education

Checklist : ___ Registration Form completed ___ Baptismal certificate ___ Opt-Out Form
 ___ Payment of Fees ___ Attendance Policy

St. James Religious Education

Drop Off and Release of Children Procedures for K-9

2011 – 2012

The following procedures apply to the release of children during Religious Education classes and events.

1. **Grades Kindergarten through Five:** Parents, guardians and/or designees must come into the building and wait outside their child's classroom door to pick up their children.

Grades Six through Nine may be released without a parent only if written permission is given by the parent and is on file with the Religious Education Office. The enclosed "Release Without Parent" form must be on file.

2. No one is allowed to pick up a child without written permission from the parent or guardian. St. James staff/volunteers cannot legally release a child (even if the child can identify the person) unless they have written permission.
3. When the staff member does not recognize the person as someone authorized to pick up the child, a photo I.D. is required from the individual and will be checked against the child's records to verify the person is authorized to pick up the child. *Identification **must** be shown to all catechists until they get to know you as an authorized pick-up person.*
4. The parent may add someone to the authorized list on the registration form or by giving St. James staff/volunteer written authorization. The St. James staff or volunteer informs the parent that authorized persons are required to show identification until they are known by the St. James staff/volunteer. The parent is responsible for ensuring the authorized person(s) on their child's enrollment form is aware of this policy.
5. If a parent calls to request that the church allow a person who is not listed as an authorized person to pick up their child, the St. James staff must verify the call. Documentation is made by St. James staff that the verification call was placed. If the parent or guardian cannot be reached at the number provided on the registration form, the child will not be released. Parents are encouraged to make changes in persons authorized to pick up their child in writing, as this procedure is only used in an extreme emergency.

St. James Religious Education Program Attendance Policy

Attn. Parents and Guardians,

Please read over the following information. Fill out the bottom of this form and return with your child's registration information. Copies of this information will be provided in the Parent-Student Handbook.

CLASS ATTENDANCE POLICIES

1. No more than **five (5)** unexcused absences a year should occur for class attendance. **Students in Sacramental classes that miss more than four (4) classes may have the reception of their sacrament delayed.**
2. Sports or other extracurricular activities should not be excuses for absence from class.
3. Exceptions to the absence limit based on illness or adverse family circumstances will be made by the Pastor and Coordinator after consultation with the parents.
4. Class attendance will be taken by the catechist each week at the start of class.
5. Students are expected to make up any work missed when absent. Catechists will provide make up work to students and/or parents. It is the student's responsibility to ask for make-up work when a class has been missed.
6. If you anticipate that your child will be absent, please call the Religious Education office in advance and your child's catechist will be informed.
7. Copies of doctor's notes should be provided for a child's absence to be marked excused.
8. A student who becomes ill during class should be brought to the Religious Education Office. Parents or Emergency Contacts will be called.

CONSECUTIVE YEARLY ATTENDANCE

It is expected that students attend Religious Education classes in consecutive years. If a student misses a year, they will be required to make up that year before they can be placed on grade level. However, exceptions can be made and the Coordinator will determine exceptions based on the circumstances of the student. Students that have a record of excess absences will also be required to make up the year in which all the absences occurred.

I have read and understand the attendance policies for the Religious Education program at the Catholic Church of St. James.

Signature of Parent or Guardian Date

Student's Name and Grade

To: Parents
From: St. James Catholic Church
Subject: Prevention Education Notice / Opt-Out Form
Date: August 6, 2011

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The scheduled lesson is being offered to all children at St. James Catholic Church. As parents, you have the right to choose whether your child participates in the program. We encourage you to read the "overview" and "lesson plan" assigned to your child's age group to understand exactly what your child will be taught.

It is important to note this is basic prevention education and is in no way to be considered sex education or education on private body parts. Neither of these components fall within our educational mandate to provide your child with the information needed to keep them safe from those who would do them harm.

If you wish to "opt" your child(ren) out of the prevention education session, please complete the enclosed **Opt-Out Form** at the bottom of this page and return it to your child's catechist no later than September 21, 2011.



Opt-out from for use with the Teaching Touching Safety Program:

St. James Catholic Church does not have my permission to present the Teaching Touching Safety program, to my child/children:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Parent's Name (printed) _____

Parent's Signature _____

Date: _____

Saint James Catholic Church Religious Education Registration 2011-2012

Parent/Legal Guardian: Father _____
 Parent/Legal Guardian: Mother _____
 Address: _____
 _____ SC _____
 City zip
 Home Phone: _____

Father's Cell Phone: _____
 E-Mail: _____
 Mother's Cell Phone: _____
 E-Mail: _____

Sacrament Information
Please answer YES or NO

Rel. Ed. Grade This Year	School Grade This Year	Name(s) of Child(ren) Include LAST NAME	Date of Birth	Age	Have been Baptized		Received 1st Communion		Received Confirmation	
					YES	NO	YES	NO	YES	NO

Are you a member of St. James Parish? YES NO

Special Needs: Please indicate any special needs, including allergies, which you feel would be beneficial for us to be aware of for your child.

Emergency Information: Please provide a contact person in case we are unable to reach either of the names listed above.

Name Phone Number Relationship

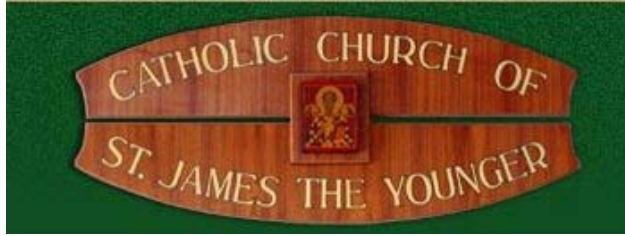
Name Phone Number Relationship

Pick Up Information: Please list others who have permission to pick up your child(ren).

Name Phone Number Relationship

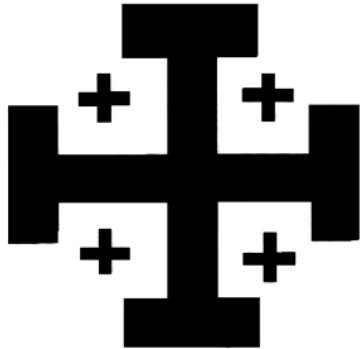
Photos: Do we have permission to take your child(ren)'s pictures & print them only in St. James-related publications (including the church website and the private Facebook pages for the Church and the Youth Group? YES NO

St. James Religious Education Registration Form 2011—2012



1071 Academy Dr.
Conway, SC 29526
Phone: 843-347-5168
Fax: 843-347-1212
www.stjamesconway.org

Grades K-5 Meet
Wednesdays
6:30PM-7:45PM



Grades 6-9 Meet
Sundays
6:30PM-7:45 PM

Religious Education Coordinator

Paulette Flench
Email: pflench@stjamesconway.org
843-347-5168

Religious Education Fees

\$15 for the first child
\$25 for a family

Fees Collected

_____ Religious Education Fee \$15
OR
_____ Family RE Fee \$25

_____ Cash

_____ Check # _____

Payment received by: _____

Date: ____ / ____ / 20____

Sacramental Preparation Fees

There may be additional fees for
First Reconciliation, First Communion, and Confirmation