

Welcome

To a new year of faith formation with
St. Patrick Church!

Please take time to read through the enclosed information.

Thank you for entrusting us to assist you
In educating your children in the Catholic faith.



2025-2026

Formation Staff

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Director of Faith Formation for Youth and Children

Faith formation programs and sacramental prep

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Faith Formation Administrative Assistant

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Administrator- St. Patrick Church

General Policies

Site Location

All classes will be held in the O'Gara Center in the Main Parish building

Parents

"Parents are the principal and first educators of the faith" (CCC #1653). We will have 1 session where parents will attend with their children, April 13/14. Other opportunities may be made available throughout the year but we ask that you make every effort to attend this class day with your child. There are other meeting dates for students in their second year of sacramental prep so please be sure to make note of those dates and have at least one parent attend.

We also ask parents to make sure their children attend class regularly, talk at home about what children are learning, attend Mass, pray together and encourage your children to find opportunities to do service.

We have lots of opportunities for parents to help in the classrooms and with special events. Let us know if you can help.

Attendance

Consistent attendance is essential for effective learning. If your child will be absent due to illness or other reasons, please call the Faith Formation Office (847-234-2179) or send an email to Yasmin Alba (yalba@stpatrick-lakeforest.org) before class begins. You may leave a message if no one is available to take your call. If your child is absent and we have not heard from you, you may receive a courtesy call to see if your child is OK. Worksheets, letters, etc. will be sent home the next time your child attends class. Look at your list of objectives and chapters for each class (received on first day of class), and **take a textbook home so your child can make up the work that was missed.**

Center Entrances

You may enter using the double doors on the side near the O'Gara center. Parents are welcome to park and walk their children in, especially for younger children. If your child is late for class, the doors may be locked. Please come to the doors with your child and ring the doorbell so that Yasmin can let you in.

Class Cancellation

If Lake Forest District 67 cancels school, faith formation classes will automatically be cancelled. Inclement weather or power outages may make it necessary to cancel class. We will attempt to send emails to all parents as well.

Cancellations will be posted on our St. Patrick Lake Forest Instagram page at **spfformation**

Class Times

- Classes will begin **promptly** at 4:30 p.m. on Mondays and Tuesdays.
- Dismissal will be at 5:45 p.m. For their safety, children in Year 1 and Year 2 of first communion prep must be picked up in the classroom by a parent. All parents are encouraged to pick up their children in the building to ensure safety in the parking lot. If you designate someone else (an older sibling or another adult) to pick up your child, please be sure to tell your child's catechist. Please wait in the hallway until the catechist finishes class and lets you in.
- If you arrive early, please be patient and allow your child's catechist to finish his/her lesson.

Tardiness

Since faith formation classes meet only once a week, we need to use our short time together wisely. **Please instruct your children to be in prayer rooms and ready to participate on time.** Any student who arrives later than the start of class will disrupt class progress. If your child is late for class, the doors may be locked. Please come to the doors with your child and ring the doorbell so that Yasmin can let you in.

Textbooks

Year 1, 3rd Grade-7th Grade – Loyola Press's *Christ Our Life*. Students' textbooks are theirs to keep, so they may write in them. Ideally it is best for the books to be left in the classroom so that they are not forgotten between classes.

Year 2 – In addition to *Christ Our Life*, students will also be using *God's Gift Reconciliation* and *God's Gift Eucharist* by Loyola Press

Typically, textbooks will remain in the classrooms. Students do have the option of bringing their textbooks home to show their parents what they are doing in class. **Do take books home if your child is absent, to make up the work that was missed.**

Visitors

Parents who wish to observe classes are welcome to do so. Also it is OK for your child to bring a friend or relative to a class. Please notify the Faith Formation Office ahead of time as to which class the visit will take place.

Communication

At times, notes, flyers or other information may be sent home with the students. Parents are the key to a great faith foundation for their children. We will try to assist you in the best way possible. Please ask about and read any notes or flyers. At the beginning of the year, parents will be given a list of class dates and the objectives and book chapters (for grades 1 thru 5) that will be covered each class. Ask your children what they've been studying and help review this at home. Please call the NCFF office if you would like more information on what your child is learning.

Also practice prayers at home, especially the following:

Year 1: Sign of the Cross, Our Father, Hail Mary, Glory Be, Prayer before Meals

Year 2: Our Father, Act of Contrition, Hail Mary, Glory Be, Prayer before Meals

Grade 3: Apostles' Creed and review all of the above.

Grade 4: Review above prayers. Also memorize 10 Commandments.

Grade 5: Review above prayers. Also memorize 7 sacraments.

Grades 6 and 7: Review all of the above.

Please check your e-mail. E-mail is the easiest way for us to send you reminders and changes in schedule. Please be sure to give us your e-mail and to check it regularly. You will also be receiving a monthly newsletter with upcoming events and other ways to grow in faith as a family.

You can also receive important information about our program by following our "St. Patrick Lake Forest Formation" Instagram page. The username is splfformation.

Always feel free to phone or email the Formation staff with any questions or concerns you have.

Classroom Conduct

It is our expectation that all children in the faith formation program will behave appropriately at all times, just as if they were in their normal day school classrooms. It has been our experience that the majority of misbehavior during faith formation class can be adequately handled by the catechists, and if necessary, by the Formation staff.

It needs to be clearly understood that misbehavior of any kind will not be tolerated. If a child becomes disruptive in the class and will not respond appropriately to either the catechist or the Formation staff, the child will be removed immediately from the classroom and the parents may be called to pick the child up. The child will not be allowed to return to the classroom until a meeting between a Formation staff member and the child's parents has occurred and a mutually satisfactory decision concerning the child's future conduct has been agreed upon. If necessary, the Formation staff may require a parent to accompany a child to faith formation classes to guarantee good behavior.

Sickness/Injury During Class

If your child gets sick/injured at faith formation classes: Your child's catechist will notify the Formation staff and the child will be brought down RE office. We will then call you, or if necessary, the emergency contact listed by you on your child's registration form. Arrangements will be made for your child to be picked up from the center immediately.

If your child needs immediate medical care

God willing, this situation will never happen. If your child is seriously injured or ill, and we determine that he or she needs professional medical care right away, we will do the following:

1. Call 911 for medical assistance
2. Call you or the emergency contact
3. Accompany your child at all times, until you or the emergency contact arrives.

iPads, Toys, Cell Phones, Etc.

We discourage students from bringing any item to faith formation classes that is not directly related to the class subject. However, if a child chooses to bring an item to class, such as iPads, toys, sports equipment, or cell phones, that item **must** be put away (pocket, backpack, etc.) before the child enters the building, and cannot be used during class time. If a child attempts to use such an item during class, it will be confiscated by the catechist or a Formation staff member and returned only at the end of class. St. Patrick's takes no responsibility for any lost or damaged items.

Abuse Awareness

As mandated by Archdiocese of Chicago, instruction is presented each year to the students in all grades concerning safe environment awareness. All of our volunteers attended a Safe Environment Education session, so they are aware of abuse issues.

Change of Address, Phone Number or E-mail Address

Please call the faith formation office of any change of contact information so that we can keep you informed about the program activities.

Fees

- The fees Religious Education this year are as follows: 1 student is \$375, 2 students are \$600, 3 or more students are \$675. There is a \$35 Bible fee for 5th grade and a \$60 sacramental fee for Year 2 (First Reconciliation and First Communion)
- The registration fees can be paid either at the time of registration online or by check to the office. If you need to set up a payment plan, please speak to the formation office.
- If, for some reason, it is not possible for you to afford the registration fees, please contact Dianne in the faith formation office.