

2023



Holy Family Catholic Community

Summer Faith Formation Program is a dynamic two week program designed to draw each young person into an encounter with Christ.

Grades 1-5 study the *Be My Disciples* series that covers a variety of Catholic teaching going deeper each year.

Grade 6 uses the program *Encounter* that is a Bible Study teaching how to use the Bible and its importance.

Grade 7 uses the program *Alteration* that dives deep into the Mass and why we do what we do at Mass.

Grade 8 uses the program *You: Theology of the Body* that addresses God's true design for us.

AM Session 8:30-11:30am
PM Session 12:30-3:30pm

Sacred Heart School
678 Western Avenue
Fond du Lac, WI 54935

Phone: (920) 921-0580 ext. 507

Information Packet Contains:

Absence, Arrival, Dismissal
Classroom Locations
Special Events
Family Involvement
Personal Safety: Safeguarding Lessons

Absence, Arrival, Dismissal

SECURITY SYSTEM: In order to do everything we can to keep our students safe, we have installed a security system that is similar to the systems used in schools. We will keep the doors locked at all times except for a short window of time at arrival and dismissal.

The doors will be open at the following times:

8:20-8:45am

11:20-11:30am

12:20-12:45pm

3:20-3:30pm

If you have arranged to pick your child up early, you will have to press the button on the wall to the left of the main doors. We will then unlock the doors for you.

ABSENCES: All absences should be reported in advance by submitting an absence form located on the Holy Family Website here [2023-2024 Absence Form for Grades 1-8 \(jotform.com\)](https://jotform.com). Do NOT call the Holy Family Parish Office to report an absence.

It is very important that your child miss a minimal amount of days during this program as it is only a 10 day program. If you know your child will need to miss more than 2 days, please register for the yearly program in the fall.

LATE ARRIVAL: Attendance is taken promptly at 8:45 and 12:45. If your child arrives later than this, please bring them to the office so that we can account for them. We do our very best to ensure that we know where students are for safety reasons. This means that if we do not receive a call stating that your child will be absent and they are not marked on the attendance form, we will call you to ask if they are alright. This is why it is important to personally bring them to the office if you are late. When you arrive late, your child's teacher has already marked them absent and handed in their attendance folder.

DISMISSAL: In order to eliminate confusion in the hallway and to help our teachers properly account for all their students, please respect that students will be dismissed promptly at **11:30** and **3:30**. They will be instructed to wait for the bell to ring, just like regular school. Parents who arrive early may wait in the gym until the bell rings.

Students in grades 1, 2, and 3 must be signed out and picked up inside the school building by a parent or individual listed on the registration form.

