

**EXPECTATIONS and GUIDELINES**

Registration in the **Be My Disciples** catechism program at Missione Maria Ausiliatrice raises the expectation that you and your child will participate fully and responsibly in this faith journey. Our catechism program and process relies on both the good will of our volunteers and your steadfast commitment. Out of respect to our volunteers and to ensure the safety, enjoyment and spiritual development of all students, **all families enrolled in our Be My Disciples program must respect the following guidelines:**

**Parents:**

1. Must ensure that their child attends catechism regularly and punctually.  
**We expect your child to actively participate in and attend at least 80% of their catechism classes.**
2. Should an absence be unavoidable, ensure that the missed lesson be done at home prior to the next week's lesson.
3. **Obligation as part of the catechism program is to attend 15 masses throughout the catechism year of 25 weeks, of which will be stamped after the mass attended and collected at the end of catechism year.**  
**(Mass stamps will only be given for Saturday evening and Sunday masses)**
4. **Mass attendance passports will be evaluated monthly. These mass attendance forms are due on the last day of CATECHISM.**  
**\*\*\* Lost mass attendance passports will not be counted unless previously recorded by a catechist or a photo was taken of the passport. Child will have to restart from ZERO.\*\*\***

**Should absences occur:**

1. The centre coordinator will contact the parent(s).
2. The catechist will verify if the lesson has been completed at home.
3. If a child is absent frequently and/or their work is regularly incomplete, parents will be contacted by the catechist or centre coordinator to discuss the situation and find practical and fair ways to rectify the problem.
4. If the same issues persist, the parents will then be contacted by the program director in order to establish a final and more effective solution to the problem.
5. If after speaking with the program director, there are indications that a child has not successfully mastered the lesson content, has attended less than **80%** of their classes and/or repeatedly fails or refuses to complete all the required course work, the parents of the child will be asked to re-register the student for the same level prior to advancing to the next level.  
**(An obvious consequence of this course of action is that the Sacraments of First Communion and/or Confirmation will be celebrated a year later.)**

**Children:**

1. Must show respect for fellow students, catechists, coordinators and priests.
2. Refrain from using foul language.
3. Refrain from disruptive behavior.
4. Refrain from causing bodily harm to themselves, other students and teachers.
5. Must show respect for class supplies and all facilities.

**Should difficulties arise the following procedure will be enacted:**

- Step 1: The catechist will intervene and contact the parents to discuss the situation and find practical and fair ways to rectify the problem.
- Step 2: If the problem persists, the centre coordinator will intervene and contact the parents to establish a more effective approach to correcting the issue.
- Step 3: If further intervention is still necessary after steps 2 and 3 have been enacted, parents will be contacted by the program director and asked to attend class with their child.
- Step 4: Should parents fail to comply with step 3 or if the child's behavior continues to routinely interfere with the functioning of the Be My Disciples catechism program after all the appropriate measures have been taken, the child will be asked to withdraw from our catechism program.
- Step 5: The following year, we will evaluate the child's readiness and desire to resume their faith journey.

## WEATHER

**In the event of a snow storm, there is no need to call the office to inquire if catechism is cancelled...because it's not!** Should we be subjected to severe weather conditions at any point throughout the winter months, there will always be a coordinator or Faith and Family staff member to welcome the children if their parents allow them to attend their catechism lesson. However, use your judgment... if the driving conditions are dangerous, please stay home and complete that week's lesson with your child.

## CATECHISM HOURS ✓ Please be on time to drop off and pick up your child.

Friday 4:45 -6:15 pm / Saturday 9:00 to 10:30am / Saturday 3:15 to 4:45pm (Church) / Saturday 3:00 to 4:30pm (YLC) / Sunday 9:45 to 11:15 am (Church) / Sunday 9:30 to 11:00am (YLC) / Monday 6:15-7:45pm

## SECURITY COMES FIRST

The safety of all our children is one of our main concerns. Please follow these simple rules:

1. Park properly and station your car on the street or parking lot... **DO NOT DOUBLE PARK**
2. Enter through the parking lot entrance where the Faith + Family catechism sign is displayed.
3. When dropping off your child, please ensure that they enter the church or YLC building safely and always wait a minute or two once the child has entered the building, before driving off. Just to be on the safe side....
4. When picking up your child, come to the same door and wait for your child to exit. For those whose children attend catechism at the YLC, that entails going up to the 3<sup>rd</sup> floor to pick up your child (ren).  
✓ **Under no circumstances, should children of any age, be waiting outside for their parents alone.**

## SACRAMENTS

- \* **A child may receive the Sacrament of First Communion after he/she completes Be My Disciples Levels 2 and 3. A child may receive the Sacrament of Confirmation after he/she completes Be My Disciples Levels 4 and 5.**
- \* **First Communion and Confirmation celebrations will take place after Easter. Letters informing you of your child's First Communion or Confirmation date will be mailed out to you in January. We appreciate your understanding in accepting the dates that will be assigned to you. This demonstrates a true sense of community. If for extenuating circumstances changes need to be made, know that every possible effort will be made to accommodate you.**

## COMMUNICATION IS THE KEY!

For the most part, we will communicate with you through our "Echo of Faith" newsletter distributed during catechism sessions. Please ask your child for these letters on a regular basis (going through his/her Be My Disciples workbook is a good idea). We will on occasion, mail information home to you. If you have moved, *please notify the Faith & Family Office immediately*, so we can update our mailing list. We also make regular announcements at the end of Mass each week and in the weekly Parish bulletin. We encourage you to attend Mass and inform yourself of all that's going on with respect to our Be My Disciples catechism program and the events and services available at and offered by our Parish.

If any issues arise that require special attention or consideration, please notify your catechist, Centre coordinator or PCL (Joseph Di Staulo) or Sylvia (assistant to PCL). *Please do not hesitate to contact us at any time.* Your catechist and/or centre coordinator will be happy to listen to and answer your questions during catechism or via telephone or email. The Faith and Family office is also here to enthusiastically serve you. The office is generally opened from Monday to Friday, 9am-3pm.

Please make sure to remain in contact with your catechist via email or cell phone... It is important to establish a relationship with them so to be updated with information necessary for the progression of the program.