

*Saint Maurice Church*  
Faith Formation Ministry  
358 Glenbrook Road  
Stamford, CT 06906

August 2016

Dear Family:

We are pleased to provide this Faith Formation handbook. It is designed to provide your family with valuable information about the Faith Formation program of Saint Maurice Church. We hope you will review the handbook carefully, and pay special attention to class calendar, and the sections on safety and conduct. The parish and diocesan policies and procedures described in this handbook are established to help our young parishioners and their families not only to learn about their faith, but also to live it in truth and love. At the end of the handbook, there are important forms to be completed and returned as soon as possible.

You may have heard that parents, through their actions and values, are the most important educators in their children's faith development. This is a challenging privilege and responsibility! We, the pastoral staff and catechetical team, look forward to working with you throughout the next year.

If you have comments, questions, or concerns, please contact Sandra Kluun at [skluun@smcglenbrook.org](mailto:skluun@smcglenbrook.org) or call 203-324-3434 extension 707.

Peace!

Fr. Alfred Riendeau, Jr.  
Pastor

Sandra Kluun  
Coordinator of Faith Formation

## INTRODUCTION

“ Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.”  
Matthew 7:7

“Nothing is more practical than finding God, that is falling in love in a quite absolute final way.  
Fall in love, stay in love, and it will decide everything.” Pedro Arrupe, SJ

## MISSION STATEMENT

The Faith Formation Ministry of Saint Maurice Church is dedicated to providing creative opportunities for our young parishioners and their families to experience the loving presence of God, through study, prayer and acts of kindness and compassion.

We seek to develop a deep understanding of the Catholic faith and its relevance in our lives. In the spirit of Jesus Christ, we will be witnesses who love and serve those in need.

## FAITH FORMATION BASIC GOALS

The goals of Saint Maurice Faith Formation are to:

- provide an atmosphere where growth in a personal relationship with Christ is encouraged.
- develop classroom opportunities that will instruct the students in Catholic teachings and traditions.
- extend kindness and respect for all persons through works of service.
- help each individual to develop and achieve his or her God-given potential.

## COMMUNICATION

We will communicate with parents via the parish bulletin and through e-mail. Please be sure we have current information.

## MASS ATTENDANCE AND PRAYERS ‘BY HEART’

Mass participation of the family each week is essential to complete faith formation. Please plan on attending Mass regularly and guide your children throughout the Mass.

Our young parishioners are expected to be familiar with specific prayers at each grade level. Parents should work with their children regularly on this task since learning by heart requires consistent repetition.

## CLASS SCHEDULE 2016-2017

Grades kindergarten through five meet Sunday mornings from 9 a.m. – 10:15 a.m.

Grades six through eight meet Tuesday evenings from 6:30 p.m. – 7:45 p.m. A calendar of weekly classes is included in this handbook, and on the parish website at [www.smcglenbrook.org/faithformation](http://www.smcglenbrook.org/faithformation)

In general, Saint Maurice Church Faith Formation follows the Stamford Public School schedule. If school is not in session or if there is early dismissal, then there are no faith formation classes. If there is a question about classes being held, please check radio stations WEBE 108 or WICC 60, or TV channels eight or twelve.

#### TUITION 2016 – 2017

The 2016 – 2017 tuition for grades one through eight is:

One child: \$135.00

Two children: \$185.00

Three or more children: \$225.00

(There is no fee for pre-k and kindergarten.)

An additional sacrament materials fee of \$50.00 is also applied for the First Penance/First Eucharist and the Confirmation programs.

Financial difficulties should never keep a child from participating in the faith formation program. In the event that a family is struggling financially and the fee presents a hardship, partial payments or other arrangement can be made. Fees should be paid full by the end of the Faith Formation year in April. Please contact the coordinator at any time to discuss special circumstances.

#### REGISTRATION INFORMATION

Changes in status, especially telephone numbers, e-mail, and home addresses should be reported to the Faith Formation Office.

Baptismal certificates are required for all first grade and new students. If transferring from another Religious Education program or school, verification of attendance is required in the form of a report card, completion certificate, or letter from the former parish.

#### SAFETY ISSUES

##### ARRIVAL AND DISMISSAL

The safety of our children and families is a top priority. Please review the drop off and pick up guidelines carefully.

