



SAINT JOHN THE BAPTIST CHURCH

146 Rector Street Philadelphia, PA 19127

Phone: 215-482-4600 Fax: 215-482-2976

www.stjohnmanayunk.org

July 15, 2019

Dear PREP Parent or Guardian,

Happy Summer! We hope it has been enjoyable so far.

Soon we will begin the 2019-20 PREP year! Enclosed is a Family Registration Form, Safe Environment Lesson Form, and an updated PREP Handbook.

Registration is open through August 30, forms and fees must be returned in advance of that date to ensure we have all materials ordered and ready for classes to begin. Our PREP Team and Catechists are excited and ready for a new year!

We will not have a PREP breakfast this year, and PREP begins with 9:00 AM Mass on Sunday, September 22. Catechists will have signs designating each level, please accompany your child to their line. Class will dismiss at 11:30 AM from the upper school building, as in past years. Please be prompt and adhere to the pick-up policy in the handbook.

The full updated handbook is enclosed for your review. Please note well the updated attendance policy regarding absences.

All forms and fees may be dropped off at any time in the Rectory mail slot, dropped off during Office Hours Monday – Friday 9:00 AM – 4:00 PM or mail to SJB PREP at the address above. If tuition is a hardship, or you would like a payment arrangement, please notify us when sending in the Registration.

God Bless you and your families!

Sincerely,

Monsignor Kevin C. Lawrence, Pastor,
& the PREP Team:
Janet Kempf, Sacrament Coordinator
Kelly Friel, Sunday Coordinator
Roseanne Westerfer, Administrative Coordinator

For office use
 Family Name: _____
 PDS: _____ Init _____

**2019-20 SJB PREP Family Registration
 St. John the Baptist, Manayunk**

Please print and complete. For first time students, please attach an original Baptismal Certificate or indicate if not baptized.

Child's Full Name (First, Middle, and Last)	Sex M/F	Date of Birth	Grade Level	Name of Day School	Baptism Date & Parish	1 st Penance Date & Parish	1 st Communion Date & Parish

Family Name: _____ Primary Cell #: _____ (for texts & calls / emergencies)

Address: _____ Primary Email _____
Street Zip

Father's Name: _____ Cell #: _____ Religion: _____

Mother's Name: _____ Cell #: _____ Religion: _____

Marital Status: (Circle one) Sacramental Marriage Civil Marriage Living Together Single Other _____

Child/ren lives with (Circle One) Both Parents Mother Father Other Adult (Name) _____ Relationship _____

Custody: Are there any custody/legal issues? Yes/No *(If yes, please provide a complete copy of the latest court order/agreement.)*

* Name of person responsible for faith formation **if not** a Parent/Guardian: _____
 Relationship to child: _____

**Parent/Guardian must provide a signed, dated letter of permission to the DRE which is kept on file and updated annually.*

I have read the Parent Handbook and agree to the requirements and expectations of the St. John the Baptist PREP Program.

I give permission for my child(ren)'s picture to appear on the parish website, bulletin boards, newspaper articles, and all social media in relation to events that happen in the parish.

Enclosed is my payment in the amount of: \$ _____ OR _____ I will be paying online at stjohmanayunk.org _____ I would like to setup a payment arrangement

Signature: _____ Date: _____ Relationship to child(ren): _____

Please Turn →

SAFE ENVIROMENT LESSONS
The Archdiocese of Philadelphia's Commitment to the Safety of our Children

Dear Parents or Guardians,

In the Charter for the Protection of Children and Young People, Article 12 calls for all dioceses to establish safe environment programs at all grade levels, both in the Parish Religious Education Program and the Parish elementary school. The Archdiocese of Philadelphia provides the lesson for Parish Religious Education Program catechists and mandates that this lesson be taught during the instructional year. The Safe Environment lessons are posted for review at www.archphila.org. Click on "Archdiocese" in the blue box at the top left, then "Religious Education", then "PREP". Scroll down to "PREP Resources" and find the "Safe Environment" section and click on "Lessons". The Safe Environment lessons are intended to supplement the conversation that you are having with your children about their personal safety.

The form must be signed whether you wish to have your child participate in the lesson or not. If you do not wish to have your child participate in the lesson arrangements will be made for your child's care and instruction on that day. Students should not be kept home from class. The lesson may last 15-20 minutes and all students will be expected to attend the rest of the session. The class will be held in the Spring of 2020.

