OLPH 2026/27

Catechist Handbook

“The Church has always looked on catechesis as a sacred duty and an inalienable right. Only in deep communion with Christ will catechists find light and strength for an authentic, desirable renewal of catechesis.”
-Pope St. John Paul II, Catechesi Tradendae

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Personnel/Office Information

MODERATORS:

Fr. Fidelis Ezeani— Level 1
Monsignor Joseph DeGrocco— Levels 2-5
Father Ken Zach— Levels 6-8

DIRECTOR OF FAITH FORMATION:

April Kleinlaut

OFFICE STAFF:

Christine Graham
Jessica Becker-Paolo
Aaron Liebowitz

TELEPHONE: (631) 226-7725 X 253
E-MAIL: religioused@oloph.org
Religious Education Office Hours:

School Year:
Mon: 9:00 a.m. – 3:00 p.m.
Tues: 9:00 a.m. – 3:00 p.m.
Wed.: 12:00 p.m.— 8:00 p.m.
Thurs: 11:00 a.m. – 5:00 p.m.
Fri: CLOSED
Sat: BY APPOINTMENT

Summer
(June, July, August):
Mon: 9:00 a.m. – 3:00 p.m.
Tues: 9:00 a.m. – 3:00 p.m.
Wed.: 12:00 p.m. – 8:00 p.m.
Thurs.: 11:00 a.m. – 5:00 p.m.
Fri: 9:00 a.m. – 1:00 p.m.
Sat: CLOSED

LOCATION IN RECTORY

Our office is located in the rectory building. You may access our office by entering the rectory through the front doors (building with the Mary statue in front). During class time, our staff will be accessible by phone.

SATURDAY CLASSES-LEVELS 1-5 & SPECIAL EDUCATION 2026/2027
SESSION I- 8:30-9:30 a.m.

ALBANY, ALLEGHANY, DANIEL STREET, & ALL OUT OF TOWN SCHOOLS

SESSION II-10:00-11:00

HARDING, RALL, WEST GATES, & SPECIAL EDUCATION

09/19	CLASS	Levels 1 & 2 Commitment Service at 11:15 a.m. in the Church [No Level 3-5 Classes]
09/26	CLASS	Levels 3-5: Commitment Service at 11:15 a.m. in the Church/Levels 1-2: Class
10/03	CLASS	Classes
10/10	CLASS	Fire Drills/Level 2 Penance Video
10/17	CLASS	Level 1 & 3 Open House
10/24	CLASS	Level 4 & 5 Open House
10/31	CLASS	Classes
11/07	CLASS	Level 1 Student Safety/Human Dignity Meeting
11/14	CLASS	Level 3 Parent/Student Workshop on Prayer
11/21	CLASS	Level 5 Penance Service at 11:15 a.m. in the Church
11/28	NO CLASS	THANKSGIVING BREAK
12/05	CLASS	Level 4 Parent/Student Workshop on Advent
12/12	CLASS	Parent First Penance Meeting
12/19	CLASS	Classes
12/26	NO CLASS	CHRISTMAS BREAK
01/02	NO CLASS	CHRISTMAS BREAK
01/09	CLASS	First Penance in the Church at 11:15 a.m.
01/16	CLASS	Classes
01/23	CLASS	Level 3 Penance Service in the Church at 11:15 a.m.
01/30	CLASS	Level 2 & 3 Student Safety/Human Dignity Meeting
02/06	CLASS	Level 4 & 5 Student Safety Meeting
02/14	CLASS	First Communion Retreat
02/20	NO CLASS	WINTER BREAK
02/27	CLASS	Level 4 Penance Service in the Church at 11:15 a.m.
03/06	CLASS	Level 5 Parent/Student Workshop on Lent
03/13	CLASS	Parent First Communion Meeting
03/20	CLASS	MAKE UP CLASSES
03/27	NO CLASS	HOLY WEEK
04/03	CLASS	Level 1 Parent/Student Workshop on Easter
04/10	CLASS	Classes

