



The Year of the Eucharist

St. Philip the Apostle Parish Religious Education

1233 W. Holtz Avenue
Addison, Illinois 60101

Phone: 630-543-1754

Fax: 630-543-4672

cschubert@st-phil.org

www.st-phil.org

Family Handbook 2023/2024

**ST. PHILIP THE APOSTLE PARISH
RELIGIOUS EDUCATION**

1233 W. Holtz Avenue
Addison, IL 60101
Phone: 630-543-1754
Fax: 630-543-4672
www.st-phil.org

RELIGIOUS EDUCATION PERSONNEL

Carol Schubert, Director of Faith Formation
cschubert@st-phil.org

Cathy Jaskey, Administrative Assistant
Editor of Parish Website & Bulletin
cjaskey@st-phil.org

OFFICE HOURS

(September through April)

Monday, Tuesday, Thursday, Friday (8:30 a.m. to 2:30 p.m.)
Wednesday (Noon to 8:15 p.m.)

CLASS TIMES

(September through April)

Wednesdays from 4:15 to 5:45 p.m. for Grades K-5
Wednesdays from 6:45 to 8:15 p.m. for Grades 6-8

MASS SCHEDULE

Monday, Tuesday, Thursday, Friday at 8:00 a.m.
Communion Service on Wednesday at 8:00 a.m.
Saturday at 5:00 p.m.
Sunday at 8:00 a.m. and 10:00 a.m.
Confession on Saturday from 4:00 to 4:30 p.m.

ST. PHILIP THE APOSTLE PARISH OFFICES

1223 W. Holtz Avenue in Addison, IL 60101

Fax: 630-543-9858

Phone: 630-628-0900 (extensions below)

Fr. Binu Varghese, Pastor

(x101); frbinu@st-phil.org

Deacon Sean McGreal

Pastoral Associate/OCIA Director

(x105); smcgreal@st-phil.org

Deacon Phil Heitz, OFS

Liturgy/Adult Faith Formation Director

Marriage/Baptismal Preparation

(x104); pheitz@st-phil.org

Steve DiBrito, Business Office Director

(x103); sdibrito@st-phil.org

Judy Jaskey

Business Office Administrative Assistant (x102)

Dina Lanzi

Parish Administrative Assistant/Parish Calendar Editor (x100)

St. Vincent de Paul Society (x134)

Julie Noonan, School Principal

(630-543-4130); jnoonan@st-phil.org

Joann Wheeler, School Administrative Assistant

jwheeler@st-phil.org

Bill Wilder, Parish Music Director

(630-543-4015); bwilder@st-phil.org

ST. PHILIP THE APOSTLE RELIGIOUS EDUCATION

MISSION STATEMENT

The mission of St. Philip the Apostle Parish Religious Education is to encounter Christ and his Gospel message according to the Catholic tradition for the youth and adults of the community, to build a loving faith community, and to commit to the service of those in need.

GOALS

- ◆ To emphasize the importance of faith as a priority in the family reflected in increased involvement in service to others.
- ◆ To provide a shared understanding of the Sunday Gospel and appreciation for the liturgy through use of the Gospel Weekly in class and at home.
- ◆ To provide a deeper understanding, reverence, and reflection on the meaning of the Eucharist for youth and adults.

2022/2023 THEME: THE YEAR OF THE EUCHARIST

For the past year, we have all heard about the Eucharistic Revival in the Church of America. The four pillars of the Eucharistic Revival for the Parishes are:

1. Reinvigorating Worship: Renew the emphasis on the celebration of the liturgy
2. Personal Encounters: Encounter Jesus in the Eucharist, Reconciliation and Adoration
3. Robust Formation: Come to experience Jesus as a way of life
4. Send Missionaries: Bring our brothers and sisters back home and commit to serving our less fortunate brothers and sisters in the community in a new way

The Mission is to renew the Church by enkindling a living relationship with the Lord Jesus Christ in the Holy Eucharist.

The Vision is to inspire a movement of Catholics across the United States who are healed, converted, formed, and unified by an encounter with Jesus in the Eucharist--and who are then sent out on mission "for the life of the world".

