



St. Anthony of Padua Parish Children's Faith Formation ~ CFF

Inspiring a new generation of disciples.

260 Forest Ave. Ambler, Pennsylvania 19002 215-646-6150 x 2200 CFF@saintanthonyparish.org

St. Anthony of Padua Religious Education

Parent and Participant Handbook

2025-2026

This Handbook contains policies and procedures for St. Anthony of Padua's CFF Program. In the event of any change in policy, parents will be given prompt notification. Questions about any of the contents herein may be addressed to the Director of Religious Education, Rebeca Perez.

By enrolling your child in St. Anthony's Children's Faith Formation Program you are agreeing to abide by all requirements in this handbook.

Prayer for Catholic Education

O Holy Spirit,
source of truth and grace
for those entrusted with
Christian development of children,
Enlighten our minds,
Strengthen our wills, and fill our hearts
With generosity so that our homes,
Our parishes and our schools
May cooperate effectively with you
And with one another
In the mission of Catholic education.
We make this prayer
Through Christ Our Lord,
Amen.

*Catholic School Councils, Ontario, CA 2008 (pvnccdsb.on.ca)

Saint Anthony of Padua, pray for us!

Contents

St. Anthony of Padua Mission Statement 5

St. Anthony Religious Education and Teaching of the Catholic Faith. 5

Program Philosophy and Principles. 5

Formation and Academic Life. 7

Parent/Guardian and Student Participation and Responsibilities. 7

Enrollment 8

Curriculum.. 9

Sacramental Preparation. 9

Completion of Assignments. 10

Assessments.10

CFF Program Calendar 10

CFF Level Lesson Plans.11

Class participation. 11

Textbooks. 11

Homework 11

Non-Parishioner Families. 11

Communication. 12

Communication Folders 12

Snow Emergencies and Program Cancellations. 12

Policies and Procedures. 13

Registration, Tuition, and Fees. 13

2025-2026 Program and Sacrament Materials Fees. 14

Arrival Procedures. 14

Dismissal 15

Custody Policy.	15
Dress Code.	16
Electronic Devices.	16
Snack Free Zone.	17
Student Attendance Policy.	17
Classroom Management and Disciplinary Policy.	18
Bullying.	18
Contraband	19
Vandalism..	19
Safe Environment Program..	19
Volunteers.	20
Health and Safety Protocol and Emergency Procedures.	21
Visitors to the School Building.	22
Contact Information.	22

St. Anthony of Padua Mission Statement

We, the parishioners of St. Anthony of Padua, believe that here the merciful heart of Christ speaks a loving word to our hearts, forging a communion of love. It is this grace which draws us to gather on the Lord's Day for Eucharist, proclaim his Good News and give ourselves in service to those in need.

We commit ourselves to share our faith in the Lord Jesus with those we meet and to pass on our Catholic faith to the next generation. In the spirit of Saint Anthony, we welcome any who have lost their way in life so that together we may hear Christ speak to our hearts.

St. Anthony Religious Education and Teaching of the Catholic Faith

"The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity." (St. John Paul II)

"Catechesis describes the essential ministry of the (Catholic) Church through which the teachings of Christ have been passed on to believers throughout the ages...Catechesis is an education in the faith of children, young people and adults which includes the teaching of Christian doctrine" of the Roman Catholic Church. (*National Directory for Catechesis*, no.1, USCCB) Keeping in mind that all the baptized have a right to catechesis, every person, however limited, is capable of growth in holiness (*General Directory for Catechesis*, no.189). Catechetical and sacramental programs are inclusive of parishioners with disabilities and may need to be adapted for some parishioners with disabilities.

Program Philosophy and Principles

The community of Saint Anthony of Padua Parish affirms the Second Vatican Council teaching which states, "...Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators (Gravissimum Educationis 3.10)". Faith formation begins at home and through their Catholic witness, parents give their children their first experiences of God and the community of faith called the Church.

