



## **St. Charles Borromeo Religious Education Family Handbook 2025-2026**

**2500 Branch Pike, Cinnaminson, New Jersey 08077**

### **Office Hours**

	<b><u>September to June</u></b>	<b><u>June to September</u></b>
<b>Monday-</b>	<b>8:00am - 3:00pm</b>	<b>9am – 12pm</b>
<b>Tuesday-</b>	<b>8:00am – 5:30pm</b>	<b>9am – 12pm</b>
<b>Wednesday-</b>	<b>8:00am – 8:30pm</b>	<b>9am – 12pm</b>
<b>Thursday-</b>	<b>8:00am - 2:00pm</b>	<b>9am – 12pm</b>
<b>Friday-</b>	<b>8:00am - 12:00pm</b>	<b>closed</b>

Rev. Daniel Kirk.....Pastor

Ms. Michelle M. Dore’ .....Director

### **Important Phone Numbers**

Religious Education Office 856-829-9119  
St. Charles Borromeo Rectory 856-829-3322  
St. Charles Borromeo School 856-829-2778

**Parish Website**   [www.scbcinnaminson.com](http://www.scbcinnaminson.com)

### **Emergency Closing Number**

#1311

KYW 1060 AM

*Please note: If Cinnaminson Schools are closed for inclement weather  
Religious Education classes will be cancelled*

## **SAINT CHARLES BORROMEO PARISH MISSION STATEMENT & EXPECTATIONS**

We, the parish community of Saint Charles Borromeo, are called by our Baptism to share the mission and ministry of Jesus Christ to love God and one another. We respond to this call by deepening our faith through active participation in the sacraments, especially the Eucharist, and by sharing our time, talent and treasure to serve and care for others within and outside our parish community.

We envision ourselves as belonging to a people of faith, hope and love as we are led by the Holy Spirit in celebrating the Kingdom of God.

### **Goals**

In order to effectively accomplish the philosophy of St. Charles Borromeo Religious Education we strive to meet the goals listed below:

- ❖ To develop a faith community in which children, catechists, and parents work together in Christian love and concern for one another.
- ❖ To support students in acquiring personal values regarding honesty, integrity, and respect, especially self-respect, thus gaining respect for others.
- ❖ To foster mutual respect for personal dignity among catechists and students by having an orderly environment permeated by a genuine sense of caring.
- ❖ To work with the Diocesan curriculum, which will help students acquire the skills necessary for lifelong learning, so that their potential may be developed and their individuality be recognized and treasured.
- ❖ To promote an academic atmosphere with a variety of learning experiences that will stimulate a student's desire to achieve his/her fullest potential.
- ❖ To develop a social awareness and responsibility through outreach programs and service projects.

### **General Policies and Procedures**

#### ***Admission***

St. Charles Borromeo Religious Education Program accepts students in Kindergarten through Grade 8. School registration takes place in the spring of each year.

The following documents must be submitted before the registration is complete:

1. Child's Baptismal Certificate
2. Completed application form
3. Registration fee

#### ***Tuition***

Tuition payment is due when you register your child online through *Parish Giving*.

Sacramental activity fee: Communion- \$30 per student at time of sacrament application.

Confirmation- \$50 per student at time of sacrament application.

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## **Summer Program**

**Grade Level-** The Summer program is for grades 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup>.

### ***Attendance***

Students must attend all 5 classes during the summer program to move to the next grade level.

### ***Arrival***

Classes begin at 8:30am. Parents are to park cars beyond orange cones and bring the students to double doors. Students should not run into the building.

### ***Dismissal***

Classes end at 2:30pm. Students exit the building by the side doors near the boiler room. Parents are to park their car and personally meet their child. Students should not run out of the building.

### ***Lateness***

Students who arrive after 8:45am are to have a parent bring them to the double glass doors and report to the Religious Education Office. Any student arriving after 9am will be marked absent.

### ***Early Dismissal***

There are no early dismissals.

### ***Supplemental Activities***

A family Penance service will be celebrated for summer students in September. Students are required to participate in four other activities during the Liturgical year, as well as to perform a service activity given by Director of Religious Ed.

### ***Lunch/Snacks***

Please provide a healthy snack for your child every day as well as a water bottle. Please let us know if your child has any food allergies. Students with food allergies will sit at the end of the table with students who are eating non-allergen food.