LEVEL 6 – 8 WEDNESDAYS 6:30 p.m. – 7:30 p.m. 2026/27

09/23	CLASS	Commitment Service in the Church
09/30	CLASS	Classes
10/07	CLASS	Fire Drills
10/14	CLASS	Level 8 Vocations Panel
10/21	CLASS	Level 7 Penance Service in the Church
10/28	CLASS	Level 6 Parent Meeting on Scripture
11/04	CLASS	Level 8 Student Meeting on Prayer
11/11	NO CLASS	VETERAN'S DAY
11/18	CLASS	Level 8 Only: NO CLASS- Tentative Frost Valley Day
11/25	NO CLASS	THANKSGIVING BREAK
12/02	CLASS	Level 7 Student/Parent Workshop in the Church
12/09	CLASS	Level 6 Penance Service in the Church
12/16	CLASS	Classes
12/23	NO CLASS	CHRISTMAS BREAK
12/30	NO CLASS	CHRISTMAS BREAK
01/06	CLASS	Level 7 Student Meeting on Chasity
01/13	CLASS	Level 8 Student Meeting on Chasity
01/20	CLASS	Level 7 Parent Meeting on Social Justice
01/27	CLASS	Level 6 Parent/Student Meeting on Human Dignity
02/03	CLASS	Level 6 Student Safety Meeting
02/10	NO CLASS	ASH WEDNESDAY
02/17	NO CLASS	WINTER BREAK
02/24	CLASS	Level 7 Student Hunger Banquet; Class until 8 p.m.
03/03	CLASS	Classes
03/10	CLASS	Level 8 Penance Service in the Church
03/17	CLASS	Classes
03/24	NO CLASS	HOLY WEEK
03/31	CLASS	Classes
04/07	CLASS	ALL WORK DUE/ REGISTER FOR NEXT YEAR

Level 6 Confirmation Covenant Mass: Sunday, October 18th at 10:00am

Level 8 Confirmation Retreat & Mass: Sunday, February 28th 11:30am - 3:30pm

ATTENDANCE POLICIES

1. CATECHIST ATTENDANCE

Please arrive at least **twenty minutes** before the start of your class. Sign in and take your attendance folder to the classroom. All attendance sheets must be returned to the lobby of the new building at the end of the session. When you arrive, please report to the office anything broken or out of order in your classroom.

Teachers and Hall Monitors are required to wear their name badge at all times. This badge is important because it designates and identifies you as an authorized person in the building.

If, for any reason, you cannot attend class or are going to be late, please contact the Religious Education Office at (631) 226-7725 x 253 AND EMAIL US at religioused@oloph.org so that a substitute can be arranged. **We ask that, if possible, you contact us AT LEAST 24 hours before your anticipated absence.**

2. STUDENT ATTENDANCE

Attendance is to be taken 10 minutes into the class. If a student arrives after the cut-off time please mark them with an "L" to indicate that they were late for class. After three times being marked late on the attendance sheet it will count as an absence.

ABSENCES are to be recorded on the attendance sheet by placing an "A" next to the student's name under the date he/she is absent. Please MARK PRESENT WITH A CHECK. The children are required to bring a written absent note. Please place all absent notes in the attendance envelope.

At FIVE (5) absences, a warning letter is sent home reminding the student/parent of our attendance policy. At SIX (6) absences, a notice is sent home that the child MUST attend a ONE HOUR MAKE-UP class prior to the Final Exam. At SEVEN (7) absences, a dropped notice is sent to the parent. Please allow

us to handle all absence discrepancies. We will contact the families if we have concerns about attendance.

Please do not automatically drop a student from your class. The Office will drop the child and designate that by drawing a line through that child's name on the attendance sheet. If a child returns to class after his or her name has been crossed out, notify the director immediately!

If a child comes to class who is not on your attendance sheet, notify the director immediately! Do not give a test to any child who has been dropped or whose name has been crossed out without first consulting with the office staff.

Sometimes a child may need to temporarily change to a different session due to other obligations. Parents need to call the Office for approval. Please send a Hall Monitor to the Office to verify if you did not receive a notice in your attendance folder that they would be attending your class.

Please do not make special arrangements with parents for students. (i.e., absences, lateness). Parents must call the Religious Education Office to make special arrangements. All changes in student classroom placement must be made through the Religious Education Office.