Your family's involvement in the St. Anthony Religious Education Program is a partnership. We are here to support you in teaching your children about the faith and

your support in the areas below will allow us to work in a unified way to make your child's Religious Education experience positive, productive, and meaningful:

- To nurture and develop the dignity of the individual as a unique child of God who is created in His image and likeness and a reflection of His goodness.
 - To instill in each individual a faith in Jesus Christ as our Lord and Savior and foster a committed response to His love as intentional disciples.
 - To present the doctrine of the Catholic faith as both knowledge to be learned and as life to be lived.
 - To live in awareness that sacramental life is central to expressing our love for God that the Mass and Real Presence of our Lord in the Eucharist is the source & summit of our faith.
 - To seek the Lord's infinite mercy, love, and the very gift of Himself in the sacraments of Penance (Reconciliation) and Eucharist (Communion).
 - To cultivate a reverence for God's Word and understanding of how God uses His Word to speak to us.
 - To seek the example of Mary and the Saints as they model for us how we can become the Saint God has called and created each of us to be.
 - To develop the individual's moral life through sound catechesis that properly forms the conscience through the practical application of the Gospel message, Commandments, Beatitudes, and the Corporal and Spiritual Works of Mercy.
 - To embrace the virtues as the key to living our daily life as Catholic Christians.
 - To foster communion with God through prayer and devotions that are experienced through participation in our programs.
 - To realize the profound truth that God has created all things for His glory and honor and that the dignity of creation and especially the human person need to be respected accordingly.

FORMATION AND ACADEMIC LIFE

Faith formation begins at home. Through their Catholic witness, parents give their children their first experiences of God and the community of faith called the Church. This influences the way in which the St. Anthony Religious Education Program walks with children on their faith journey, instills in them the knowledge of the faith, and prepares them for the reception of the sacraments. The Director of Religious Education (DRE), Pastor, and Catechists support this development as well. Your help in the areas listed below will allow us to work together in a unified way.

Parent/Guardian and Student Participation and Responsibilities

- Attend Mass on Sundays and Holy Days.
- Teach your child to pray in their own words and learn the prayers required at their level (while reviewing previously learned prayers)
- Help your child be conscientious about completing assignments.
- Have your child come prepared for class with their homework, textbook and class materials.
- Join your child in participating in activities offered in his/her grade.
- Attend all required meetings.
- Stay in close contact with the DRE and catechists by checking email and reading any CFF newsletters, website and Church bulletins for important program information and updates. If you are not receiving emails, please contact the DRE and update your Parish Giving account.

Our catechists have spent time preparing their classrooms, their lessons, and their hearts. To demonstrate support of these dedicated members of our parish, we ask students to observe the following:

- Participate regularly in Sunday Mass and Penance and Reconciliation with their families.

- Cooperate with the catechist and volunteers to maintain a Christian atmosphere of mutual respect.
- Participate fully and appropriately in your group's activities.
- Treat others, and the property of others with respect.
- Respect adults and other students in word and action. Disrespect is unacceptable.
 - Never leave the premises without permission from the office and parent.
 - Do not engage in excessive talking or calling out in class.
 - No fighting, defacing books, desks, walls, bathroom, etc. or removing items from classrooms.
 - Complete all homework assignments.

Enrollment

St. Anthony of Padua CFF is structured around incremental learning. Each year builds upon and expands the learning of the previous year. It is essential that participants remain enrolled in the program consistently from year-to-year.

Any student who does not re-enroll in the program for a period of one year or more and who does not enroll in another CFF, PREP, or Catholic School during that period will be placed in the grade level they were scheduled to attend prior to their leaving the program (e.g., after completing 3rd grade a student does not re-enroll in any program until 6th grade. The student has missed two years of formation and will therefore be placed into a 4th grade class upon re- enrollment).