SAFE ENVIRONMENT LESSONS OPT-IN/OPT-OUT

Child(ren)'s name(s) _____ Date _____

____ Yes, my child will participate in Safe Environment instruction.

____ No, I do not wish to have my child participate in the Safe Environment instruction.

Parent/Guardian signature _____ Date _____

Family Name

Emergency Contact Information

If we are unable to reach you, whom should we contact?

Name: _____ Relationship: _____ Cell Phone _____ Home Phone _____

Consent for Medical Care

I give permission that, in my absence, my children whose names appear on page 1 of this registration form, may receive emergency medical care for injuries and all situations that should occur while participating in SJB PREP at St. John the Baptist and related events and activities.

Signature: _____ Date: _____

Medical/Learning Data

If any of the following apply, please indicate his/her name and provide details in the appropriate spaces.

Child's Name	Medical Condition/Allergies	IEP Y/N	Prescribed Medications	*Disability / Learning Support Services

Is there other information about your child that should be communicated?

*As defined by Individuals with Disabilities Education Act (IDEA), the term "child with a disability" means a child: "with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and who, by reason thereof, needs special education and related services.

Staff and Volunteer Opportunities

The future of the SJB PREP relies on those called to give their time and talent to God and our parish children. If you would like to learn more, please let us know and our team will contact you. All Adults must adhere to the requirements of the Archdiocesan Safe Environment Program to protect our youth.

Please contact me (Your Name) _____ Phone # _____

I can help (circle one) **Weekly** / **Occasionally** and am interested in helping as a (circle one or more) **Hall Monitor** / **Catechist** / **Aide**

St. John The Baptist Parish
Parent and Guardian Handbook



St. John the Baptist
Parish Religious
Education Program
(SJB PREP)
2019-20 Year

215-482-4600 x104

www.stjohnmanayunk.org/prep

WELCOME!

Welcome to the Parish Religious Education Program (PREP) at St. John the Baptist!
We are looking forward to helping your child(ren) grow in the Catholic faith.

SJB PREP is open to every youth whose family is a registered member of the parish. You will first need to complete a parish registration form at stjohnmanayunk.org and include it with your PREP registration if you are new to the program, or parish.

This handbook explains our program. We encourage you to approach us with any questions, problems, or suggestions you have throughout the year, and are eager to support your family as you grow as Catholics.

May the Holy Spirit inspire you and the Holy Family keep you!

The SJB Parish Religious Education Program Team

Monsignor Kevin Lawrence, Pastor, Director of Religious Education

Mrs. Kelly Friel, Sunday Morning Coordinator

Mrs. Janet Kempf, Sacrament Coordinator

Mrs. Roseanne Westerfer, Parish Operations Director,
Administrative Coordinator

This handbook acts as an agreement between St. John the Baptist Parish and the parents and their children who participate in the faith formation program for the assigned year outlined within. By enrolling your child into our program, you agree to support and abide by the provisions outlined in this handbook. Parents are therefore encouraged to discuss these provisions with their children to ensure that all parties understand the requirements and obligations of their participation in the faith formation program.

The Director of Religious Education reserves the right to amend this handbook for just cause.

PARENT RESPONSIBILITIES

Our goal is to provide your family with ample support and resources to **assist** you in your role as the primary catechists for your children as Catholics. Our ministry concentrates on moving our youth closer to a more mature participation in the sacramental and communal life of our parish. The lessons learned in PREP each week are intended to **supplement** the lessons learned at in Catholic life at home, the Domestic Church, as followers of Jesus Christ.

Therefore, we ask your help in the following to:

Attend Mass on Sundays and Holy Days of Obligation

As Catholics, we attend Mass every week to worship Our Lord together as a Faith community. **Bring your child/ren to Mass weekly.** All PREP students are expected to attend the 9:00 AM Mass on Sunday mornings during the PREP. Any Mass may be attended on non-PREP Sundays.

Bring your child(ren) to class every Sunday

We have a very limited time with our students every week to give you the benefit of a shorter year. Regular attendance is necessary to properly form our students in each grade level, especially the sacramental grades. Religious education should be a weekly priority **in your child(ren)'s lives just as other commitments are.**

Foster a family prayer life

Pray as a family and lead your children in prayer. A simple Grace before meals or **prayers before bedtime can help form your child's prayer life** as they grow. Follow the examples of the saints and discuss their lives and teachings with your children. Help your children memorize the prayers that they are assigned in class by praying those prayers with them.