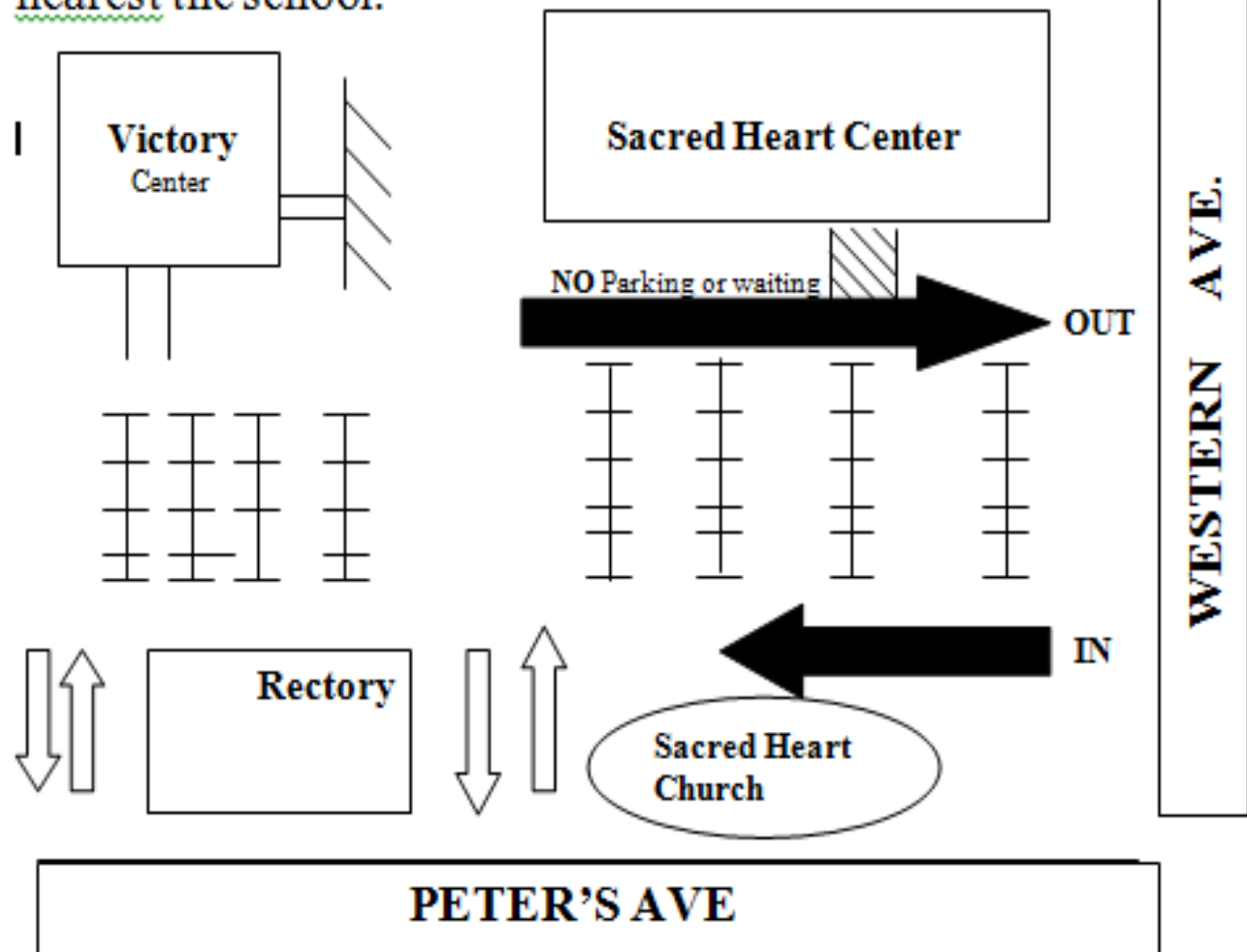
LATE PICK UP: In order to make sure our students get home safely, we always have a staff member waiting outside with students who are waiting to be picked up. If you do not pick your child up within ten minutes of dismissal, we will call the number provided on your registration form. Please make sure that anyone who will be picking your child up is listed on your registration form. We will not be able to release a child to an unauthorized person.

Parking Lot Safety

ENTER parking lot from drive near the church.

EXIT only through drive near the school.

Absolutely No Parking or Waiting in crosswalk area
nearest the school.**



Classroom Locations

Parents, to eliminate some confusion on the first day, please see the chart below. There will be a list of names outside each classroom when you walk your children into class on Monday. On the first day students will begin in the classroom. The rest of the time students will begin in the hall (grades 1-5) or the basement (grade 6-8) after putting their personal items in the classroom.

These are subject to change based on registration numbers.

