

Children's Faith Formation

Basic Information, Policies & Procedures



Dir. of Faith Formation
Ileen Grebner
Phone: 383-4460
igrebner@stmarylourdes.org

Office Hours*

Sunday: 7am—11am
Monday: 8am—2pm
Tuesday: 8:30am—8:30pm
Wednesday: 8am—8:pm
Thursday: 8am—2pm

* Note: I am (usually) not in the office on Friday's; These office hours will vary when there are additional programs on Sunday, Monday and/or Saturday.

SESSION TIMES

9am—10:15am

LATE ARRIVALS

All students should plan on being in class by 8:57am to enable the class to begin at 9am. 9:05am is considered late.* The doors will be locked at 9:05am and unlocked at 10:05am.

After 2 tardies, families will be contacted.

ARRIVAL PROCEDURES

All students are to enter using the upper entrance door by the Grotto.

The door off of the lower parking lot is **NOT** to be used for entering/exiting the building unless in the event of an emergency.

Children in Grades PreK/Kindergarten through 2nd Grade will be signed in and out by a parent or authorized adult. This authorization must be submitted in writing to the Director of Faith Formation prior to class that day.

When dropping off or picking up your child, we ask that you park in a parking spot. Do NOT pull up and stop to let kids out as it blocks the flow of the traffic in the upper parking lot.

Parents... Please plan extra time.

DEPARTURE PROCEDURES

Again, all students are to exit from the upper entrance door by the Grotto.

Children in grades PreK/Kindergarten through 2nd Grade will be signed out by a parent. If someone other than the parent is signing the child out, authorization must be in writing and on file PRIOR to class that day.

ABSENCES

If your son/daughter is sick or a family emergency has occurred, please report their absence via email to Ileen. Please indicate the reason for the absence in your email. Absences must be communicated with the Dir. of Faith Formation.

INCLEMENT WEATHER

In the event that C.C.D. would need to be cancelled, a decision would be made prior to 7am. The cancelation will be posted on the parish Facebook page, the local TV station websites and if possible, an email will be sent out.

COMMUNICATION & PROGRAM UPDATES

The parish bulletin will have the most complete up-to-date information.

Our parish Facebook page will also be utilized to provide reminders for CCD meetings and events.

Please make sure you communicate any changes to your email address, phone numbers or home address immediately to ensure you continue to receive communications from the parish.

MASS ATTENDANCE

One of the Precepts of the Church is to "Participate in Mass on Sundays and holy days of obligation and rest from unnecessary work."

Regular Mass attendance helps to determine a family's active membership in the parish.

Non-attendance at Mass results in an "in-active" membership status—you're still a registered family in the parish but are not considered active and participating in the life of the parish. "In-active" membership in the parish results in a higher fee.

SACRAMENT POLICY

During Sacramental Preparation years, a student is allowed 2 excused absences.

Sports games/practices, campouts, sleepovers, etc. are not considered excused absences.

A student must be enrolled in a program the year prior to receiving a Sacrament. Circumstances will be taken into consideration and adaptations made as necessary.

*It will be noted and communicated to the catechists when 8am Mass lets out late and which kids that affects.