Any student who does not complete the program year due to voluntarily withdrawing from the program, being dismissed from the program because of a disciplinary incident, or failing to meet the program requirements will be required to repeat the grade level upon re-enrollment.

The Archdiocese of Philadelphia requires a minimum of two consecutive years of formation prior to a child receiving a sacrament. Students who leave the program following First Holy Communion in grade 2 and re-enroll in grade 7 to receive

Confirmation do not meet this requirement. Therefore, their reception of Confirmation will be deferred until they satisfy this requirement.

Students are expected to attend the class for which they registered. Requests for any changes require a meeting with the DRE. Class changes due to sports schedules are not acceptable.

Curriculum

The curriculum for the Program follows the religion guidelines established by the Archdiocese of Philadelphia. These Guidelines may be viewed on our CFF website for every grade level.

In addition to the religion guidelines, the Program will follow the Archdiocesan scope and sequence. The scope and sequence will direct learning objectives and the sequence in which core concepts are presented to students. The scope and sequences can also be found on our Saint Anthony of Padua CFF website.

Sacramental Preparation

Preparation for the sacraments of Penance, Eucharist, and Confirmation is incorporated into the program curriculum and is in addition to the curriculum.

To be eligible to begin sacramental preparation a student must meet the following criteria:

- The family is registered in the parish
- The child is baptized.
- The family participates with their children in Sunday Mass
- The child has an appreciation and understanding of the sacrament appropriate for their age level.
- The student has had two years of religious instruction prior to receiving the Sacrament.
- Students must be in Level 2 or above for Penance and Eucharist.
- Students must be in Level 7 or above for Confirmation.

- Students must attend all sacramental preparation activities, including class meetings, retreats, service and rehearsals.

Parents of students in Level 3 and above who have not received the sacraments of Reconciliation and/or Eucharist should contact the Director for support in preparing their children for these sacraments.

Completion of Assignments

Students must successfully complete all required chapters and assessments to be promoted to the next religious education level. Students in sacrament years (Levels 2 and 7) must complete all the required sacramental preparation to receive their sacraments.

Assessments

Students need to exhibit mastery of the required material for their grade level to be promoted at the end of the year. Assessing student progress provides feedback to students, parents, and catechists, and allows corrective measures to be taken when indicated to help ensure that mastery is attained.

The Program's goal is to help students not only come to know their faith and the teachings of Jesus and his Church, but to also enable them to live their faith as a disciple of Jesus. Class discussions are used to monitor student learning and provide ongoing feedback to catechists and students. The assessment process allows the program to provide objective feedback on the students' mastery of the essential material.

CFF Program Calendar

Families will receive a yearly program calendar containing all pertinent dates and happenings for the CFF program, sacramental preparation, and parish events. The most up-to-date calendar will be available on the CFF page of our parish website: <https://www.saintanthonyparish.org/childrens-faith-formation-home/>. This Google Calendar will allow parents to easily add CFF events to their personal calendars. The CFF Program Calendar is subject to change. Any changes will be conveyed to parents by the Director.

CFF Level Lesson Plans

In addition to the program calendar, you have access to your child's level lesson plans. This table will contain the chapters and assignments for each Session. If a student is absent, or if the program is cancelled due to inclement weather, etc., it is the responsibility of the parent/guardian to complete the assigned chapter and homework for that week at home with their child.

Class Participation

Students are expected to come to class ready to participate in the planned activities. No lesson or activity will prove worthwhile if students do not participate in them. Participation also means that students come to class with all assigned work, projects, and homework complete so that they may fully engage in class discussion and learning.

Students will be provided with a bag, textbook, and communication folder. Basic classroom supplies (pencil, crayons, etc.) will be available in the classroom. Additional supplies may be required and will be conveyed by catechists.

Textbooks

The textbooks used in the program are approved by the Office for Catholic Education. Every student will be assigned a textbook. This textbook is a necessary tool in helping the catechist achieve the required learning objectives. Therefore, students must bring their textbooks to class every week.

