

# ST. ANASTASIA FAITH FORMATION GENERAL INFORMATION

Saint Anastasia Faith Formation Program presently has 180 students attending classes from Kindergarten through grade nine. Sister Adrienne Bradley, S.S.J., Director, is assisted by Karen Griffin and a volunteer staff of 30 catechists and assistants.

## CONTACTING US

Our Faith Formation phone number is **201-837-3356**. This is a separate phone line and we have voice mail after hours. On days when class is cancelled due to weather conditions, an outgoing message will be placed on **this line only**. Please do not call the Rectory phone numbers. On Wednesdays during the afternoon class time, we can be reached in the school building at the same phone number. On Wednesday evenings, you can reach Sister Adrienne on her cell phone: 201-790-2947.

## CLASS LOCATIONS

### WEDNESDAYS (New Class Day)

**4:00 - 5:30 P.M. - SCHOOL** - Grades Kindergarten - 6

**7:00 - 8:00 P.M. - SCHOOL** - Grades 7 & 8

**7:00 - 9:00 P.M. – LITTLE CHURCH** - Confirmation Preparation (see Confirmation Schedule for dates)

**SCHOOL:** The School entrance is on Overlook Avenue which is a one way street accessible from Teaneck Rd & Forest Ave. The Community High School, a private school, currently occupies the building.

**LITTLE CHURCH:** The Little Church is adjacent to the school and accessible from the school parking lot.

**RECTORY:** The Rectory is adjacent to the church and accessible from the church parking lot entrance on Robinson Street.

## CLASS CANCELLATION

When the Teaneck public schools are closed due to inclement weather, St. Anastasia's Faith Formation classes are canceled. Parents may call the office at **201-837-3356** ( a message will be on our phone line). **We will also send out emails to parents that have given us their email addresses.**

## HOME STUDY DAYS FOR KINDERGARTEN thru GRADE 6

Home-study days are days when the children do not come to class - rather parents are asked to do that lesson with their children at home. Children bring the completed pages to class the following week in order to receive credit for that week's lesson. These dates will be on the Class Schedule Calendar.

## PERFECT ATTENDANCE

Perfect attendance is understood as a student attending all classes in a given year beginning with the first class in September through and including the final closing service in May. **Perfect attendance certificate and gift is awarded to those students who are present and on time.** This means the student is in class by 4:15 P.M. and remains until dismissal at 5:30 P.M.

## STUDENT EVALUATION

A progress report will be sent home in January which will give you an account of your child's progress in their knowledge of religion, cooperation with their catechist, home assignments and class participation.

# ST. ANASTASIA FAITH FORMATION OPERATIONAL PROCEDURES

## ARRIVAL AND DISMISSAL

### GRADES KINDERGARTEN - 6

We make it clear to your children how very important it is for them to come to class on time for class each week.

Children report to the cafeteria upon arrival and may not go to their classrooms until Sr. Adrienne or an assistant tells them that their teacher is here. If the child goes to the classroom and there is no adult, the child must return to the cafeteria. **Children may never be in the room without an adult.**

A bell is rung over the intercom system at **5:25 P.M.** This is the catechist's signal that class is over. Children should gather their belongings and put their coats on but remain in their seats until the second bell rings at 5:30 P.M. Catechists lead the children to the cafeteria. **Dismissal should be silent and calm - there is no running allowed especially on the stairs.** Children wait in the cafeteria for their parents. Parents are expected to come into the cafeteria to pick up their children. **Please do not wait in your car and call the children to you.**

### GRADES 7-8

Classes will be held in the School - so drop off and pick up is from the cafeteria as above.

## HOMEWORK FOLDERS

This year the students will bring their student books home in their folder as well as any important papers that may be distributed that week. Please sign and return any necessary papers. Be sure that children bring their folder with their book to class each week. We hope that parents will review the child's lesson and discuss the doctrine from that week. If a book is lost, the fee for replacing the book is \$25.

## PINK PAPERS

All communications that come to you on **pink paper** will **require a response.**

## REQUEST FOR EARLY DISMISSAL

Parents are required to submit in writing a request for the early dismissal of their child. The note must be sent to the office for approval by the Director. Parents picking children up early must report to the office and either Sr. Adrienne or an assistant will get the child from class.

## SAFETY CONCERNS

For the safety of our children, please follow the instructions below on Tuesday afternoons.

**ARRIVAL:** Please pull into the school yard slowly (5 MPH), park and **bring your child to the door with the arrow.**

**We will have "IN" and "EXIT ONLY" doors beginning this year.**

Do not allow your child to run through the lot in front/back of cars.

**DISMISSAL:** All children **must** be picked up **in** the cafeteria. No child will be dismissed without a parent. Cars should FOLLOW THE DIRECTIONAL ARROWS IN THE PARKING LOT.

Cars **must stop** at the corner - cars on Robinson Street have the right of way.

## STICKER CARD - GRADES KINDERGARTEN - 6

Each child will receive a sticker card. Each time the child gets 10 stickers, he/she will be able to choose a prize. (A sticker will be awarded when your child brings his/her folder to class each week, and also for good behavior and class participation.)