(www.eucharisticrevival.org)


As we come together for another year of Religious Education for our children, let us try to take time in our busy schedules to enter the classroom of silence to reflect and pray how we can be all that God created us to be...Sons and Daughters of God. We are God's hands and feet here on earth, so open your hearts to the infinite love, peace and grace God offers us each day! Jesus calls us to worship at Mass and personal prayer as ways to encounter Him in our daily lives. Let our mission this year be setting good examples for our children and each other as we grow in our faith to become the best version of ourselves. (Matthew Kelly)

Eucharist is.....

visiting a sick friend
 breaking bread
 living as Christ
 drying tears
 binding wounds
 spreading light
 sharing the Word
 acknowledging strangers
 greeting the lonely
 laughing as children
 journeying together
 asking forgiveness
 singing praise
 listening openly
 accepting reconciliation
 giving freely
 living presence of God
 serving human needs
 walking in procession
 waiting on table
 signing the cross
 participating in mission
 practicing humility
 proclaiming the Gospel
 showing compassion
 Body of Christ
 Amen!

dying to self
 embracing goodness
 building kingdom
 seeking peace
 rejoicing in the Spirit
 helping the afflicted
 Christ eastering in us
 honoring all God's creatures
 laying on of hands
 thirsting for the living God
 feeding the hungry
 anointing with oil
 blessing God
 washing feet
 rising to new life
 hoping in the darkness
 imaging Christ
 thanking God and others
 singing ALLELUIA
 being present
 waiting quietly
 shouting Hosanna
 changing attitudes

HE ADORNS THE HUMBLE WITH VICTORY. LET THEM MAKE MUSIC TO HIM WITH TIMBREL AND LYRE. PRAISE HIS NAME. THE LORD TAKES PLEASURE IN HIS PEOPLE.



NOTE: As with any litany, one can get lost in the many words and images, and forget their great impact and ability to move one more closely to God. The secret to success is in letting each word pour into your mind and move on to the heart.

Sue-Seid Martin

I am the living bread that came down from heaven; whoever eats this bread will live forever; and the bread that I give is my flesh for the life of the world. (John 6:51)

PROGRAM DESCRIPTION

FINDING GOD: OUR RESPONSE TO GOD'S GIFTS

Know Your Faith. Grow in Faith. Go in Faith.

ELEMENTARY FAITH FORMATION FOR GRADES K-5

Our faith is meant to be lived out in our homes, at our schools, in our work, and in our communities. *Finding God: Our Response to God's Gifts* is a faith formation program that invites children and their parents into a new way of living in relationship with God, family, community, and the world. Based on a spiral curriculum that integrates the fundamental themes of the Catechism of the Catholic Church with Scripture and Catholic Social Teachings, this comprehensive program provides sound doctrine, scripture, tradition, and prayer through experiential activities that encourage these essential lessons to become part of a lifelong practice of faith.

JUNIOR HIGH CONFIRMATION PREPARATION FOR GRADES 6-8

Junior High Confirmation Preparation is a special adventure in faith beginning in sixth grade and ending in eighth grade with the Sacrament of Confirmation. There are a series of courses offered each semester that focus on maturing in the Catholic faith. The sixth and seventh grade courses are a continuation of the *Finding God: Our Response to God's Gifts* curriculum. The eighth grade course is *Gifted with the Spirit*. Eighth graders also participate in Gathered in Faith Together (GIFT) Confirmation sessions with their parents, guardians, or sponsors.

SACRAMENTAL PREPARATION

There is a three-year preparation for the Sacraments of Reconciliation and Eucharist which begins in kindergarten. Kindergarten preparation consists of being comfortable talking about God and creation, knowing we are part of God's family, experiencing the church environment and simple rituals, and beginning to learn basic prayers. Parents and guardians, as primary faith examples, are involved at all three levels of preparation through meetings, retreat involvement, and classroom visits.

Home study is never allowed in Sacramental years (Grades 2 & 8).

FIRST RECONCILIATION: The Sacrament of Reconciliation is received in second grade. Your child becomes comfortable saying "I'm sorry" and "thank you" in the family setting as well as in God's family. There is a **First Reconciliation Parent Meeting on Wednesday, November 15, from 4:30 to 5:30 p.m.** Second grade students will participate in their **First Reconciliation on Saturday, December 2, at 9:00 a.m.**

FIRST EUCHARIST: There are three consecutive years (usually beginning in kindergarten) of preparation for the Sacrament of the Eucharist. Families are involved with First Eucharist preparation. The following are important dates to add to your calendar:

- **The First Eucharist Parent Preparation Meeting will be held Wednesday, February 7, 2023, at 4:30 p.m. in the church.**
- **The First Eucharist Retreat for Parents & Students will be Saturday, March 2, 2023, from 9:00 a.m. to noon in the church and gym.** An adult needs to be present with the second grade student for the retreat.
- **First Eucharist Practice is Saturday, April 20, 2023, from 9:00 to 10:00 a.m. in the church.**
- **Second grade students will celebrate their first Sacrament of Eucharist on Saturday, May 4, 2024, at 11:00 a.m.**

FIRST RECONCILIATION & FIRST EUCHARIST FOR THIRD GRADE STUDENTS AND UP: Parents/guardians of older students (third grade and up) who are seeking their child's first Sacrament of Reconciliation and/or first Sacrament of Eucharist will meet with the faith formation director to plan their sacramental preparation and religious education.