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## **Fall Program**

### ***Classes***

Classes meet weekly. Kindergarten - Tuesday or Wednesday 4:30-5:15pm;  
Grades 1<sup>st</sup> to 5<sup>th</sup>- Tuesday or Wednesday 4:15-5:25pm;  
Grades 6<sup>th</sup> – 8<sup>th</sup> Wednesday 7:15-8:25pm

### ***Attendance***

The importance of the reinforcement of a Christian life needs to be sustained through weekly attendance of classes. For the safety of the student, notification of absence must be conveyed to the Religious Education Office via email or phone call. **Only three (3) absents will be accepted for the 2025-26 Religious Ed school year. Make-up work will NOT be given for these days; they will be considered absent.** Students with excessive absences will have a meeting with Father Dan and the Director of

**Religious Ed for a plan of action.** Please do not minimize the importance of religious education.  
**Sports, music lessons, dance classes, etc. should be scheduled as to not place time pressures on the student – leaving early or coming in late.**

### ***Arrival***

Classes begin at 4:15pm or 7:15pm (4:30pm for kindergarten). Parents are to park cars beyond orange cones and bring the children to the double doors at the school. Students should not run into the building.

### ***Dismissal***

Classes end at 5:25pm or 8:25pm (5:15pm for kindergarten). Students exit the building by the side doors into the large parking lot. Parents are to park their car and personally meet their child. Students should not run out of the building. **Students will be dismissed by grade level, to decrease the number of students leaving at once.**

### ***Lateness***

Students who arrive after 4:15 & 7:15pm have to have a parent bring them to the double doors.

### ***Early Dismissal***

Parents have to inform the Religious Education Director via phone or email if an early dismissal is needed. Parents can meet their child at the regular dismissal site at the time requested. Students will need to be signed out on the early dismissal form by a parent/adult.

### ***Snacks***

There are to be NO snacks in the classroom during Religious Education instruction. This is to keep the students with various food allergies safe. Students may bring in water bottles.

### ***Supplementary Activities***

In addition to families attending Mass every week, attending an event during Advent and Lent, as well as going to confession once during the year would provide more meaning for your students' religious education.

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### ***Communication***

Periodically information will be provided to parents of a change or event that will have significance of a parish or program nature. **All communication will be through email or Constant Contact.** Parents are asked to regularly check the email that was given at registration for this information.

### ***Books***

Each year students are provided with an appropriate book for their grade level. Grades 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> will use Our Sunday Visitor- *Alive In Christ*. 2<sup>nd</sup> grade will use *Reconciliation* and *Eucharist* by Sadlier and 8<sup>th</sup> grade will use *Confirmed in the Spirit* by Loyola Press. **The students will leave their book at Religious Ed each week.**

### ***Lost Book Policy***

If your student has lost his or her textbook and needs a new one the fee to replace the book is \$20.

### ***Family Life Program***

Our curriculum includes RCL's Family Life series in addition to our textbooks, which are grade-level appropriate. This series offers a wholesome understanding of Catholic moral principles. It includes a parent supplement that will offer some helpful vocabulary in discussing these topics with your student. Please contact the Religious Ed office if you would like a copy of the parent supplement. Family Life will be conducted during the first three weeks of Religious Ed classes.

### ***Assessment***

Many factors are involved in assessment of our students. These items include preparation for class, participation during class, proper behavior while in church, and completion of home assignments if teachers give any. Grades 3 – 8 will take unit or chapter quizzes/test throughout the year.

### ***Dress***

Students must be properly dressed for class/Mass, i.e., appropriate clothing, which does not expose the midriff area, and no shirts with messages. For safety reasons, students cannot wear flip-flops or slides.

### ***Personal Belongings***

Personal belongings are not to be brought to Religious Ed, including toys and backpacks.

### ***Cell Phone Usage and Electronic Equipment***

Cell phones for personal use are not permitted during Religious Education. Students will silence or turn off their cell phones and put them in designated “*Disconnect to Reconnect*” bins during class time. Students are not permitted to use electronic equipment during Religious Education hours. Examples include but are not limited to pagers, cell phones, iPods, beepers, cameras, tape recorders, etc. Students in grades 3rd– 8<sup>th</sup> may be asked to use their phones for playing review games, prayers and Novena's.