We cannot recommend or facilitate any kind of carpooling arrangement between parents/catechists due to student protection policies. By offering carpooling with students in your class, you assume full responsibility for their safety and release OLPH from any liability regarding such arrangements, which—again— we do not recommend.

3. ARRIVAL PROCEDURE

ALL LEVELS Excluding Special Education

Students in Rooms 13 through 24 will enter the building through the south entrance of the annex to the school building (known as the "New Building") which is located by the West Gates Parking Lot.

Students in Rooms 1 through 8 and Library (known as the "Old Building") can enter through the front doors of the school building on Wellwood Ave.

If parents have students located on both sides of the school building, we ask them to have both students enter through the south entrance of the annex ("New Building").

DISMISSAL:

All Students will be dismissed from their classrooms. Here is the procedure on how we can do this with safety and security in mind.

Parents/Guardians who have students in Rooms 13 through 24 will pick them up by coming into the north entrance of the annex to the school building (known as the "New Building"), which is located by the auditorium. Once the bell rings the parents go to their child's classroom. Wait until a parent or guardian visibly points to and goes towards their child before letting them out. The Hall Monitors will help to escort the parents to the correct classrooms.

Parents/Guardians who have students in Rooms 1 through 4will pick up their children by coming through the main or blue doors next to the cafeteria entrance. The same curtesy that is practiced in the New Building will follow in the Old Building. Hall Monitors will assist with parents, as well to insure there be no crowding in the stairwells or hallways **Again, please use hallway courtesy by allowing one parent at a time to exit to the hallway with their child. The hallway becomes crowded and students lose their parents. Students are not permitted to walk off the property without a parent.** If a child is not picked up, escort him or her to the Religious Education Staff.

4. BELLS

Bells will ring automatically at the beginning and end of the Session. DO NOT DISMISS STUDENTS BEFORE BELL RINGS. This is disruptive to the other classes.

CLASSROOM BASICS

5. STUDENT BEHAVIOR

- Students should NOT be roaming the halls during class time. If a student is found in the halls, a Hall Monitor MUST escort them back to the classroom.
- Gum chewing is NOT permitted in the building.
- Using Heelys , bicycles, or skateboards on the school grounds or in the building is prohibited. Students not following this rule will be brought to an office staff member.
- Proper and courteous behavior is expected at all times i.e.: No talking out in class, no running in the building, no hands in desks, no writing on the blackboards, except for the teachers.

6. ELECTRONIC DEVICES

Cell phones, iPods, and similar devices must be OFF and AWAY during class time. Absolutely no text messaging during class. This applies to teachers as well. Please set the appropriate example of cell phone use in the classroom.

7. BATHROOM PRIVILEGES

To prevent problems, only one student at a time should be allowed to leave the room to go the bathroom. At no time should a teacher or hall monitor enter the bathroom with a student. Hall Monitors should not allow more than one child in the bathroom at a time. If you don't hear the water running after a child uses the bathroom kindly make them go back and wash his/her hands.

8. DRESS CODE

Hats are NOT to be worn in the building. Appropriate clothing must be worn at all times. Absolutely no sleepwear of any kind. Students will be reminded of the dress code guidelines once. If the student continues to disobey the rule, the student will be referred to the Catechetical Leader to set

up a meeting with the student's parent. We expect our teachers to dress in a manner that reflects their position as catechists.

9. HOLIDAY GIFTS/FOOD POLICY

Teachers are permitted to bring in small trinkets or simple gifts for the students. Any gifts are to be given to the students AT THE END of class and must be in sealed packages, not to be opened until the student is with his/her parent.

There will be absolutely NO FOOD in the classroom and especially NO EATING in the classroom. Whether or not there are children in your class with food allergies, snacks and treats present a very real safety violation that could be life-threatening to other children in the building. We thank you in advance for respecting and enforcing this important policy.

10. SUPPLIES

The teacher supply box (normally found on a shelf or in the desk drawer of your classroom) . All teachers will have chalk placed in their classroom for them to use during class. You will receive a sanitation box containing hand sanitizer and tissues. We suggest you make a supply list of anything you want or expect your students to have throughout the year (such as crayons, chalk, erasers, scissors, glue, highlighters, pens, and pencils). There is a selection of books, CDs, and videos in the Office that you may also sign out. To give the Office sufficient time to process your request, TWO DAYS NOTICE is needed for any materials you require, including photocopies or construction paper.

