



Church of the Incarnation

Parish Religious Education Program (PREP)

PARENT HANDBOOK

Mission Statement

At Church of the Incarnation PREP, we are committed to the religious education of our children. Our program strives to foster faith formation through the Mass, prayer, teaching the message of Jesus Christ, celebration of the Sacraments, family involvement and community service. We encourage our children and our families to bring the love of Jesus into their daily lives and to become models of our Catholic faith.

Admission Policy

Church of the Incarnation PREP does not discriminate on the basis of sex, national origin, physical or mental challenge.

All families who are registered parishioners at Church of the Incarnation are encouraged to register their children for PREP.

Families of neighboring parishes may also register their children for PREP. Contact the PREP office for specific information at (856) 468-7566.

A Baptismal Certificate is required of all children who have not been baptized in this parish. Please email or fax to the PREP office. Fax: 856-468-7566 <https://www.incarnation-church.org/reledstaff>

Transfer students must provide a letter from their former parish stating years attended and grade completed. Please email or fax to the PREP office. <https://www.incarnation-church.org/reledstaff>

It is expected that PREP students will attend classes each year.

Parents/guardians whose children have left the program for more than a year are required to meet with the Director of Religious Education before a child can be readmitted to the program.

Children who have not received the Sacrament of Baptism in the Catholic Church or whose child has never been baptized should call the PREP office for information on how to proceed.

Curriculum Content Information

All grades utilize the “My Catholic Faith Delivered” online program in addition to attending class in person. Ignatius Press’ Faith and Life program offers a thorough grounding in Catholic Doctrine. Interactive learning includes videos, games, discussion questions, reflections, links to more information, online assessments, reports, and much more. The time spent doing this work at home means that PREP students need to attend 15 hours of classes to fulfill the Diocesan requirement. PREP classes can be taken either during the fall where they attend class twice a month from September-April or in the summer where they attend classes for one week. Summer and Fall classes also require online work. Summer classes require Summer Enrichment activities to supplement their classes since they are only one week long. These activities are required by the Diocese and include activities such as attending Mass, praying the Rosary, attending events sponsored by the Youth Ministry, etc. A complete list is available online <https://www.incarnation-church.org/parish-life/education>

Arrival- Students should arrive at the appropriate time for class. Parents do not need to enter the building; they drop off their children outside to one of the aides or teachers.

Dismissal- For student’s safety, students are escorted from the classroom by their teacher and released to a parent or guardian. Students are never allowed to walk to/from the church/classes to/from their home.

School Policies

Attendance Requirements – Students must attend all classes; during the Fall/Spring academic year students are allowed no more than 3 absences; during Summer, students are only allowed one absence.

Online Work (My Catholic Faith Delivered® MCFD) It is the responsibility of the parent/guardian to make sure all online work is completed in a timely manner, and that the student is putting forth adequate effort into the program. Your catechists and/or someone from PREP regularly monitor student’s progress with online work. Emails are sent to student’s parents when satisfactory progress is not being made.

If students miss a class, they should try to attend a class to make-up for their missed session. As a courtesy to the PREP office, please call us at 856-468-7566 letting us know if you anticipate your child being absent and/or making up a class. Your child should always let their teacher know they are attending a class as a student making-up a different class so proper credit can be noted since he/she will not be in their normal attendance roster.

Discipline Policy – Our teachers are generous men and women who volunteer their time and talent sharing their faith and teaching God’s message. As such the PREP office has little tolerance for students being disruptive or unruly.

- 1st disruption– Students will be corrected by the teacher. The teacher reserves the right to contact the parent about disruptive/disrespectful behavior.
- 2nd disruption– The child will be sent to the PREP office; parents/guardians may be contacted. This class will be marked as an absence that cannot be made up.

Emergency Closings

In case of inclement weather or any other emergency, you will be notified via Flocknote® and text in the event that PREP classes are canceled.

In the event of an emergency involving your child, we will call the parent/guardian whose name is listed under emergency contact. An incident report may be filed.