Spend 30 minutes per week reviewing the Sunday PREP lesson

Children learn through routine and repetition. Choose a regular time each week to review the PREP lesson with your child and ensure lessons are completed.

Make sure homework assignments are completed and returned on time

Homework is assigned according to the discretion of the Catechist. Assignments should be completed as assigned. Regular communication with the Catechist is encouraged if needed.

RESPECTFUL REQUIREMENTS FOR ALL

Parents, please review the general policies below which also apply to all PREP Staff and Volunteers. Parents will be contacted regarding any of the points listed below. Habitual incidents (3 or more separate occasions during the year) may result in your child(ren) being suspended from participating in our program for the remainder of the year. Please read and review these policies, especially those regarding conduct, with your child(ren):

- Please treat all catechists, aides, and other adult volunteers with respect. Catechists and aides are advised to report and document disruptive behavior occurring for consecutive sessions.
- Attend every Sunday, and on time. Respect the time of all involved in our program by adhering to our start and end times.
- Similar to school, the same rules apply at PREP - please do not bring toys, food, drinks, or wear dress up costumes to Mass or PREP class; boys should remove hats and caps before entering the church.
- No more than three absences may occur during the year, and you must contact **your child's Catechist in the event of an absence**. You will be contacted in the event of excessive lateness, early dismissals, or absences. Special Days (Advent Party, scheduled trips and events) are part of class time and students must attend.
- Respect the catechetical environment. **Please do not impede anyone's ability to teach or learn.**
- Adults and children should speak, act, and dress in a manner that respects the **dignity of one's self and all others in our program**.
- Crude language, inappropriate clothing, and inappropriate physical contact will not be tolerated.
- Cell phones and food are not permitted during sessions. Phones will be collected during class time. Food is not provided except for on special days. Children should eat breakfast in the morning at home. Water bottles are permitted if needed, during class not mass unless medically necessary.
- **Adults/Parents may not visit their child's class during any session unless** Clearances are on file (see Safe Environment).
- Complete Home Assignments and Projects. Take home textbooks/ assignments and return items to class each Sunday (as required by your **child's Catechist**.)

REGISTRATION

1. Fill out a Parish Registration Packet, one per family

Registration packets are available in church, on our website at stjohnmanayunk.org/prep, and the rectory. Forms and fees must be completed and returned to the Rectory PREP office before August 30 to ensure textbooks and materials for every student. Please be sure to fill out and return the Safe Environment Lesson Form. *New Students must include a Baptismal Certificate.

2. Include Fees: check, cash or online

One child: \$100.00
Second child: + \$50.00
Subsequent children: + \$25.00

Checks may be made payable to “St. John the Baptist”. Payment may also be made with a credit card, click “**donate now**” at www.stjohnmanayunk.org.
Choose ‘Dues and Fees’ to pay.

ADDITIONAL FORMS TO ATTACH **IF NECESSARY:**

- A Baptismal Certificate for new students if your child was baptized in a parish other than St. John the Baptist. Baptism is the first sacrament of Catholic initiation.
- Medical information including severe allergies or instructions regarding medical conditions
- Individual Education Plan (IEP) for learning disabilities
- Current copies of custody orders or agreements
- Parish Registration (new families)

Place all forms in an envelope and drop off at the Rectory office or mail slot before 8/30/19. Rectory hours are 9:00 am – 4:00 pm, Monday – Friday. You may also mail the forms to:

SJB PREP, 146 Rector St., Phila, PA 19127

SJB PREP LEVEL OVERVIEW

ELEMENTARY PREP LEVELS

The Parish Religious Education Program for sacramental preparation begins with Level 1 and concludes at Level 7. A child needs to be 6 years old to enter Level 1. The instruction in Levels 1 and 2 are the two years needed for reception of First Penance and First Communion. Levels 6 and 7 combined are preparation for Confirmation. The Archdiocese of Philadelphia requires two years of sacramental preparation before the reception of First Communion and two years of sacramental preparation for Confirmation.