11. PRIEST VISITS TO YOUR CLASSROOM

Priests will arrange to visit your class; please be aware of this schedule and prepare the children accordingly. Church visits are also encouraged, but remember cancellations may be necessary due to weddings and funerals.

12. VISITORS

The Catechetical Leader has to inform all parents and Catechists that no unauthorized persons will be allowed in the classroom unless they have been previously authorized by the Religious Education Office. Parents and all other visitors should report directly to the Faith Formation Office or the designated waiting area.

13. CONTACTING A PARENT

In rare cases, it may become necessary to contact a parent because a student is not doing his/her work. Please let the Director know if you intend to contact a parent for any reasons. As a matter of policy, all important communications must come through the Religious Education Office. The Director may insist that they must handle communications relating to excessively disruptive students, concerns in a child's formation, or anything other than basic homework issues.

CLASSROOM MANAGEMENT

14. FIRST DAY OF CLASS

⇒ Please come to class at least twenty (20) minutes before class starts. Check the room to make sure everything is in order. If the classroom is in disarray, notify the Office of the situation.

⇒ **Please check the back of your attendance folder for pertinent information pertaining to the students in your class, i.e., allergies, heart conditions, learning disabilities, diabetes, and custody arrangements.**

⇒ For those who have students with custody situations, please be sure to release that child only to the person who has the authority to pick him/her up.

⇒ Students should line up outside the classroom until the teacher welcomes them in. Begin with prayers that are required for your level. Take extra time the FIRST WEEK to set the tone and style. Introduce yourself, and tell a little bit about your personal history. Now ask them to tell you something about themselves.

⇒ Make sure the child's name and room number are

labeled on the cover of all books. All materials are to be given out at the beginning of class.

⇒ The first class sets the tone and routine. It should give the sense of you being in charge. Be prepared. Always have extra materials (which can be obtained from the Religious Education Office). If you have any questions, contact the Religious Education Office.

⇒ Students are asked to bring to class a folder, notebook, and pencils.

15. AFTER THE FIRST CLASS

Follow the directions about attendance. Please feel free to call the office with any questions you might have regarding the curriculum. Do not let an incident or unpleasantness go unnoticed. If you are not sure how to handle a situation on the spot, ask for help.

16. CATECHESIS BASICS

The following points may be found helpful to establish and maintain class discipline while also instilling in your students a love for Christ and a solid knowledge of the Catholic Church.

PREPARATION FOR CLASS:

It is better to teach the main points of the lesson and draw from the book rather than to just read the book in class. Students should read in preparation for class. Remember that Levels 1 and 2 students are just learning to read.

If the Catechist wishes to occasionally use supplementary material, prior permission must be obtained from the Office. For Videos and Reference Books, please come to the Office for a list. **Prepare for your class a few days before your scheduled class.**

Formed **is a great tool to use to get extra materials to go over in the classroom. Are you on Formed yet? It's free and has a wealth of knowledge for you to use! Want to sign up for**

Formed? Go to this website and set up an account.
https://olphlindenhurst.formed.org

Be interesting. Make pupils want to learn more. Stir up their curiosity. When children are busy learning, there is less time for trouble. Adapt lessons to their capabilities. Have enough material prepared and ready for immediate use. Be ready to move on to the next point or topic in another way if the children are restless.

A Special Note on Catechesis

The catechist sets the tone for the class. Politeness and respect must be a mutual understanding between teacher and pupil. See Christ in all. Be firm, but kind. Respect for truth should be stressed. Use every opportunity to teach children to be courteous with each other and with you.

It is especially important to remember **why** and **what** you are teaching. This is not another school lesson—it is the crux of who we are and should be the focus of our lives. **The most important thing to deliver to your students is the joy and meaningfulness of a relationship with Christ and His Church as well as the true teachings of the Church.** We strongly encourage you to develop your relationship with Christ as you teach His Gospel. See pg. 22 for more info.