Homework

Homework helps students reinforce classroom learning. Assignments may be used to reinforce the day's lessons. These may consist of take-home worksheets or study and memorization for the purpose of reinforcing the material presented during class.

Non-parishioner families

Archdiocesan sacramental policy stipulates that sacramental candidates receive the sacraments of Eucharist and Confirmation in the parish where their family is registered. Non-parishioner families who desire to have their child receive these sacraments at St. Anthony of Padua Parish must obtain a letter of permission from the pastor of the parish where they are registered in order for their child to receive the sacrament at St. Anthony of Padua Parish.

COMMUNICATION

Important reminders, updates, and program related news, including calendar changes, will be conveyed to parents **via the email address provided at the time of student registration**. It is the parent's responsibility to inform the Director of changes to this email address to ensure effective communication of program related matters. The Program is using the Flocknote system for general communications. If you are not receiving email, please contact the Director.

Communication Folders

Every student will be issued a two-pocket folder at the beginning of the program year. This folder will serve as the communication folder for weekly assignments and other important papers. Parents should check this folder after each weekly session to view any fliers, bulletins, assignments, etc., that may be sent home. Parents should use the student's class calendar that may be found on the back of the folder. This allows parents easy access to class work and assignments in the event of an absence or program cancellation.

Snow Emergencies and Program Cancellations

In the event of inclement weather, classes will be cancelled at the discretion of the Director. If classes do not gather, a notification will be sent via email and posted on the St. Anthony Children's Faith Formation website. The Program **does not** follow a specific school district for weather related cancellations. Parents may be responsible for completing that week's lesson at home with their children.

POLICIES AND PROCEDURES

Registration, Tuition, and Fees

- ***All program families must be registered parishioners of St. Anthony's.*** Under special circumstances and with pastor's permission, families outside the parishes may register.
- CFF registration is on-line through Parish Giving. An email link is sent to current families and is available on the website for new families.
- Baptismal certificates must be uploaded or given to the CFF office at or soon after registration for new students not baptized at St. Anthony of Padua Church.
- **If not returning to the St. Anthony CFF program for any reason, please notify the Director.**
- Program Fees are a necessary part of our program to defray the cost of materials and provide children and families with the best and most current resources for their formation.
- Payment is requested in full at the time of registration, **however, those who are facing financial or personal difficulties should contact the Director to make other arrangements. A financial concern should not prevent you from registering your children in the program.**
- Families are asked to register by July 15th to allow sufficient time to prepare family and student materials. Registrations after this date will incur an additional fee.
- Tuition Refunds: All tuition refunds incur an immediate \$20 deduction per child. Requests after August 1st incur a \$50 deduction per child. No refunds after September 1st. If a student voluntarily or involuntarily leaves the Program, no refund will be made. Sacrament fees are not refundable.
- A Sacramental fee is applied for Reconciliation/Communion at the time of registration to cover sacrament specific preparations.

2025-2026 Program and Sacrament Materials Fees		
Number of Children	Program Fee (Prior to 7/5)	Program Fee (After 7/5)
1	\$190	\$215
2	\$340	\$365
3+	\$430	\$455
<ul style="list-style-type: none"> • Sacramental Fee for Penance and 1st Holy Communion - \$100 Per Child • Textbook Replacement Fee - \$30 		

Arrival Procedures

Students are to report to St. Anthony of Padua Education Center Multi-purpose room 5-10 minutes prior to the session's start time to avoid lateness. Families should pull into the church parking lot to drop off children. If you choose to walk your child to the entrance, please park in the Church lot and walk your child/ren across the street to the Education Center. For safety, families are asked to use the designated pedestrian crosswalk.

For the Safety of our students and staff, and to comply with the Safe Environment Policy of the Archdiocese of Philadelphia, parents are not permitted to enter the school building during arrival time unless on official business with the program, in which case a visitor's pass must be obtained from the front desk.