Grade	Room
1	Room 8
2	Room 7 or 9
3	Room 6 or 10
4	Room 1 or 2
5	Victory Center
6	Victory Center
7	Room 12
8	School Basement



Special Events

AM SESSION	PM SESSION
WEEK 1	WEEK 1
Monday, June 12: First Day	Monday, June 12: First Day
Tuesday, June 13: No Special Events	Tuesday, June 13: No Special Events
Wednesday, June 14: Fire drill (9:00am) Tornado Drill (11:00am) *Any child with autism or who is prone to seizures may be excused ahead of time.	Wednesday, June 14: Fire drill at (1:00pm) Tornado drill at (3:00pm) *Any child with autism or who is prone to seizures may be excused ahead of time.
Thursday, June 15: No Special Events	Thursday, June 15: No Special Events
Friday, June 16: Reconciliation Day (9:00-10:30am) Students in grades 3-8 will have the opportunity to participate in the sacrament of Reconciliation	Friday, June 16: Reconciliation Day (1:00-2:30p) Students in grades 3-8 will have the opportunity to participate in the sacrament of Reconciliation
WEEK 2	WEEK 2
Monday, June 19: No Special Events	Monday, June 19: No Special Events
Tuesday, June 20: Safeguarding Lessons will be taught. Please see the "Safeguarding Lessons" section of this information packet.	Tuesday, June 20: Safeguarding Lessons will be taught. Please see the "Safeguarding Lessons" section of this information packet.
Wednesday, June 21: Optional Server Training	Wednesday, June 21: Optional Server Training
Thursday, June 22: No Special Events	Thursday, June 22: No Special Events
Friday, June 23: Service Project Mass with Bishop Schuerman (10:15a-11:15a) Parents are welcome to attend. Please note that for the safety of your children, they will be required to return to their classroom after Mass for dismissal at 11:30am.	Friday, June 23: Service Project Mass with Bishop Schuerman (1:00p-2:00p) Parents are welcome to attend. After Mass students will proceed to the school until the normal dismissal time at 3:30pm.

Reminder: If your child is **grade 3 or younger** you MUST pick your child up in the building. Students will not be allowed to leave their teacher's supervision unless they see a parent or adult who is allowed to pick that child up.

Family Involvement

Please remember our programs at Holy Family are a supplement for faith development, you are the most important primary educator of your child's faith and understanding. It is up to you to live out what is taught at Faith Formation and to continue the conversation and teaching of the Gospels. Here are a few ideas for you.

Attend Sunday Mass – this is our weekly obligation

Saturdays:

4:00 pm Holy Family
4:00 pm Sacred Heart
4:00 pm St. Peter

8:00 am Holy Family
8:30am St. Peter
9:00 am Sacred Heart
10:00 am Holy Family
10:00 am Our Risen Savior
10:00 am Presentation
11:00 am Sacred Heart
12:00 pm Holy Family (Spanish Mass)

Sundays:

7:00am Sacred Heart (Spanish Mass)
7:15 am St. Mary

Attend Reconciliation

- **Monday, Wednesday:** From 11:30am – 12:00pm prior to 12:10 pm Mass at St. Mary
- **Tuesday, Thursday, Friday:** Following 7:00 am Mass at Holy Family
- **Thursday:** During Adoration at Presentation from 6:30pm – 7:30pm
- **Fourth Friday of the Month:** During Adoration at St. Mary from 7:00pm – 8:00pm (Adoration will be in Spanish but priests will hear confessions in English as well.)
- **Saturday morning:** Following 8:00 am Mass at Presentation
- **Saturday night:** Beginning an hour before all evening Masses, and ending 15 minutes before the start of Mass

Attend Adoration of the Blessed Eucharist

- **Sunday-Saturday:** Sacred Heart Adoration Chapel from 5:00am – 10:00pm
- **Wednesday night:** Our Risen Savior from 7:30pm – 8:30pm
- **Thursday:** Presentation of the Blessed Virgin Mary from 6:30pm – 7:30pm
- **First Thursday of the Month:** Cor Jesu at Presentation from 6:30pm – 7:30pm
- **Fourth Friday of the Month:** St. Mary from 7:00pm – 8:00pm (Exposition and Benediction will be in Spanish)

Discuss the book

Your child will be learning a lot of new concepts during this two week program. Please take some time as a family to look at the text book and discuss it as some students would rather not ask questions in class. Also, our catechists have very limited time and may not be able to answer every question nor cover every chapter. This is where you can really benefit your child by take the time to discuss difficult concepts or things that may be confusing to them and finish any chapters not covered during the two weeks.