17. CLASSROOM ROUTINE

1. Class Activities: Class should begin and end on time. There should be a definite routine of entering and leaving the classroom, taking the roll call and praying at the start of class.

2. Class Rules and Regulations: These should be kept at a minimum. Make those only necessary for good order. Children should know the reason for making them. At the first class you should set up what is acceptable and what is not acceptable in

the classroom.

3. Attendance: Attendance is very important and should never be omitted. For safety purposes, we need to know who is in the building at all times. Please be sure to be accurate in your reporting of student attendance. It is a legal document.

4.Teaching Assistants/Helpers: They may assist in arranging a variety of tasks to help the catechist. ANY CONTACT WITH A PARENT SHOULD BE HANDLED BY THE TEACHER, NOT A STUDENT ASSISTANT.

5. Disruptive Behavior: Disruptive behavior in the classroom is not acceptable. It interferes not only with the teacher, but also with those students who wish to learn; repeated discipline problems should not be tolerated.

FIRST INCIDENT, the student will be warned and reminded of the code of conduct. Under no circumstances should a student be left standing out in the hall. If necessary, they may be sent to the Office.

If there is a **SECOND INCIDENT,** the student will be sent to the Office and the parents will be informed of their child's behavior.

If there is a **THIRD INCIDENT,** a parent must accompany the student to class. The Director will assess the next course of action until the behavior issue has been resolved. Refusal to cooperate by student or parent will result in the student's removal from the program.

PROBLEMS IN THE CLASSROOM/SENSITIVE ISSUES

If you are having excessive problems in the classroom or if you encounter any sensitive issues, please contact the Director immediately. Do not try to handle sensitive issues without the Director.

6. Classroom Maintenance:

The school building is used for many different ministries of the parish. Please be mindful of the property of others and let the

Office know if anything is broken or missing. Before leaving the classroom, be sure to check that windows are closed, shades are drawn leaving one pane of glass visible, & lights are turned out. You are responsible for your own classroom!

18. HOMEWORK

Homework is a large part of faith formation. Through homework, students are able to reinforce what they learned in class and build upon their knowledge, which will aid them in growing in relationship with Christ.

Please check that homework is done at the beginning of every class. It will be impossible for you to correct each student's homework assignment in class. You may allow the students correct their own. Students should not be peer editing their work. They are required to hold on to their own book and not trade anything with anyone.

19. MASS JOURNALS AND WORKBOOKS

All students in Levels 1-8 will be required to complete a Mass Journal. Those in Level 6-8 will need to complete a Workbook as well. Please be aware of each level's requirements and the due dates of projects. The Office staff will strive to check the workbooks on a weekly basis. We ask that projects and Mass Reflections be emailed to us when at all possible. Students should be encouraged to take a picture of their work and send an email to **religioused@oloph.org** directly. For those students that wish to hand their work into the Office in person, please have the students place their workbooks and Mass Reflections in the classroom folders at the beginning of each class. The Office staff will check each class in the Rel. Ed. Office during the week and return them to you in the classroom folder to hand back to the students the following week.
PLEASE DO NOT check the workbooks yourself.

20. TEST GRADING

We ask that you grade quizzes or tests during your class session. Use the time allotted for an in-class activity to grade the tests. If there is no activity assigned then please assign one.

SAFETY PROCEDURES

21. VANDALISM

Any Student/Catechist/Hall Monitor caught vandalizing anywhere on the parish or school property will be responsible for the repair of damages. Depending on the extent of damage, the Director may remove that person from the program.

22. SUBSTANCE ABUSE:

Substance abuse is defined as the possession of, use of, selling or distributing any unauthorized or illegal drug, chemical, alcohol, or tobacco-like substance, which can be introduced into the body through ingestion, inhalation, or injection. Any Student/Catechist/Hall Monitor found in possession of an illegal or unauthorized substance on parish property or at parish-sponsored events will be immediately suspended from the program. A conference with the Director and the Pastor is mandatory for re-admittance into the program. Any selling or distributing will be turned over to the local authorities.