Students may only enter the Education Center via the outside Multipurpose Room stairs. A monitor or the Director will be posted there during arrival. Students are to report to their classroom if an adult volunteer is present. A bulletin board in the Multipurpose Room (MPR) will inform students if their catechist/adult classroom

assistant is present and they can proceed to their classroom. If their catechist has not yet arrived, they will wait in the MPR under the supervision of volunteers. *Parents are not permitted to accompany their children into the MPR or to their classrooms.* Arrivals after 5pm on Tuesdays or Wednesdays are considered late.

Dismissal

Parents are asked to park their cars in the church parking lot and walk to the entrance of the Multipurpose Room. On arrival, sign your name on the dismissal sheet. If you are participating in a car pool, please write in the last names of the families you are taking with you. A car pool permission form must be on file.

The Director must be informed the day prior if someone other than a child's parent will be picking them up. The person will have to show ID if they are not involved in the program. If there are carpool arrangements every family involved will complete a carpool permission form (found on CFF web page under Registration).

Custody Policy

The Program will not become involved in adjudicating the rights of parents in relation to the custody of their children. Therefore, if a parent is separated, divorced, or unmarried, it is the responsibility of both biological parents to provide the Director with the latest, most up-to-date Custodial Order or Custody Agreement. The Program will request these documents at the time of registration. If either Custodial Order or Custody Agreement changes during the course of the year, it remains **the responsibility of both biological parents to provide the revised document** to the Director immediately. This is also true in the event that such an agreement is issued after the time of enrollment. In the absence of such documentation the program will and must assume that parents share legal custody.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that

there is to be no information given, it is the responsibility of the custodial parent to provide the Director with the latest official copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the Director with an official copy of the court order or custody section of the divorce decree.

In situations with shared legal custody, the parish program expects the cooperation of both parents, especially regarding sacramental preparation and celebrations.

Dress Code

St. Anthony of Padua has no formal dress code; however, we expect students to dress in a manner that reflects the virtue of modesty. General guidelines to which all students are expected to adhere are listed below:

- Students should dress comfortably according to the weather, but modesty in dress must always be maintained.
- Short shorts, bare midriffs, t-shirts with inappropriate images or sayings are not permitted.
- No roller sneakers are permitted.

The Director reserves the right to exclude students from class until dress code violations have been addressed. The Director will make the final determination as to what is and is not appropriate attire.

Electronic Devices

The Program realizes that devices such as cell phones and smartphones have become a necessary and convenient tool in maintaining communication between parents and children. To prevent such devices from becoming a distraction while in class we have established the following policy:

- Students who bring cell phones or smartphones to school must keep these devices turned off and out of sight in book bags. At no time during the session are students permitted to use such devices.

The Director reserves the right to revoke this privilege for any student who uses the device during the program. Any misuse of an electronic device during program hours

will result in the student leaving the device in the CFF Office until dismissal time or the loss of permission to bring the device to the program.

Other personal electronic devices such as games, iPods, iPads, mp3 players, airpods earphones and other wireless earbuds etc., may not be brought to the program and are considered contraband. These items will be confiscated and returned to parents only. The Program is not responsible for damage to or loss of any electronic device that a student brings to the program.

Snack Free Zone

Please do not bring, give out, or allow food or edible treats in CFF classes, whether packaged or otherwise. Children should not chew gum, consume candy, or eat snacks in the preschool building. At special times of celebration, some treats may be provided for CFF students at designated whole group gatherings in Friendship Hall. Classroom rewards should be non edible, such as stickers, medals, holy cards, erasers, pencils, etc. Our one-hour weekly class meetings should be reserved for religious instruction.

This policy is to be followed before, during and after CFF time.

Please provide information regarding allergies or other medical conditions in your registration information.