- Parents must escort their children to the gathering area in Doran Hall.
- Children should never be dropped off at entrances to the building.
- All children must be accompanied by an adult at all times.
- In the event that children are to be picked up before the end of class, the parents must inform the coordinator in advance, preferably in writing. At early pick up, the parent must go first to the coordinator and sign out the child. The coordinator will go to the classroom and

release the child from class. For safety considerations, students will not be allowed to go outside to wait alone.

- At dismissal times, parents should wait in the gathering area until the dismissal bell rings, before going to the classrooms to pick up children.
- We are happy to assist parents who are unable to leave their vehicle. Please call us to make arrangements.
- Carpool arrangements are welcome. However, parents must provide the coordinator with a current list of all individuals who are authorized to pick up their children. (A form is attached.)

## STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to:

- treat adults and peers with kindness and respect.
- walk slowly and quietly; no running or yelling.
- listen; follow directions.
- share ideas and materials generously.
- ask questions to understand more completely.
- honor Jesus and his Church in word and action.

If a student is continuously disruptive (generally, after three warnings) the student will be sent to the coordinator with an explanation of the behavior. The coordinator will discuss the issue with the student. A plan for conduct adjustment will be agreed upon, and an agreement will be signed by both. The coordinator will also determine if the student should be sent back to class for the remainder of the class period or parents called.

The second time a student is sent to the coordinator, a phone call will be made to the parents by the coordinator. Future action depends on the situation. It may be determined that a meeting needs to be held with the coordinator, parent and student to discuss the problem. The student may be put on probation and allowed to return to class, or he or she may be removed from the classroom as determined by the coordinator, and participate in private study.

## SUPERVISION

Every effort is made to ensure the students are safe while on Church property. For example, door to Doran Hall will be locked 15 minutes after class has begun, and will remain locked until 15 minutes before class ends.

In the event of an accident or medical emergency, parents/guardians will be notified as soon as possible to enable them to make a decision as to the course of action they wish to take. It is the responsibility of parents/guardians to notify the coordinator of any special precautions needed to insure the safety and welfare of their children.

## HEALTH AND FAMILY ISSUES

Please note-we do not have a nurse on site. Also, because of the increase in allergies and food restrictions, snacks are not allowed.

Please notify the coordinator if your child has a health issue that may affect his/her learning or routine. We will notify the catechist so he or she is sensitive to any problem that might occur. This should include allergies, hyperactivity, light sensitivity, hearing problems, ADHD and ADD medications, Epipen, etc.

NOTE: Please help us make this experience enjoyable for your child. Inform the coordinator of any special situations that exist within your family, such as: pending divorce, granted divorce, aged grandparents living with you, health problems of other members of the family that may affect the student emotionally, single parent situations, visitation with absentee parents, or parents' job loss that may cause the child stress or absences, death of a parent or close relative, separation, etc. The coordinator will share the information with the child's catechist. Confidentiality will be respected. In situations of separation or divorce, please provide the coordinator with a copy of the custody agreement.

## ATTENDANCE

Regular attendance is essential for the student to benefit from the continuity of the curriculum. Please inform the coordinator prior to class time if you know your child will be absent from class. The coordinator will attempt to contact parents when the student has excessive absences. A review of excessive absences will be conducted mid-year and at year's end. Make-up work may be assigned in order to ensure readiness for the next year's curriculum.

## ELECTRONIC DEVICES/CELL PHONES

Absolutely NO electronic devices/cell phones are allowed during class time, unless a family has received special permission from the coordinator. All such devices will be confiscated and held by the coordinator until a parent retrieves the item. Thank you for your cooperation!

## CATECHISTS AND VOLUNTEERS

Saint Maurice Church Faith Formation catechists have participated in "Protecting All God's Children" training, and undergone a background check. They are members of the parish community who generously give their time and talents. Catechists are encouraged throughout the year to attend catechist formation sessions.

## FAITH FORMATION CURRICULUM

The curriculum of Saint Maurice Church Faith Formation is based on the catechetical guidelines of the Diocese of Bridgeport. The following textbook series are used:

Pre-K and Kindergarten, and grade seven – *Pflaum Gospel Weeklies*

Grades one through six – *Call to Faith*, Our Sunday Visitor publisher;

Each sixth grader also receives a Bible.

Grade eight – *One Faith, One Lord*, Sadlier Publishing

Seventh and eighth curriculum is supplemented by service-oriented workshops, speakers and witness talks, and *lectio divina*.