23. MEDICAL CONDITIONS & ACCIDENTS

The Director will inform the Catechist of special medical conditions (allergies, asthma, auditory, or visual impairment, seizures, etc.) of any of the children in the class. Under no circumstances should the student's medical condition be discussed with any parties who do not have an actual "need to know." No medication of any kind may be given to a child by a Catechist. If an exception has to be made to administer an EPI Pen, the parent must provide the Director with an "**Allergy Action Plan**" authorizing the Director or the Catechist to administer the EPI Pen. A photo of the child must be attached to the "Allergy Action Plan". All EPI Pen administrators must be trained in accordance with law. In the event the person trained is

not onsite, the parents of the child with a life-threatening allergy must be notified immediately to pick up their child. The "Allergy Action Plan" must be received within the first week of classes. **In the event of a serious accident or incident, these steps should be taken in the following order.**

1. **The Catechist notifies the Director. The Director calls 911 or the local police or fire department. If the Director cannot be notified, the Catechist calls 911.**

2. **The Director or Catechist reports the accident to the parent.** If the parent cannot be reached, follow the instructions outlined in the student information record.

3. The Director must immediately notify the Pastor.

4. **The Catechist fills out the "Parish Incident" form or the "Incident Management and Reporting System" form** and gives it to the Director.

5. The Director must call and fax a copy of the "Parish Incident" form to the Network Adjusters at 1-866-999-1231. When the Director calls the Network Adjusters on the Parish Incident Report, he/she is also to report that this is a student accident, in which case he/she is to give the name and address of the child's legal guardian or parent. The Network will send the parent or legal guardian a Student Accident claims packet and instruction on how to fill out the forms. (Please refer to the "Parish Incident" form.)

6. The Director should always keep a copy of all forms in the student file and send a copy of both forms to the Office of Faith Formation at the Diocese of Rockville Centre.

24. SNOW EMERGENCY

If we need to cancel classes due to inclement weather, your grade level coordinator or an Office staff member will call you if able to. We will also be posting about snow closures on Facebook, through email and texts, and on News 12.

25. TEXT MESSAGE ALERTS

We strongly recommend that all our catechists sign up

Don't Forget to Sign up for Text Messages:

Type Message to 81010

TEXT MESSAGE CODES-

Level 1: @1olph26
Level 2: @2olph26
Level 3: @3olph26
Level 4: @4olph26
Level 5: @5olph26
Level 6: @6olph26
Level 7: @7olph26
Level 8: @8olph26
SPEN/COMM: @olphspcom

***Teachers we recommend you join this list as well as the level(s) you teach.**

26. FIRE DRILL PROCEDURE

TO EXIT THE SCHOOL BUILDING

If we have a fire drill, please follow the instructions below:

1) Special signal button in the office, to the right of the school clock, rings about 20 times.

2) NEW BUILDING – Rooms 19-24 exit South to High Street and line up along the fence as far down as East Gates Ave. Rooms 13-18 use north end and line up near the priests' garages.

3) OLD BUILDING – Rooms 1 – 4 Exit to the School Office area, and out the front doors (Wellwood Ave. entrance) and line up toward the rectory. Rooms 5 – 6 exit using the South Stairway, out the breezeway door, down the path between the convent and the school, turn left and line up in front of the convent. Library and Rooms 7 – 8 exit using the North Stairway and the doors near the Rectory. Line up on High Street near the priests' garages.

A copy of the Fire drill procedures are posted in EVERY classroom. In the OLD building – OVER THE DOORS AND in the NEW building – OVER THE LIGHT SWITCHES

27. EMERGENCY PROTOCOL

FIRE OR BOMB THREAT: In the case of a fire or bomb threat where we cannot stay in the building, all students will be brought to the church for parent pickup.

LOCKDOWN: Sequential Response Action. If an unauthorized visitor has entered the building, or if it is deemed necessary to LOCKDOWN the building, the following announcement will be made:

Code: "**Would Mr. John Smith please come to the Main Office?**"

When the announcement is completed, lock all doors and keep the children together away from the hallway door. Bring the children to the safe area of the classroom, which is on the same wall as the door at the far end of the classroom. Pull all window shades down. Stay in the classroom and wait for instruction.

