

Saint Josephine Bakhita- Office of Faith Formation
Policies and Procedures, 2022-2023
St James and St Elizabeth Seton Campus

All faith formation classes for grades 2-8 will meet primarily on a bi-weekly basis with some exceptions for holidays and school vacation as noted in the calendar. Activities and Resources will be available on the [parish website under the faith formation tab](#) for students and parents to do together on the weeks in between classes. Parents should make certain that their children arrive on time for class. Parents are highly discouraged from removing their children from class early. If a situation occurs where this is necessary, please contact the office ahead of time. Absences should occur only in cases of illness or family emergency. If a child is absent for any reason, a parent should notify the office at 860-529-1274, reo@sjbrh.org, or the student's catechist, prior to class time if possible. Excessive absences will result in child having to repeat the year.

Classes for grades 2-8 will be held at both the St James and St Elizabeth Seton campuses. Classes for these grades will be held on Sunday, Monday, Tuesday and Wednesday, afternoon, and evenings.

IMPORTANT- DROP OFF/PICK UP POLICY

ST ELIZABETH SETON CAMPUS

- Parents will drop off and pick up their children by parking their car in the lot and going to the child's individual classroom. This applies to grades 2, 3 and 4.
- For grade 7 – children can be dropped off in front of St. Elizabeth Seton church and on pickup parents will park and children will be dismissed from the front entrance patio.

ST JAMES CAMPUS

- Parents will drop off their child at the door leading to the Fr Shea Center in the back of the church on the east side of the building.
- Parents will pick up in the circular driveway in front of the main church doors: the traffic flow is **ONE WAY-EAST TO WEST**. Please enter the driveway using the entrance closest to the rectory so that you can pull up to the sidewalk. For their safety, no child will be allowed to cross the driveway for pickup. Please be extremely careful when picking up your child as there will be multiple cars and children and it may be dark at that time.

If a problem arises with the class to which a child has been assigned, parents are asked to contact the Office of Faith Formation **All changes of class assignment must be made through the Office of Faith Formation in consultation with all parties involved and with the approval of the Director of Faith Formation, Monica Piombino**

In case of inclement weather, please tune to WFSB Channel 3 and WVIT Channel 30. Rocky Hill school district closure or early dismissal on any weekday automatically cancels all faith formation classes for that day.

All registration (and sacramental preparation fees, if applicable) fees must be paid in full prior to the start of classes unless other arrangements have been made with the Office of Faith Formation

The Office of Faith Formation phone number and email is as follows:

Phone number: 860-529-1274 /email: reo@sjbrh.org

Monica Piombino- Director of Faith Formation- email/monica@sjbrh.org