Yearly Activities

Please know that you are welcome to attend any of the family activities that occur during the school year!

Personal Safety: Safeguarding Lessons

In the pastoral effort to respond to the need for the protection of children and youth, the Archdiocese of Milwaukee requires that all children and youth in grades K4-12 in schools and faith formation programs be given additional information on how to protect themselves and become aware of their surroundings.

The lessons are available on our parish website at www.hffdl.org/em. Please take some time to review the lesson that your child will be receiving in class. As the primary caregiver of your child, it is your decision whether you would like your child to participate in this lesson, but the Parish is required to offer this information.

Your child's class will be discussing this information on June 20, 2023

**Please remember that we take the safety of your child very seriously. All of our teachers and volunteers are required by the Archdiocese of Milwaukee to take a Safeguarding God's Children-Safe Environment class. If you would like to become a volunteer for any of our programs in the future, please visit the Archdiocese of Milwaukee website for class times and locations, or contact me for further assistance. Thank you!*

Holy Family Christian Formation Policies

- All people have the right to Christian Formation, to approach the Sacramental life for the graces God richly lavishes us with and for the Church to help provide catechesis.
- Parents are the primary educators of their children. Christian formation is given as fulfillment of the mission of the Church as a supplement to raise their children in the Catholic Faith. Adults have the right to Christian Formation with the Church's help, instruction, and a deepening of their life of discipleship.
- Holy Family Christian Formation will be hospitable to those who may face financial difficulties, developmental challenges, who come back to the Faith in a different time in life, or who may need help and understanding with regards to culture and language.
- Christian Formation will be non-discriminatory in all aspects of ministerial practices. This includes the ability to sign up for the class of the families' choice and the understanding that we have a responsibility to provide catechesis as best we are able. This is primarily accomplished in the language and culture each person is most able to respond to Christ and the Gospel message.
- Holy Family Staff and catechists will assist parents with Formation and will be accountable to model the Faith and teach in harmony and in line with the Church. Leaders will be in full communion and in good standing with the Catholic Church as best they are able or at least reach out to a director to help in re-entering the graces of the Church.
- All children have the right to a safe, healthy and ordered opportunity to learn more about their faith with Christian Formation. All catechists and aides are safe environment trained, have background checks for safety and are vigilant advocates of your children.
- Discipline of children may occur to ensure that all children can learn in the environment and time given.

Discipline Policy

Three step warning method:

Step 1: If a child misbehaves, give *Warning #1*. State the offense and tell the child that he/she has received his/her first warning. Indicate this warning in a tangible way (name on the board, time out, etc.) Indicate that the first warning has been given.

Step 2: If the child misbehaves again, state the offense and give the child *Warning #2*. Let the child know that this is the second warning by a tangible way. Inform the child that if he/she misbehaves again, you will send him/her to the Director and his/her parents will be notified.

Step 3: If the child misbehaves a third time, immediately stop class, inform the student that he/she has received a *Final Warning* and his/her parents will be contacted. Bring that student to the office and notify the Director.

- Attendance at class is required for Christian Formation. Please notify the appropriate director of an absence in advance. Absences that are frequent and consistent in nature will require make-up work and delay the recommendation for reception of the Sacraments.
- Children and teens that enroll in sports teams are expected to adhere to the Athletic Policies of the Archdiocese and the Holy Family Athletic Policy. Participants in sports activities must be in good standing at Christian formation for the Summer Program or the duration of the year as well as the previous year. Any question or conflict must be resolved with the appropriate Christian Formation Director before they are allowed to participate in the sport.

Holy Family Christian Formation
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