

Faith Formation Parent Guidelines

Thank you for joining us for another year of Faith Formation. We are grateful for the opportunity to walk alongside your family on this faith-filled journey. To help ensure a smooth and positive experience for all families, please review the guidelines below.

1. Arrive on Time

Please bring your child to class on time. Teachers begin promptly, and late arrivals disrupt the learning environment. If your schedule makes timely arrival difficult, contact us. We will work with you to find a class day or time that better fits your family's needs.

2. Early Dismissal Procedures

If your child must leave class early, please send a note with them. For safety reasons, a parent or guardian must come to the school building door to sign them out. Children cannot be released to the parking lot on their own.

3. Missed Classes

If your child misses a class, please check the class calendar on our website to see which lesson was covered. Your child should complete the missed chapter and show the work to their teacher at the next class. The absence will then be marked as excused. There is a limit of **two unexcused absences**.

4. Food and Drinks

Food is not permitted in classrooms. Students may bring a water bottle; no other beverages are allowed.

5. Electronic Devices

Cell phones, smart watches, and earbuds are not permitted during class. Teachers will collect any devices brought into the classroom and return them at the end of class. If your child has a medical need requiring access to a device, please notify us.

6. Check the Website First

Most program information and answers to frequently asked questions can be found on our website: **stlukect.org** (Faith Formation page). The website also includes schedules and sign-ups for family events.

7. Communication

Email is our primary method of communication. We also use the **REMIND** app for brief messages, cancellations, and grade-specific updates. Please download REMIND to stay informed. You may also follow our Facebook page: **Faith Formation St. Luke Parish Southington**.

8. When Contacting Us

When emailing, please include:

- Your child's full name
- Grade level
- The day they attend class

This helps us locate records quickly and respond efficiently.

9. Family Faith Events (Grades 5–9)

Information about Family Faith Events will be posted on our website. While designed for Grades 5–9, most events are open to all parish families.

10. Parents of Grades 3, 8 & 9 – Sacramental Years

Grades 3, 8, and 9 are important sacramental years. We will notify families as soon as we receive official dates.

- **First Confession & First Communion:** Dates are provided by **Father Jim**.
- **Confirmation:** Dates are assigned by the **Archdiocese** and held at **St. Joseph Cathedral, Hartford**.

We understand families may need to make travel or hotel arrangements. We will share dates immediately once they are finalized and given to us.

11. Parking Lot Safety

The safety of our children is our highest priority.

- Please drive **5–10 mph** at all times.
- Dusk and evening hours make visibility difficult; use extra caution.
- We have had several close calls — your attentiveness makes a difference.

Do not drive in the driveway directly in front of the building. This area must remain closed to protect students entering and exiting.

If your child has a medical condition or mobility limitation requiring closer access, notify us upon arrival so we can assist safely.

12. Locked Doors During Class

Doors are locked at the start time and remain locked during class for safety. If you need to enter the building to pick up a child before class ends, press the buzzer at the front entrance (button located on the right side of the door).

13. Restroom Use for Parents

If you need to use the restroom while your child is in class, please use the restrooms located in the **church**.

14. Contact Information

For general questions or assistance: faithformation@stlukect.org 860-628-9679

For information regarding **Parent Group Facilitators**, contact our Director: **Adam Zangari** – adam@stlukect.org

Thank you for your partnership in your child's faith journey. We look forward to growing in faith together and supporting your family throughout the year.

Peace and Blessings

St. Luke Faith Formation Team

Adam, John, Joanne