

**ST. GERTRUDE PARISH**  
**RELIGIOUS EDUCATION OFFICE**  
**REGISTRATION INFORMATION, POLICIES & PROCEDURES**  
[faithformation@stgerts.org](mailto:faithformation@stgerts.org)

Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish, their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayer, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith.

From *Sharing the Light of Faith*,  
*The National Catechetical Directory for Catholics of the United States, 1978*

The Faith Formation/Religious Education Program of St. Gertrude Parish is based on the belief that the formal aspects of the parish program are not meant to be a substitute, but rather a support and enhancement of the life of faith formation being lived in the home environment, the “domestic church”.

All those who touch the life of a young Catholic in some way – parents, catechists, clergy, parish volunteers, and fellow parishioners must take their role seriously and responsibly by fully living their baptismal commitment and giving witness to the place and importance of following Jesus Christ.

As Catholics, we believe that a crucial aspect of this living faith is participation in the life of the local Church community—the parish.

**REGISTRATION INFORMATION**

The fees are listed on the form. PLEASE RETURN THE FORM BY JUNE 1<sup>ST</sup> TO AVOID A \$25 LATE FEE. If you would like to be a catechist, please contact the office. If you are willing to help as a classroom aid or hall monitor, that would be terrific! Please email or call me. If you would like to have your child remain with the same catechist next year, please be sure to note that on the form. If you are registering a 1<sup>st</sup> grader, be sure to include a copy of the child’s Baptismal Certificate. ***Please make sure your child is registered, no child will be permitted to enter a class without registering.*** Classes begin in September and continue until April.

The practical aspects of our Faith Formation/Religious Education Program are described in this paperwork for your convenience. As you read through them, please remember that these details are but one small facet of the total faith formation of your child(ren).

## **Visitors**

No unauthorized persons will be allowed in the classroom unless they have been previously authorized by the Catechetical Leader.

## **Communication**

We encourage parents to be in communication with the child's Catechist. The Parish Office of Religious Education will communicate with parents on a regular basis, either by email or by sending letters home with students.

**Cell Phones** are not to be used at **ANY** time during the classes. If a child is caught using the cell phone it will be kept in the office until a parent retrieves it. It will not be returned to the student.

## **Entering the Program**

All families are required to register as members of the parish. An original baptismal certificate must be submitted at the time of registration for the program. Students must successfully complete each stage before moving to the next. Celebration of First Reconciliation (Penance) and Eucharist (Communion) requires a two-year preparation. Situations where students are registering without any prior faith formation/religious education will be evaluated on an individual basis to determine the placement level.

## **Special Education**

Please contact the office for more information.

## **Arrival Policy**

All students need to enter the school building through the doors by the Religious Education Office. For the safety of your child(ren), these doors will be open **5 minutes** before the start of class rain or shine.

## **Dismissal Policy**

All students need to exit the school building through the doors by the Religious Education Office only. **Note:** When an urgent reason necessitates a child's early release a parent is required to please notify the office. Each child must be signed out for an early dismissal.

## **Absenteeism**

If your child(ren) will be absent, please email or call the office. We allow a maximum of 3 absences. Excessive absenteeism and incomplete lessons can impede your child's formation process and progress.

## **Program Closings**

If the Locust Valley School District is closed, the Religious Education Office will also be closed. I will do my best to contact you through email when classes are cancelled.