

CELL PHONES, ELECTRONIC ITEMS AND TOYS

Cell phones must be turned off at all times. Cell phones, text messaging and photo taking are never to be used during sessions. Other electronic items are not allowed during class sessions. Please leave all toys home. Abuse of these policies will result in the removal of the item. Parents will need to pick up all items from the Religious Education Office.

HEALTH CONCERNS/MEDICATION

The Director of Religious Education must be advised in writing of any health concerns of a student. Accommodations will be made to the best of our ability to address such concerns. All matters are confidential. **NO MEDICATIONS ARE ALLOWED TO BE ADMINISTERED BY ANY STAFF MEMBER OR VOLUNTEER.** Only a parent can administer medication to their child. Children with crutches must be escorted to and from class by an adult for safety reasons.

EPI-PENS—ARCHDIOCESE OF NEWARK REGULATIONS— MUST SEE DIRECTOR FOR REQUIRED MEDICAL PAPERWORK.

CHILD ABUSE

Consistent with Archdiocesan policy and local legal code, the parish catechetical staff has a moral and legal obligation to report any suspected child abuse to authorities to ensure the welfare of a child.

In addition all staff, catechists and volunteers are required to have completed the “Protecting God’s Children” program and have satisfied the mandates of said program.

FIRE SAFETY AND DISASTER PREPARATION

Students will be instructed on the proper procedures for any emergency situation. Fire drills and lock downs may be conducted during the year. In the event of a real emergency, children will be taken to an evacuation site as directed by the police. Parents and guardians will be contacted as soon as possible using the information supplied on the Emergency Contact Information Form (please report any changes immediately.)

Please contact the office should you have any questions or concerns.

PARENTS ARE THE FIRST TEACHERS OF THEIR CHILD.

FAMILY—MASS—CLASS

Our Lady Queen of Peace

400 Maywood Avenue

Maywood, NJ 07607

Religious Education Program

Policies and Guidelines

2020-2021



- Phone: 201-845-9545
- Fax: 201-845-3742
- Email: dre@olqp.org
- Website: www.olqp-maywood.org
- Facebook and You-tube too!!

- Our Parish Mission -

We, the Catholic Community of Our Lady Queen of Peace, under the guidance of the Holy Spirit, are called to live and proclaim the Gospel of Jesus Christ. We Praise God while sharing His Joy and Truth through Word, Worship, Community Service, and Stewardship.

We share our gifts of Time, Talent, and Treasure in a tapestry of diverse cultures as we gather together to celebrate our Roman Catholic Faith. Serving our Lord God through the Liturgy and Eucharist, our ministries welcome all into our parish Family.

STAFF

Rev. Antonio Ricarte, Administrator
Rev. Rafal Smola, Parochial Vicar
Angela Connelly, Director of Religious Education

RELIGIOUS EDUCATION OFFICE—is located in the Parish Center. Office hours are: Tues.—Thurs.—9:00am— 2pm

RELIGIOUS EDUCATION AT OLQP

The Religious Education program serves the families who are registered parishioners of Our Lady Queen of Peace Church. Together with our parents we provide sound Catholic faith instruction.

We believe that parents are the primary teachers of their children and only when they take an active part in their child's religious education does the child benefit from formal religious instruction.

MASS ATTENDANCE

Liturgy is the central celebration of our Catholic faith, so it is imperative that all families attend weekly Mass. Mass is celebrated at 5pm on Saturday, and 8am, 10am and 12noon on Sunday. At the 10:00 AM Sunday Mass Liturgy of the Word for Children is celebrated for children in grades K-3.

CLASS SCHEDULES

Grades K-8—Sunday 8:30-9:50. Class for children ages 3 and 4 (**Littlest Angels**) is available during the 10:00am Masses for those families who attend this Mass. **Liturgy of the Word for Children** is also celebrated during the 10:00am Mass for children in grades K-3.

PARENTS/FAMILIES

We recommend that the parents familiarize themselves with the books and materials used in the Religious Education Program and that they assist their children with assignments. **Attending Mass on a weekly basis is an obligation and should be reinforced with your child.**

SACRAMENTAL PROGRAMS

Our sacrament preparation classes are family based programs. Parents are required to participate in all aspects of the child's preparation. Two years of classroom instruction are required for students to receive the Sacraments of Reconciliation, Eucharist and Confirmation. First Eucharist is normally received in Grade 2 and Confirmation is offered in the Fall of Grade 9. The RCIA process for unbaptized older children and adults is available (inquire at the office.)

CHANGE OF ADDRESS/PHONE #/EMAIL

Please notify the Office of any changes in address and/or phone number, and email as soon as possible. We need this information for emergency closings, mailings, and census.

BUILDING SECURITY

We use the SBJC school building and the Parish Center building. There is one (1) entrance open in the morning monitored by an adult. The buildings are locked at 8:35am. Staff of OLQP may enter with their key. No other person may enter the buildings without being let in by the assigned hall monitor. The assigned hall monitor walks through the buildings several times during class time. At dismissal, there is one (1) exit from the Parish Center and three (3) from the SBJC school building. All children are handed off to their parent/guardian. Any child not picked up is sent to the Director of Religious Education.

DROP-OFF/PICK-UP

We ask that you walk your child to and from the school building at arrival and dismissal times. There is a parking area in the lower lot and -Please park there and walk your child. You may drive through the driveway in front of the school and drop off your child before class only. Barricades will be put up at dismissal. This area is a pedestrian only zone during dismissal time to protect our families. At dismissal, if a car enters this area prior to 9:30am, it will not be able to exit until the area is free of all children.

ATTENDANCE

Attendance is mandatory. Regular attendance at religious education classes is important for the student's progress in the program. Students who are absent must bring a note the following week explaining their absence and the student will be required to make up any missed work. For the absence to be considered **excused**, the religious education office must be called or emailed the morning of the absence. **Please do not call the main rectory office number as we may not receive the message in a timely manner. TARDINESS IS UNACCEPTABLE.** It is the parents' responsibility to insure that your child arrives on time.

BEHAVIOR

Appropriate behavior and common courtesy are expected from our students at every grade level. Students are expected to behave in a cooperative and respectful manner towards our clergy, their catechist, fellow classmates and all parish volunteer and staff members at all times. Should a child choose not to follow this policy, she/he will report to the Director of Religious Education. If the matter cannot be resolved, then a meeting will be set up with the parents and corrective measures will be determined.

Use or possession of tobacco, alcohol or illegal drugs is prohibited at any activity related to Religious Education Program at Our Lady Queen of Peace. No weapons of any kind are permitted on parish property at any time. Any violation of this policy will result in serious consequences for the student and will require his/her parent(s) to meet with the Director of Religious Education. In addition, local law enforcement will be contacted when required by law.