PREP Levels are not necessarily the same as the grade levels that your child(ren) is(are) attending in school. New students over age 6 who have had no previous formal Religious Education will be placed accordingly under the discretion of the DRE.

If your child(ren) miss a year (or more) PREP for any reason and later return, they will resume the program at the Level where they left off. Please contact us at dre@stjohnmanayunk.org to discuss options before removing your child(ren) from PREP.

FAITH FORMATION PROGRAM

The Loyola Press “Christ Our Life” textbook series, Parish Edition, is used for lessons and is designed for at-home regular access. Activities, family resources and assignments are accessed at www.loyolapress.com.

SPECIAL NEEDS

The Archdiocese of Philadelphia fosters the full inclusion of people with all disabilities into the life of the Church. If alternative learning environments or plans are desired, please note this on your registration form and separately contact Mrs. Janet Kempf to discuss at 215-416-5881 or dre@stjohnmanayunk.org.

BECOMING CATHOLIC / SACRAMENTAL PREP

Note: Sacramental PREP students (Levels 2 / 6&7) must have strict adherence to attendance or may not be eligible to receive sacraments. Level 7 Students are required to attend classes / retreats outside of the regular PREP schedule due to the timing of receiving the Sacrament in October / November.

First Communion

Students who have completed First Level and are enrolled in the Second Level will receive First Reconciliation and First Communion at the completion of Level 2. First Communion is the second sacrament (Baptism is first) of Initiation as Catholics.

Confirmation

Confirmation Preparation, the third sacrament of Initiation, begins in Level 6. Students that complete Level 6 successfully and advance to Level 7 will receive the sacrament in the Fall of Seventh Level. Confirmation is a Sacrament of Initiation into full participation in the Church, **not graduation**, students are expected to continue and complete Seventh Level curriculum after receiving Confirmation.

Parents of children who will be making their sacraments will receive more detailed information regarding practices, required Parent Meetings, retreats, etc. Please address any questions to Mrs. Janet Kempf, Sacrament Coordinator, at 215-416-5881 or dre@stjohnmanayunk.org.

ARRIVAL AND DISMISSAL

PREP BEGINS with attendance at the 9:00 am Mass. Students will begin immediately after Mass and most Sundays proceed to the Upper School building for Levels 1 through 6 and McKenna Hall (next to the Rectory) for Pre-PREP and Level 7. The time that Mass ends will vary depending on the celebrant and the liturgy. **PLEASE DO NOT DROP YOUR CHILDREN OFF IN FRONT OF CHURCH, OR LEAVE THEM UNATTENDED.** If you are late, please park your car and accompany your child(ren) to the church or the school building.

Dismissal takes place at 11:30 am. **Pick up your child promptly at 11:30** outside of the school building. **If you arrive early, please PARK your car. Do not block the street or parking lot entrance if your child's class has not been dismissed.** During dismissal time, Rector Street becomes a ONE-WAY street uphill in a car line. All traffic must move UP Rector Street and exit via either Tower or Churchview. If for any reason you need to pick your child up in an emergency situation, please text or call Mrs. Kelly Friel, the Sunday Morning Coordinator at 215-370-7749.

ATTENDANCE POLICY

Children are to be in full attendance at every class. If a child needs to be dismissed early from class, a note or email is to be given to the Catechist as soon as possible no later than the beginning of class. Early dismissals as well as late arrivals will be recorded and you will be contacted if needed.

If your child(ren) will be absent, late, or dismissed early, please contact their Catechist as soon as you know. Contact information for **your child's primary Catechist** will be provided. An email may also be sent to dre@stjohnmanayunk.org. ***Please do not leave a message on the Rectory phone since it will not be received in a timely manner.***

If a phone call or message is not received, this will be recorded as an unexcused absence or unexcused lateness. Parents of students with more than 3 unexcused absences or excessive lateness will be contacted by a member of the PREP Team. Sports events and other pre-planned activities and not emergencies therefore not excused.

Excessive absences from class may result in the need for the student to repeat the grade level. This may also result in a delay in the reception of the sacraments. ***Religious education should be a weekly priority for your family.*** Make up work for absences must be completed by the following week. Please check with your child's Catechist for an assignment.