PROTECTION OF CHILDREN

28. DIOCESAN CATECHIST REQUIREMENT

The Diocese of Rockville Centre requires that all catechists and hall monitors have their background check before they can offer their services and must also attend a Virtus training (Child Protection Program) class and complete all the Safe Environment requirements.

29. SUPERVISION

All children and youth participating in the parish faith formation program must be supervised by adults 18 years of age or older. **No child should be left alone with the Catechist or any adult. Further, under no circumstances should the children ever be left without proper supervision by the Catechist. The Catechist must be present at all times during class, and before and after class, while students are present on the premises where the class is held.**

30. CONFIDENTIAL INFORMATION

In the course of your time as Catechist, you may learn confidential information about the children and their families. You are expected not to share this information with anyone, except as absolutely necessary to prevent harm to the child or others.

31. SUSPECTED ABUSE

If there is a concern that a child may have been abused in any way, please contact the Director immediately. The Director will inform you on the procedures on reporting abuse. You will need to be available for reporting if necessary. Do not wait to contact the Director regarding any suspected abuse, be it physical abuse, sexual abuse, or harassment.

32. REPORTING CHILD/ SEXUAL ABUSE & HARASSMENT

Please refer to the policy from the Office for the Protection of Children and Young People.

33. CUSTODY ISSUES & ORDERS OF PROTECTION

The Director must inform the Catechist regarding any issues related to the custody of a child and orders of protection. If the Director receives an order of protection, a copy must be kept on file. The copy should have the signature of the person who actually saw the original and the date on which the copy was received. If **If the Catechist sees the person referred to by the Order of Protection, the police should be called immediately**. If possible, a picture of the person against whom the order of protection was entered should be kept on file. Where there is an order of protection in effect, the parent or guardian must provide a list of names of those persons allowed to pick up the child. This list must bear a notarized signature of the parent or guardian. Where there is an order of protection in effect, anyone picking up the child must present photo I.D. to the Catechist.

COMMUNICATION

34. COMMUNICATION

We envision the faith formation of children as a cooperative effort of parents, Catechists, Catechetical Leaders, and the entire parish community. We encourage parents to be in communication with the child's Catechist. The Parish Office of Faith Formation will communicate with parents on a regular basis, through mail, sending letters home with students, email, text messages, and our Facebook page. We may call for individual, specific questions or concerns.

If an incident arises, we have accident claims packets and instructions on how to fill out the forms. Please see Accidents under Safety Procedures on Page 16-17.

35. COMPLAINT PROCEDURES

In the event a parent has a complaint regarding the Faith Formation program, the following procedure should be taken. First, speak to the Catechetical Leader, Catechist, and the Pastor. If satisfaction is not reached, contact the Diocesan Office of Faith Formation at (516) 678-5800, ext. 506.

36. CHANGE OF ADDRESS

If there is a change in your address, phone number or email, please notify the Office. It is important that we have the correct information on file for you.

37. RIGHT TO AMEND:

The Catechetical Leader and the parish Faith Formation Program reserve the right to amend the Parent/Catechist Handbook during the year for just cause. Parents/Catechists will be notified if changes are made.

INFORMATION FOR CATECHISTS

Books:

Level 1	Christ In Us: Parish Edition 1
Level 2	We Believe & Celebrate: First Penance
	We Believe & Celebrate: First Communion
Level 3	Christ In Us: Parish Edition 3
Level 4	Christ In Us: Parish Edition 4
Level 5	Christ In Us: Parish Edition 5
Level 6	Christ In Us: Parish Edition 6
Level 7	Christ In Us: Parish Edition 7
Level 8	Christ In Us: Parish Edition 8

Enrichment

All catechists are **required** to attend our first catechist meeting. We also expect you to attend our other catechist events and prayer evenings throughout the year. Our parish hosts adult faith formation classes several times throughout the year. Please avail yourself of these opportunities to grow spiritually!

Catechist Workshops

The Diocese of Rockville Centre holds workshops and events specifically for catechists on many topics. To learn more, visit www.drvc-faith.org.

These websites offer resources for catechists. Remember that any handout/activity used in class must be approved by the Religious Education Office prior to use.

Useful Websites

⇒ http://www.catholiccatechist.org/

⇒ http://saintfrancescabrini.net/online-resources-for-catechists-and-parents/ (This website is awesome—sort of a catechist website database)

⇒ http://sadlierreligion.com (Our textbook publishing company has lesson plan ideas and more!)