All of the publishers have web sites which offer wonderful resources for children, parents and educators. Please check it out!

#### HOME PROGRAM

For families who wish to teach religion to their children at home, we offer a home school program that is consistent with diocesan standards for each grade level. For more information, please contact the coordinator.

#### SPECIAL NEEDS

There are children of God who, because of a disability, may not be able to participate in the regular classes. At this time, we assist families on a case by case basis. If you have any questions regarding this program, please call the coordinator.

#### CHRISTIAN SERVICE PROJECTS

Throughout the program year, as part of their introduction to discipleship, students will learn to share their unique personal gifts through Christian service projects. The opportunities include a clothing drive, Thanksgiving food drive, Advent Prayer Partners, and 'Warm-up Winter' Lenten project.

#### VOLUNTEER OPPORTUNITIES

The Faith Formation program relies greatly on the time and talent of its volunteers. Please consider volunteering in some way. There are many opportunities available, including volunteering at family masses, serving as a classroom or workshop aide, or helping through prayer. Please join us.

#### SACRAMENTS

One of the most important tasks of the Church is to lead people to celebrate the sacraments. Sacramental preparation is a special time not only in the parish, but also in the lives of the families who celebrate. The process of preparing children for the sacraments is a responsibility shared by parents and the parish.

According to the "Guidelines for Sacramental Catechesis" for the Diocese of Bridgeport, sacrament preparation is to be a separate process from regular faith formation classes.

#### Important points for First Penance and First Eucharist

- Before entering into immediate preparation for Penance, a child is to have completed one full year in a catechetical program and be currently enrolled in the second year of a regular program.
- The celebration of First Penance precedes First Eucharist.

- Immediate preparation for First Penance and First Eucharist is to be a parish program of at least six hours apart from and in addition to regular ongoing formation.

#### Important points for Confirmation

- A person is to be enrolled in an ongoing parish or school catechetical program for at least two years immediately before entering into the Confirmation preparation program.
- Immediate preparation for Confirmation is to be a parish program of at least six hours apart from and in addition to regular ongoing formation.
- A retreat experience is highly recommended.
- Regular Mass attendance is the right and responsibility of the Confirmation candidate.

In order to assist their children in sacramental preparation, parents are expected to attend information sessions. Attendance by at least one parent is mandatory.

### SAINT MAURICE CHURCH - NAMES AND NUMBERS

Fr. Alfred Riendeau, Jr., pastor  
203-324-3434; email [ffred@smcglenbrook.org](mailto:ffred@smcglenbrook.org)

Monica DiCostanzo, parish administrative assistant  
203-324-3434; email [mdicostanzo@smcglenbrook.org](mailto:mdicostanzo@smcglenbrook.org)

Sandra Kluun, coordinator of faith formation  
203-324-3434 extension 707;  
email [skluun@smcglenbrook.org](mailto:skluun@smcglenbrook.org)

**Saint Maurice Church  
PARENT/GUARDIAN AUTHORIZATION**

Please indicate below the names and numbers of individuals authorized to pick up your child/children from class:

Name: \_\_\_\_\_ Number \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Number \_\_\_\_\_ Relationship: \_\_\_\_\_

Please indicate below the names and numbers of individuals authorized to pick up your child/children from class in an emergency if you are unavailable:

Name: \_\_\_\_\_ Number \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Number \_\_\_\_\_ Relationship: \_\_\_\_\_

**AUTHORIZATION TO PUBLISH PHOTOS AND ARTWORK**

I give my permission to Saint Maurice Church to publish pictures of me and/or my child/children on the parish website or in the Church's publicity information, and any artwork created during the course of the Faith Formation program. (No names will be published on the website.)

Child/Children's full names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent signature \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and return to Sandra Kluun, CRE  
Peace! And thank you!**

August 2016

Dear Parents:

All parents/guardians are asked to sign this form after reading through the content of this Family Handbook. This will signify that you understand the policies and agree to cooperate with the Saint Maurice Church Faith Formation policies set forth in the booklet.

Please return this completed form to the Faith Formation office, along with the authorizations on the following page.

***I have read through this Handbook and will cooperate with the Faith Formation program of Saint Maurice Church. If I have concerns over any issue, I will contact the coordinator.***

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**Please complete and return to Sandra Kluun, CRE.  
Peace! And thank you!**