Student Attendance Policy

Faith formation is an ongoing and foundational process of academic and community learning. It is essential that your child be present at religious education sessions to build their relationship in faith with God and effectively learn to articulate their faith and role as a disciple of Jesus and member of the Catholic Church.

Please notify the Religious Education Office of an absence as soon as possible and your child's teacher will be notified. If your child does not report to his/her session and a phone call or email is not received, the absence will be recorded as unexcused unless a doctor's note is received at the next session.

The weekly lessons with content being covered are outlined on the CFF website under lesson plans by grade level, so that any missed material may be made up at home. In unusual circumstances or emergencies, please contact the DRE for special

accommodations. Such accommodations may include children with no previous religious instruction who are wishing to be included in a sacrament preparation group. The DRE is happy to consult with parents on these and any other issues affecting their child's religious instruction.

The options of a Tuesday or Wednesday class are meant to offer families an opportunity to select the day that best fits their child's other appointments and commitments. The one hour weekly class should be prioritized over other activities for the duration of the sessions from September to May. The expectation is that a student commit to the hour without early dismissals for sports or other activities. Families are asked to register their children for a session that will ensure on-time and full attendance.

Classroom Management and Disciplinary Policy

The Program is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church teaching and a life of discipleship. The program has no tolerance for behaviors that are contrary to Catholic faith and morals, or the Gospel, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional, or psychological intimidation, bullying, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment (including but not limited to social media posts, texting, emails, etc.). Such behaviors violate the central teaching of our faith and will not be tolerated from students or their family members.

The DRE makes the final determination of what is considered appropriate or inappropriate behavior and what behaviors warrant disciplinary action.

Bullying

A safe, secure, and respectful environment is necessary for participants to learn and build appropriate relationships with others. Acts of harassment, hazing, intimidation, and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our programs. Program personnel will take action to investigate, respond, discipline, and remediate any acts of bullying. Teasing, name-calling, making critical remarks or threatening in person or by other means will not be tolerated.

Contraband

- Items that may not be brought into class include, but are not limited to gum, candy or other food, toys, electronic games, cell phones, iPods, iPads, mp3 players and other electronic devices that interfere with or distract from the conduct of the class..

Vandalism

The Program shares space with the St. Anthony of Padua Pre-school and Day Care community. We want to maintain a healthy relationship between the two programs. All students are expected to respect parish property, which includes the school facilities and all items in the classroom.

At no time are CFF students permitted to use, touch, or borrow any items from the desks of the Pre-School and Day Care Community. Catechists are provided with classroom supplies and other essentials and will make them available to students as needed.

Safe Environment Program

St. Anthony of Padua's religious education programs participate in and adhere to the Safe Environment Program (SEP) mandated by the Archdiocese of Philadelphia.

All program employees, staff, and volunteers who have direct contact with children are subject to State Police Background and Child Abuse History Clearance Checks prior to their serving in ministry. They are also required to participate in several training programs, including training on PA State Law concerning the mandated reporting of child abuse. These training courses are designed to help adults provide a safe environment in which young people can learn, and to inform volunteers of their obligations and rights as mandated reporters of child abuse.

Clearances must be completed prior to working in an environment with children. Training sessions must be completed within 90 days of beginning service with children.

All students in the Archdiocese of Philadelphia take part in grade appropriate lessons on the topic of personal safety. These lessons were completely revised in 2019 and are now known as "KidTalk." Catechists in the Program are responsible for administering these lessons as provided by the Archdiocesan Office of Catholic Education in conjunction with the Office for Children and Youth Protection. The lessons are noted on the yearly calendar provided to all parents of program participants. They are available for review in the CFF office upon parental request, and may also be found here:

<https://chilyouthprotection.org/index.php/protect-children/trainings/kidtalk-overview>

Parents who wish to preclude their children from participating in these lessons may submit a written request to the Director. A copy of the parental request will also be submitted to the Archdiocesan Office for Children and Youth Protection per their policy. Such written requests must be renewed annually.