⇒ http://ccc.usccb.org/flipbooks/catechism/index.html (The online Catechism of the Catholic Church—an important resource as you explain key concepts to children of all ages)

Further recommended reading is also available. We have many resources in our office that can aid your teaching if you need additional help. Here are a few titles that may enhance your catechesis.

Catechesi Tradendae (Catechesis in Our Time)
Pope St. John Paul II

This document (available for free online) details the role, meaning, and execution of catechesis in the Church today.

Compendium of the Catechism of the Catholic Church (available online) The Compendium details the execution of the catechetical truths explained in the Catechism. Easy to read and user-friendly.

HALL MONITORS INFORMATION/ GUIDELINES

The following are guidelines for Hall Monitors:

Please sign in before proceeding to your assigned area. The Hall Monitor sign-in book will be located in the lobby of the New Building. Badges should be worn at all times. Be in the building **twenty (20) minutes** before classes start.

If you are unable to hall monitor, please call or email us as soon as possible, preferably at least 24 hours beforehand.

Students are not permitted in a classroom without a Catechist present. Students should be lined up outside of the classroom until the Catechist arrives.

If you are assigned outside a specific classroom, this means we may have an instructor under the age of 18, or there is a possibility the Catechist may need assistance from time to time.

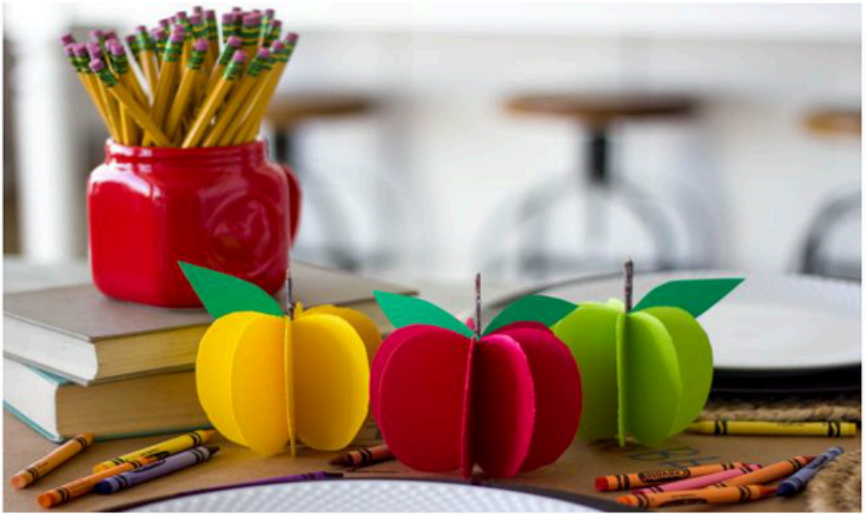
At no time should a Hall Monitor or Catechist enter the bathroom with a student.

If a student has a discipline problem or is sick the Hall Monitor is to escort the child to the office personnel.

For class cancellation due to inclement weather, News 12 and our Facebook page will announce this. We will also call and notify you through our texting program.

The doors of the building will be locked ten (10) minutes after classes are in session.

Passes for early pickup will be distributed in the building. Parents need not come to the Office. **Parents picking students up early must have a signed note AND must officially sign their child out in the Lobby of the New Building.**



OUR LADY OF PERPETUAL HELP CHURCH

RECTORY: 210 South Wellwood Avenue
Lindenhurst, New York 11757
Telephone (631) 226-7725

Rectory Office Hours:
Monday– Thursday: 9:00 a.m. - 9:00 p.m.
Friday: 9:00 a.m.—1:00 p.m.
Saturday & Sunday: 9:00 a.m. – 2:00 p.m.

Pastor:	Rev. Msgr. Joseph DeGrocco
Parochial Vicars:	Rev. Fidelis Ezeani
	Rev. Ken Zach
	Rev. Emmanuel Okonkwo
Deacons:	Deacon William Crosby
	Deacon Douglas G. Smith
	Deacon Robert Becker
	Deacon James Totino