

HOLY SPIRIT CATHOLIC CHURCH

GUIDELINES AND PROCEDURES FOR CHRISTIAN FORMATION

GRADES K-5 SCHOOL YEAR 2019-2020

GRADES K-5 CURRICULUM: FINDING GOD BY LOYOLA PRESS

- 1. You will receive a confirmation email within 2 weeks of registering, and you will receive an email by September 5th with your child's classroom and teacher assignment.** The Class Schedule and Classroom Map will be available at that time via links on the Christian Formation page on the website at **<http://www.holyspiritvb.org/formation/childrens-formation/>** .
- 2. The Christian Formation schedule runs from September 8th- May 10th.** Class time is from 9:00 a.m. - 10:00 a.m. on the days scheduled.
- 3. To receive information by text message** regarding Christian Formation, you can text the number **81010** and send the message **@hsk51920**
- 4. Inclement Weather Alerts.** See the following page for instructions.
- 5. ALL STUDENTS MUST BE WALKED IN ON SEPTEMBER 8TH, THE FIRST DAY OF CLASS.** This will give you a chance to meet your child's teacher and see where his/her classroom is located.
- 6. Student Drop Off will begin Sunday, September 15th and is open from 8:45 a.m. to 8:55 a.m. After 8:55 a.m., you must park and walk your child to the main entrance of Activity A (the entrance located at the Principal's Corner).**
 - Drop off ends promptly at 8:55 a.m. and preschool exterior doors will lock at 9:00 a.m. and reopen at 9:55 a.m. for security purposes.
 - If you will not be walking in your child, YOU MUST USE THE DESIGNATE DROP-OFF AREA; for safety reasons no child is to be dropped off at any other area of the church grounds. If you arrive after 9:00 a.m., preschool exterior doors will be locked so please enter through the parish commons.
 - Enclosed please find the Drop-Off map on the reverse side of the classroom map. We will also review the procedure for drop off during the parent meeting.
 - Preschool entrance doors are locked at 9:00 a.m. once Christian Formation begins to ensure limited access and the safety of our children. They will reopen at 9:55 a.m.
- 7. Parking for Christian Formation.** The gravel lot on the side of the church will be available for Christian Formation parents and teachers and opens at 8:20 a.m.

8. **Please be prompt in dropping off and picking up your child.** If you will be late picking up your child at 10:00 a.m., **please call the EMERGENCY Christian Formation number at 655-7442.** Please note: *this number should NOT be used to report an absence.*
9. **Absences.** Please contact Fina Lania at 468-3600 x117 and leave a message if your child will be absent from class. *Those preparing for First Sacraments should not miss more than 3 Christian Formation classes during the year.* If a child misses more than 3 classes, reception of the sacraments will be at the discretion of the director of religious education and/or the pastor.
10. **FIRST SACRAMENT PARENT ORIENTATION.** If you are interested in having your child prepare to receive First Reconciliation and First Eucharist this school year, **THERE WILL BE 2 PARENT ORIENTATION CLASSES OFFERED WHERE YOU CAN REGISTER YOUR CHILD FOR THE SACRAMENTAL PREPARATION CLASSES.** Date for First Sacrament orientation is Sunday, September 29 from 9:10-9:45 a.m. in Activity B.
11. **Backpacks.** Children will receive Christian Formation drawstring backpacks which will be used for taking home lessons and information each week. PLEASE MAKE SURE YOUR CHILD'S BRINGS HIS/HER BACKPACK TO EVERY CLASS AND THAT HIS/HER NAME IS PRINTED ON IT.
12. **Volunteers Needed.** Volunteers are needed throughout the year to assist with various activities. Information will be sent home through Christian Formation classes for ways to volunteer. Before adults begin volunteering to work with children and the elderly, they must attend VIRTUS, the safe environment diocesan training on sexual abuse awareness. Volunteer opportunities include:
 - **Drop-Off Volunteers** – Greet students and help them out of cars at the drop-off area between 8:45 a.m.-8:55 a.m. when we have Christian Formation.
 - **Hall monitors** – Door holders, Activity B and preschool hallway monitors
 - **Substitute Teacher Assistants** – be on call to be an assistant to help with class activities. No obligation, and you just accept when you can!
 - **Supply volunteers** – help teachers put away teacher tubs, books, and easels at the end of class, and tidy up the classroom.
 - **Activity Preparation** – we provide hands-on activities each week for classes and need help preparing the activity or craft. Times vary; this can be done during the week or on Sundays while you wait for your child.
13. **Parish App.** Don't forget to download our parish app and turn on notifications for Christian Formation Grades K-5 and other parish ministries. Search **Holy Spirit, Virginia Beach** in Google Play or the App Store.

If you have any questions please contact Joseph Gurliaccio, Director of Child and Family Formation, at abby@holyspiritvb.org or (757) 468-3600 x105.

In the Event of Inclement Weather....

Please check the following which applies to Christian Formation Grades K-5 ONLY for class cancellations.

If you have children in grades 6-12, you will be contacted by Katrina Cruz, our youth minister, regarding class updates. Sunday Masses will proceed as normal unless otherwise posted on Facebook or the website.

Weather Alerts will be posted by 6:00 p.m.
the Saturday prior to a Sunday class through the following:

- **Email. Please check your email.** If the server is down, I will not be able to access my database so it is important that you check the other forms of communication that follow.
- **Holy Spirit's web site:** <http://www.holyspiritvb.org/> . Go to **NEWS AND EVENTS** and CLICK on ***Weather Alert***
- **Sign up to receive text messages for Christian Formation and still keep your number private.** If your child is also preparing for sacraments, sign up to receive text messages for those programs as well:

Sign up for to receive text messages:

Parents:

1. **Enter as the phone number in a new text message: 81010**
 2. **TYPE** in the message line: **@hsk51920**
 3. **SEND** message
- **Facebook:** Like our group page <https://www.facebook.com/holyspiritvb/> or search Facebook for **Holy Spirit VB (This is the page sponsored by the parish. There are others created by parishioners so to ensure you have the correct page, click the link.)**
 - **Holy Spirit's Parish App:** Search the App Store or Google Play for **HOLY SPIRIT PARISH VIRGINIA BEACH** and download. Turn on notifications for Christian Formation Grades 1-5
 - **Call** and check for any updated message **(757) 468-3600 x105**