We understand that there may be extenuating circumstances that would warrant excessive absences, e.g., illness, death, family crisis, etc.. We ask you to contact a member of the PREP Team to discuss how to keep your child(ren) in the program. We are here to support you and assist you in your role of primary catechist. Please contact us as soon as possible to discuss options and do not wait until the end of the year.

INCLEMENT WEATHER & EMERGENCIES

WEATHER

In case of inclement weather or emergency, you will be notified of the decision to cancel PREP as soon as possible through the REMIND app or remind.com. Emails will also be sent to all families. **Please make sure that you give us a primary cell phone number that will be answered when PREP is in session in case of emergency during class time.** We will use that number for text alerts, please let us know asap of changes. Tune in to KYW 1060; our ID number is 1418.

SAFE ENVIRONMENT

In accordance with The Office of Youth and Child Protection of the Archdiocese of Philadelphia, St. John the Baptist Parish is committed to safeguarding the spiritual, physical, and mental welfare of the youth we serve. During the Year, students will receive a Safe Environment Class administered by the Sacramental Coordinator, Janet Kempf. Parents must opt in or out for their student to receive this class which is on the calendar.

To maintain the highest safety standards, the Archdiocese mandates that every person over the age of 18 must conduct a complete criminal background check and be in compliance with the Archdiocesan Safe Environment Program Requirements before volunteering with youth, in any capacity. Every person over 18 years old who wishes to volunteer in a youth-based ministry must also complete an Archdiocesan VIRTUS session and Mandated Reporter Training.

Volunteers and visitors in any capacity are encouraged, but in order to do so must complete the Safe Environment requirements. Most of the background checks can be obtained online. For your convenience, links for each of the background checks and required training can be found on our parish website, www.stjohnmanayunk.org.

If you are interested in obtaining clearances and training certificates in order to help with PREP, please direct any questions to Mrs. Janet Kempf at 215-416-5881 or dre@stjohnmanayunk.org.

CONTACT US

Janet Kempf
Sacramental Coordinator
dre@stjohnmanayunk.org
215-416-5881 cell

Kelly Friel
Sunday Coordinator
Scoutmom792@verizon.net
215-370-7749

Roseanne Westerfer
Administrative Coordinator
rwesterfer@stjohnmanayunk.org
215-327-9223 cell

Monsignor Kevin Lawrence
Director of Religious Education
dre@stjohnmanayunk.org
215-482-4600

An updated Catechist Listing will be sent home on the first day of PREP. Contact your child's Catechist directly regarding absences and general class questions.

PRAYERS TO KNOW FOR ALL

Sign of the Cross

In the name of the Father,
and of the Son,
and of the Holy Spirit, Amen.

Glory Be

Glory be to the Father,
and to the Son, and to the Holy Spirit.
As it was in the beginning,
is now, and ever shall be, world without end.
Amen.

Our Father

Our Father, Who art in heaven,
Hallowed be Thy Name.
Thy Kingdom come, Thy Will be done,
on earth as it is in Heaven.
Give us this day our daily bread,
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation,
but deliver us from evil. Amen.

Hail Mary

Hail Mary, Full of Grace,
The Lord is with thee.
Blessed art thou among women,
and blessed is the fruit
of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners now,
and at the hour of our death. Amen.

Guardian Angel Prayer

Angel of God, my guardian dear,
to whom God's love commits me here, ever this
day be at my side, to light and guard, to rule and
guide. Amen.

Grace Before Meals

Bless us, O Lord, and these thy gifts which we
are about to receive from thy bounty, Through
Christ our Lord. Amen.

Act of Contrition

O my God,
I am heartily sorry
for having offended Thee,
and I detest all my sins
because of Thy just punishments,
but most of all
because they offend Thee, my God,
Who art all-good and deserving of all my love.
I firmly resolve, with the help of Thy grace,
to sin no more
and to avoid the near occasions of sin. Amen.

Apostles' Creed

I believe in God, the Father Almighty,
Creator of Heaven and earth;
and in Jesus Christ,
His only Son Our Lord,
Who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died, and was buried.
He descended into Hell;
the third day He rose again from the dead;
He ascended into Heaven, and sits at the right
hand of God, the Father almighty;
from thence He shall come to judge
the living and the dead.
I believe in the Holy Spirit, the holy Catholic
Church, the communion of saints, the
forgiveness of sins, the resurrection of the body
and life everlasting. Amen.