### ***Bicycles***

Students in grades 3 to 5 are permitted to ride bicycles to the Religious Education Program during daylight hours. They must follow these regulations:

1. New Jersey law requires all bike riders to wear helmets.
2. Bikes must be walked while on school property.
3. Bikes are to be parked inside the school building.
4. Only one rider per bike is permitted.
5. The parish is not responsible for personal items.

### ***Administration of Medication***

No medications will be administered during Religious Education. If a student needs medical attention a parent or emergency contact person will be notified. Any student requiring an EPI pen should have information provided to the Religious Education office prior to the start of the new school year and if necessary, an EPI pen can be kept in the office.

### ***Illness***

If your child is sick and cannot attend class, please call or email the Religious Education Office.

### ***Outbreaks***

Any student with a **communicable disease** will be excluded from Religious Education immediately until proper treatment is completed. A student with a **fever** should remain at home until their temperature is less than 100 degrees Fahrenheit orally without medication for 24 hours. A student with a diagnosis of **strep throat** must take an antibiotic for a full 24 hours before returning to Religious Education. A student with **chicken pox** cannot return to Religious Education until all pox are dried up and scabbed over, usually about 7 days. A student with evidence of **head lice** will be immediately excluded from Religious Education. St. Charles Borromeo has a nit-free policy and will not allow students to return to school until proper treatment is completed, and all nits are removed. If your child has any **Covid-19** related symptoms, please keep your child at home and let us know ASAP.

### ***Student Accident Insurance***

All students are automatically covered DURING SCHOOL HOURS. Please notify the Religious Education Director of all injuries occurring during class. The appropriate forms will be sent home after the injury is reported.

### ***Parental Custody***

In situations of separation or divorce, at registration, or when information is gathered, the Religious Education office needs to be informed of custodial arrangements. If the court extends or limits the rights of either parent, there should be a valid court order of entry specifying these extensions or limitations. A parent (custodial or non-custodial) should produce a valid certified copy of such an order to the Religious Education Director if they are seeking a right outside of the usual rights. It is the parent's duty to inform the Religious Education Office of a separation or any court order.

### ***Parental Obligations***

By enrolling a student in our program, parents assume the obligation to ensure that their children are well prepared each day for class, to speak well of our program in public, and to support the administrators of the program and the parish. The Religious Education Director is available to discuss concerns about the child's learning environment.

Parents who volunteer (including student's personal aides) at the program are obligated to attend a VIRTUS class in person or online. At the direction of our Bishop, David O'Connell, all adults who come into persistent contact with our schoolchildren must understand how to protect God's children. Classes are offered in the fall of each year. Our Diocese also requires fingerprinting for anyone who helps in our program.

### ***Emergency Information***

Please notify the Religious Education Office promptly of any changes in telephone numbers or addresses. If emergency contacts change their numbers, the Office must be notified in a timely manner. The Religious Education Office must be able to contact a parent or emergency contact person immediately if needed. It is vital that this information be accurate and current at all times.

### ***Security***

The safety of our students is of utmost concern to our staff. Students will arrive through one door and exit through one door. All doors are locked at the start of classes. Visitors must be approved by the administration prior to receiving building access. **Parents are NOT permitted in the building.**

**Shelter in place and lockdown drills will be conducted at the beginning of the school year, so students know what to do in case of an emergency.**

### ***Fire Drills***

Fire Drills are performed in accordance with the Cinnaminson Fire Department directives. Procedures for bomb threats, evacuations, natural emergencies, and written threats, are continually reviewed and updated.

### ***Physical Abuse***

St. Charles Borromeo Religious Education provides a safe environment for children. No one is allowed to strike a child when he/she is on the parish premises. Children are not allowed to strike another child while on the parish premises. This is the state law of New Jersey. Parish authorities are required by law to report to the NJ Division of Youth and Family Services (DYFS) any incident where the child shows signs of physical abuse, even if the abuse occurs while the child is under Religious Education supervision.

### ***Vandalism***

Acts of vandalism will not be tolerated. As a Christian community cooperation with the parent is imperative. Restitution or repair of the damage will be expected from the student's parents if damage occurs. Repeat offenses will require the student to receive home instruction.