If phone numbers or addresses change at any time during the year, please contact the PREP office immediately. This is especially true for emergency contact numbers. Keep all contact information current.

Safety Concerns

For the safety of our students the doors to the Kernan Center are locked during class time. Please bring your child to the Kernan Center doors and ring the bell to the right of the doors for admittance. Do not leave your child unattended at any time.

Sacramental Procedures

2nd grade students will make their First Reconciliation in January in the year they begin 2nd grade. 2nd grade students will make their First Holy Communion throughout the month of May in the academic year they begin 2nd grade. First Holy Communions are held during regular Mass on Saturday and Sunday, and also a weekday (actual day varies). Registration for First Communion Mass is done online beginning in early spring. Information on specific dates is available on our website <https://www.incarnation-church.org/98>

All students making their First Holy Communion must attend the First Holy Confirmation Retreat; specific dates will be announced on our website and via Flocknote.

8th grade students will make their Confirmation in the spring of the academic year they begin 8th grade. We do not have the dates for Confirmation until after the first of the year. Information regarding Confirmation dates and all related preparation dates are posted on our website <https://www.incarnation-church.org/98>

All confirmands are required to complete their Confirmation Packet no later than mid-January in the year they are being Confirmed. Confirmandi are required to attend a retreat (usually held in February), complete an interview, rehearsal, select an eligible sponsor (cannot be a parent) and follow all required guidelines noted in the Confirmation Packet. The Confirmation Packet can be downloaded from our website: <https://www.incarnation-church.org/85>

PREP General Class Schedule

During our regular academic year, PREP classes have 2 components: 1) Face-to-face classroom sessions meeting every other week and 2) Online assignments via MCFD. The face-to-face classes are held either on Tuesdays or Wednesdays. Parents can select from 2 different class times on either day: 4:15-5:30 PM or 5:45-7:00 PM. The online assignments are designed to supplement in-class work providing another unique layer of catechesis to help your child grow in the Faith. The PREP academic year usually begins in mid-September and

ends in mid/late April, including a break during Christmas. Additional activities are held for those students making their First Reconciliation, First Communion (Grade 2), and Confirmation (Grade 8).

We also offer a week-long intensive Summer program for grades 1-8. Normally, grades 1, 3, 4, 5, and 6 meet from 8 AM - 11:30 AM Monday - Friday. Grades 2, 7, and 8 meet from 8 AM - 2 PM Monday - Friday. There are three summer sessions; 2 sessions are held in mid and late July; and a 3rd session is held in mid-August. Specific dates vary each year. Summer classes also have online assignments (MCFD) students complete during and after their summer session. Registration is completed online on our website: <https://www.incarnation-church.org/parish-life/education>

Virtual PREP

My Catholic Faith Delivered (MCFD) online assignments are designed to augment the in-class work providing another unique layer of catechesis strengthening your child's knowledge of the Catholic Faith. Children are expected to complete all online work within the same academic year they are enrolled in. For more information, please visit <https://www.incarnation-church.org/105>

RCIT and RCIC

Based on RCIA, RCIT and RCIC are specialized classes for teens, 'tweens', and young children developed by the Catholic Church for prospective converts to Catholicism who are above the age of infant baptism. Candidates are gradually introduced to aspects of Catholic beliefs and practices. PREP's RCIT classes are for children in 6th through 11th grade; RCIC classes are for children in 3rd through 5th grade. For more information, please visit <https://www.incarnation-church.org/96>

PREP for Children with Disabilities

Held during the 9:30 AM Mass on the 2nd and 4th Sundays of the month, except for November and December which would be the 1st and 2nd Sundays of the month. For more information, please visit <https://www.incarnation-church.org/97>

CHURCH OF THE INCARNATION - PREP OFFICE

<https://www.incarnation-church.org/parish-life/education>

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Normal business hours are Monday through Friday from 9AM-4PM.

<https://www.incarnation-church.org/reledstaff>

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