

*St. James RC Church
Faith Formation Office
80 Hicksville Road
Seaford, NY 11783
516-796-2979*

August 2017

Dear Parents:

Attached please find the Registration Form for 2017/2018. We have tried to accommodate you with as many dates and times as possible for classes. Please note that the majority of our communication is done electronically. Please make sure you 'like' the Faith Formation Facebook page, sign up for Remind and frequent our parish website for important updates (see #6).

Policies & Procedures:

1. The students are permitted to enter the building **5 minutes** before the class begins. (Use Back door only. Please do not use front door).
2. Parents must report to the office (Room 116) when picking up a student before dismissal time. Early dismissal should be for family emergencies **ONLY**. Practice for sports is **NOT** an acceptable reason for early dismissal. If early dismissals begin to add up, you will need to have a conference with the Faith Formation staff to come up with a solution to the problem.
3. **MASS ATTENDANCE** All students are expected to attend weekly Mass in addition to the special liturgies planned throughout the year for their level.
4. **PARENT MEETINGS** Parent/Guardian involvement is essential to the success of the Faith Formation of our children. Please make a special effort to be present at the scheduled meetings.
5. **VOLUNTEERS** Our program is dependent on volunteers. We need many workers. Please reflect on how you can best help.
6. **INCLEMENT WEATHER** Class cancellations will be announced on Channel 12 News, and news12.com. "Like" our Facebook page "St. James Faith Formation - Seaford, NY". To receive information by text via Remind - Text @ b97e02 to 81010
7. **OFFICE HOURS** During Academic Year The Faith Formation Office is located in Room 116 in the Parish Center. Please use the rear door Seamans Neck Road side. Mondays: 9am to 1pm. Tuesdays thru Thursdays: 9 am to 3 pm and during all class sessions. Saturdays: 9am to 10:30am (when classes are in session)
8. **BOOKS** All workbooks will be distributed on the first day of class. If a student loses a workbook, he/she must purchase a new one for \$25.00.
9. ****Due to the large number of students in the program, no changes in classes may be made after classes begin. ****
10. **ATTENDANCE** There is a maximum of 3 absences per student. Absences in excess of three may result in repetition of the grade level.

Sincerely,
Marianne Mirkow & Carol Tannehill, Coordinators

cmt 8/7/17