### ***Drugs and Other Addictive Substances***

Any student carrying, selling, or exchanging drugs or any other addictive substances will be immediately expelled from the St. Charles Borromeo Religious Education Program.

### ***Charities***

We recognize the importance of Christian examples of love. The Holy Childhood Association and other charitable organizations benefit from charity drives held during the year. Other charities also benefit from contributions collected during individual classroom projects. Parents receive notification of all charity projects that originate within the confines of our program. Families are encouraged to approach the Religious Education Director with suggestions concerning service projects or charitable efforts.

### ***Catechist***

The ministry of the catechist is an important one. They aid parents in the formation of their children's faith. The following personal qualities are needed to be a catechist. A catechist is a person who...

- ❖ Is a believing, practicing Catholic who participates in the liturgical life of the community.
- ❖ Believes deeply in Jesus, in the Catholic tradition, and wants to share this belief with others.
- ❖ Is committed to the teaching of the Catholic Church.
- ❖ Is able to communicate effectively and is comfortable with the age group they will be catechizing.
- ❖ Is able to deal with conflict and disagreement in a sensitive and understanding manner.
- ❖ Has the time to conduct and prepare catechetical sessions as well as attend regular in-services and planning meetings.
- ❖ Is committed to continuing growth and enrichment as a catechist.
- ❖ Is at least 18 years old.

### ***Aides***

Aides are generally students from our parish school and/or religious education program who are preparing to receive the sacrament of Confirmation. They aid the catechist with minor details during class time. Parents are also encouraged to request this role, especially as hall monitors.

### ***Ministry***

Each of us by the nature of our Baptism has been called to serve others. Parents are always invited, called by God, to serve as parish lectors, Eucharistic ministers, sacristans, and ushers. Children in grades 3 and up are encouraged to become altar servers.

### ***Code of Conduct***

Students enrolled in the Religious Education Program are expected to conduct themselves according to their level of maturity in respecting the rights and safety of other students and parish property. Violence, bullying, or harassment of any kind will not be tolerated. Drugs and weapons are absolutely prohibited on the parish premises. Smoking is not permitted within parish buildings or on parish grounds. Other items not permitted during Religious Education classes are skateboards, food, and chewing gum.

### ***Discipline***

If a student's actions cannot be resolved within the classroom, the Director will contact the child's parents for the purpose of correction. Father Dan Kirk will be notified of the situation and will attend a meeting with the DRE and parents if necessary.

### ***Infractions for Parent Contact***

1. Lack of materials for class
2. Class disruption
3. Use of electronic devices
4. Stealing
5. Disrespect or defiance to any adult involved in the Religious Education Program by word, gesture, or other action
6. Vandalism of parish or school property
7. Actions or words that fail to reflect respect, decency, and a Christian attitude towards others
8. Harassment
9. Chronic disregard for classroom rules
10. Any type of disturbance which endangers the safety of other
11. Name calling or slurs about physical appearance, ethnic, or family origin
12. Inappropriate dress – inappropriate graphics
13. Behavioral or psychological problems that make it impossible for a child to grow in a disciplined atmosphere
14. Physical assault
15. Continual defiance of authority
16. Bringing weapons or items that can be use as weapons to class
17. Arson
18. Drug or alcohol possession



**Saint Charles Borromeo**

Charles Borromeo, the son of a count, entered the ranks of the clergy when he was only twelve. Ten years later, his uncle, Pope Pius IV, elevated him to the position of cardinal. This may seem strange to us today, but Charles was an exceptional young man, endowed with extraordinary gifts of mind and heart, who was deeply spiritual. He became Cardinal Protector of the Order of Friars Minor and was a member of the Third Order of St. Francis. For two decades he ruled the Archdiocese of Milan in an admirable manner. He died in 1584 at the age of 46. He was beatified in 1601 and canonized in 1610. His tomb can be found in the great cathedral of Milan.

***Disclaimer***

**The Religious Education Director retains the right to amend the handbook for just cause. The Director will give parents prompt notification of changes that are made in these policies. The Director also reserves the right to issue the final interpretation of all program rules and policies.**

**Updated- August 15, 2025**