

Policy Book 2011-2012

OUR LADY OF VICTORY FAITH FORMATION

132 Orchard Dr. Northville, MI 48167

248-349-2559 ext. 112 and 116

Our Lady of Victory parish is a giving, growing, Catholic community formed by the Father to live as followers of Jesus Christ and instruments of the Holy Spirit. As children of God and stewards of God's gifts, we pledge ourselves to prayer and worship, service to family and community, and lifelong education and formation in faith.

Staff

Mary Ellen Skene Faith Formation Director

Email: mskene@olvnorthville.net

Claudette Pilon Faith Formation Secretary

Email: cpilon@olvnorthville.net

Office Hours

Summer Hours:

Monday – Friday 9:00 – 5:00 p.m.

Fall/Winter Hours:

Monday 10:30 a.m. – 12:00 p.m., 1:00 p.m. - 8:00 p.m.

Tuesday 10:30 a.m. – 12:00 p.m., 1:00 – 6:00 p.m.

Wednesday/Thursday 9:00 a.m. – 5:00 p.m..

Friday 9:00 a.m. – 12:00 p.m., 1:00 – 3:00 p.m.

Tuition Schedule

In Parish	1 Child \$100.00	2 Children \$130.00	3 Children or more \$160.00
Out of Parish	1 Child \$200.00	2 Children \$230.00	3 Children or more \$260.00

A family must be a registered parishioner at the time of registration in order to receive the parishioner rate. You may register through the parish office by making an appointment. Please call 248-349-2621.

Sacrament Material Fees: Reconciliation/First Eucharist \$40.00 Confirmation \$40.00

Registration Policy:

A valid baptismal certificate must be presented at the time of registration. If you are unable to find your copy please call the parish where your child was baptized and ask for a copy to be sent to you. After seeing the original we will make a photo copy of the form and put it in our files.

If your child is un-baptized we will be happy to inform you of that process. Please call or see Mary Ellen Skene.

Unless arrangements have been made, previous year's tuition must be paid in full before the upcoming year registration can be processed. If you are in need of tuition assistance please see Mary Ellen or Claudette.

Please continue to page 2

POLICIES AND IMPORTANT INFORMATION

Attendance – Regular attendance is critical to our children’s faith formation and understanding the teachings of the Church. Continuity of attendance is very important. Parents should call the office if their child will be attending class. If a child does not arrive at class and the office has not been notified of their absence we will call the child’s home to ensure the parent is aware that the child is not in class.

Drop off procedures - Parents should drop off their children at the sidewalk in front of the school building **no earlier than ten minutes before class time.**

Dismissal procedures – Parents are to park in the school parking lot in front of the building. You can wait for your child there or you are welcome to come into the building and wait for your child.

Early Pick Up procedures - If your child must leave early a parent must come into the building and sign their child out at the Sessions Supervisors desk. This procedure applies whether or not the child presents a note in advance to the catechist.

Changes to transportation – Please advise your child to never walk home or accept a ride from someone unless this has been previously arranged.

Late pick up – Children not picked up within ten minutes after class will be taken to the Faith Formation office. We will attempt to contact the child’s family or emergency contact. If you are stuck in traffic and/or know that you will be delayed please call the Faith Formation Office and inform of your situation. We will notify your child of your approximate time of arrival. Children who are waiting to be picked up will sit in the school office.

Guests in Classrooms – Parents are always welcome to sit in on classes. We ask that you notify that office prior to attending the class. Students may not invite guests to class. This is a liability issue.

Cancellation of Classes – If the Northville Public schools are closed due to weather conditions we will also be closed even if this is a morning decision. If possible a courtesy email will be sent to the family to verify this. If for some reason there is a building problem resulting in the cancellation of classes parents will be notified by email.

Medications – The Faith Formation office is not responsible for dispensing medication to children. If a child brings to class medication for self-administration; i.e. an inhaler, the office must be notified in advance.

Health Concerns or Learning Difficulties – Parents should inform the office of any health concerns, allergies, learning difficulties or problems that will impact your child’s experience with us on the back of the yearly registration form. This information is confidential and will only be shared on a need to basis.

Emergency Contact and Family Information – Every family must complete the emergency contact information section of the registration form. It is the parent’s responsibility to inform the Faith Formation office of any changes during the year that would be pertinent to information a family of an

emergency. We also ask that families keep the office abreast of any changes in phone number, address, or email address during the year.

Non Custodial Parents – If a court order exists specifying that a child is not to be released to a non custodial parent, it is the responsibility of the custodial parent to provide the Faith Formation Office with an official copy of the court order.

Student Behavior – Students who become disruptive (disrupting the class with unnecessary talking, unruly or disorderly conduct etc., are subject to the following policy.

First incident – Catechist talks to child about his/her behavior

Second incident – Catechist sends child to the Director who will speak with the child.

Third incident – Catechist sends child to the Director, who will notify the parents to pick up the child. The child will not be allowed back in class until the parents, the Director and the child meet. The meeting will determine whether the child may return to class. If not materials will be given to the parents for at home instruction.

Weekly communication – The Faith Formation Office communicates with parents mainly by weekly letters sent by email. We ask that parents provide an email address to the Faith Formation Office. If you would like to contact the office you may call using the numbers found on the first page of this policy book or by email to mskene@olvnorthville.net.

Protecting God’s Children

Our Lady of Victory Faith Formation Program adheres to Archdiocesan policies relating to creating safe environments for our children. All adult volunteers are required to submit permission for a Criminal History Background Check before beginning their duties and attend a “Protecting God’s Children “ workshop within the first six months of volunteering. Teens (9th – 12th grade) are required to sign a Background Certification form disclosing any misdemeanor or felony convictions are also required to attend an age appropriate workshop entitled “Called to Serve.” It is our intention to provide the safest environment possible for our young people. We are grateful to our volunteers who partner with us in these efforts. If you ever have any concerns we ask that you speak with the Director of the program, Mary Ellen Skene.

Circle of Grace – Our children will have a program during the year entitled *Circle of Grace* that is different than most child safety programs. *Circle of Grace* aims to equip our children and young people by arming them with essential knowledge and skills grounded in the richness of our faith. This program helps children and young people to understand their own (and other’s) dignity in mind, body, and spirit. Parents will be notified before this is presented in the classrooms. The *Circle of Grace* materials are always ready for parents to preview. Please notify the office to make an appointment. If you choose to opt out of Circle of Grace you must make your wishes known in writing.

Parish Contact Information

Parish Offices: 248-349-2621

Rev. Denis B. Theroux Pastor Ext. 255

Mrs. Kathryn Ling Pastoral Associate Ext. 254

Parish Website: www.olvnorthville.org