Volunteers

There are a number of ways you, as a parent, could assist the CFF program if you wish to volunteer. Currently, volunteers assist with the arrival and dismissal of students, serve as hall monitors or classroom aides, provide office assistance and serve as catechists. All parents who wish to volunteer with the CFF program are required to abide by the Safe Environment Program of the Archdiocese of Philadelphia, which includes the following:

Required Training

- **Safe Environment Training session.** This training is mandated by and provided through the Archdiocese of Philadelphia. The training session is about two and a half hours long and must be completed by new employees and volunteers within 90 days of beginning service with Saint Anthony CFF. This training needs to be completed one time only.
- **Standards of Ministerial Behavior and Boundaries (SMBB).** All volunteers and employees must agree in writing to abide by and uphold the SMBB, which will be presented at the *Safe Environment Training Session*.
- **Mandated Reporter Training:** This training is required by PA State Law and is provided by the Archdiocese of Philadelphia. It consists of three 20-minute training modules, which can be completed online. This training will be updated from time to time as PA State Law requires. Volunteers will be notified when this training requires updating. The entire training must be completed within 14 days of beginning service with Saint Anthony of Padua.

Required Background Checks

- **PA State Police Criminal Record Check.** To be completed prior to beginning service with Saint Anthony CFF (free for volunteers). Must be renewed every five years.
- **PA Child Abuse History Clearance.** To be completed prior to beginning service with the Saint Anthony CFF (free for volunteers). Must be renewed every five years.
- **Federal Background Check (Fingerprinting):** Required only of volunteers who reside outside of Pennsylvania or who have resided outside

Pennsylvania any time within the last 10 years (fee paid for by the volunteer and reimbursed by the parish once the processed clearance and receipt for payment have been submitted). To be completed prior to beginning service in Saint Anthony CFF. Must be renewed every five years until 10 years of PA residency is attained. Thereafter, the volunteer must submit a *Disclosure Statement Application* every five years (see next bullet point).

- ***Disclosure Statement Application.*** To be completed every five years by volunteers who have resided in PA for at least 10 years.

Health and Safety Protocol and Emergency Procedures

The St. Anthony Religious Education DRE, catechists and volunteers prioritize the safety and well-being of all children present in the building during all sessions and events. Procedures have been implemented to provide safety in the event of a fire or internal or external threat. Cameras have been installed in both the church and rooms in the Education Center for security purposes. Evacuation and lockdown procedures are in place in the event of a fire or internal/external threat to the St. Anthony Education Center. All procedures are subject to review and revision by safety officials.

We ask parents/guardians to agree to the following terms and conditions and that they will abide by them regarding the safety and precautions necessary for CFF.

- Parents will abide by the drop-off and dismissal instructions as stated in the handbook.
- Students will use their CFF bag for materials which travel to and from the home. The bag must be clearly identified with their name.
- A student may not attend CFF or a CFF event if he/she is running a temperature over 100 degrees, experiencing symptoms of chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Visitors to the School Building

To provide and maintain a safe environment for our students, no one is permitted to enter the school building without the permission of the Director or her designee. **THIS**

INCLUDES ARRIVAL AND DISMISSAL TIMES. Parents/Guardians or relatives who need to drop off materials or contact program staff must report to the Parish Education Center Main Door.

NO ONE IS PERMITTED TO ENTER ANY OTHER AREA OF THE SCHOOL BUILDING with the exception of the multipurpose room during student pick-up WITHOUT THE EXPRESSED PERMISSION OF THE DIRECTOR OR DESIGNEE AND A VISITOR'S PASS.

No visitor is permitted to allow another person to enter the school building unless directed to do so by the Director or another member of the program staff.

Contact Information

Rebeca Perez, Director of Religious Education

215.646.6150 x2 cff@saintanthonyparish.org

Parish Website: www.saintanthonyparish.org