CONFIRMATION: Confirmation is received in eighth grade. The three-year Confirmation preparation begins in Grade 6. Students are expected to: attend Mass each Sunday; attend weekly religion classes; complete Confirmation assignments; be involved in service with their community; and participate in the Gathered in Faith Together (GIFT) sessions with their parents. The **GIFT sessions** are scheduled for the following Wednesdays from **6:45 to 8:15 p.m.: October 4, November 8, December 6, January 24, February 7, February 28, March 20.** The candidate and sponsor will attend the GIFT night on January 24. The session will include Confirmation practice. All other GIFT nights will be attended by the candidate and their parents/guardians. Sponsors are welcome to all GIFT nights as well.

The Confirmation GIFT sessions are a time for parents and teens to gather together to share and strengthen their faith. Through video/audio, discussion, prayer, and service, Confirmation will take on a deeper meaning. Confirmation completes Baptism. "Confirmation" means strengthening. Students become strengthened in their faith during this preparation time.

The Sacrament of Confirmation will be celebrated **on January 27, 2024 at 11:00 a.m.** Each family will receive tickets for Confirmation; the candidate and sponsor are the only ones who do not need tickets.

POLICIES & PROCEDURES

ATTENDANCE: Parents are expected to notify the Religious Education Office when a child is absent. Please call 630-543-1754 before class begins. If no one answers, leave a message on the answering machine. **Only two absences per semester are allowed—students with more than two will be placed in home study.** Junior high parents will be called by the office on Wednesday evenings if a child's absence has not been reported.

ARRIVAL/DISMISSAL: Elementary students in Grades K-5 should enter and exit Door 2 of the school. Parents should drop off students in the south parking lot. Students are expected to be in class at 4:15 p.m. Doors are locked 15 minutes after class begins. Late students will be buzzed in at Door 1. Students are dismissed through Door 2. **Kindergarten and first grade children are picked up by their parents in the classroom.**

Students in Grades 6-8 will enter and exit the building through the main door of the church and school (Door 1). Parents are requested to instruct their child to meet them in either the north or south parking lot. For the safety of the students, there should be no pick-ups or parking in the circle in the front of the church. The circle will be blocked at dismissal time. **On arrival, students are expected to wait outside the classroom door until the catechist arrives.** Outside doors are locked 15 minutes after class begins. Late students will be buzzed in at the front door. Late students should check-in with the secretary at the RE office before going to their classroom.

EMERGENCY EARLY DISMISSAL: For security reasons, parents or guardians must notify the religious education director when an early dismissal is needed. Parents must go to the office (not the classroom) to pick up their child for early dismissal. The parent must sign the child out at the office at pick-up time. Parents must provide written permission for anyone else to pick up their child. **There are no early dismissals for repeated events such as sports, dance class, or other activities. Students who need a repeated early dismissal should sign up for home study.**

CANCELLATION OF CLASSES DUE TO WEATHER: Religious education classes will be canceled due only to adverse weather conditions. Parents will be notified by phone and email when this happens. News of the weather closing will also be listed on the Emergency Closing Center website at emergencyclosingcenter.com. **If the public school cancels classes because of snow conditions on a Wednesday, there will be no religious education classes.**

ACCESSIBILITY: Parents are asked to keep the faith formation director updated on any medical or health situation or learning issues that the catechists should know about their child. This will help us be more effective.

MEDICINE: No student is permitted to retain medications of any kind without the permission of the parent and the knowledge of the catechist and religious education office.

ELECTRONIC DEVICES & CELL PHONES: Use of electronic devices or cell phones (including texting) is not permitted in class. These items must be turned off and put on their desktop. If the student does not comply, these items will be collected, held by the classroom catechist, and returned to the parents only.

PHOTOGRAPHY: Pictures of all religious education events may be posted on the parish website, parish bulletin boards, Sunday bulletin, parish social media, or in local or diocesan newspapers. **Parents must notify us if they do not approve the use of their child's photo for the stated reasons.** When this is done, those students cannot be given any active part in an event that will be photographed.

CONDUCT/BEHAVIOR: Students are expected to show respect for each other, for the catechist, for themselves, and for the use of the St. Philip facility. Behavior requiring disciplinary action due to lack of respect for others may include the following:

- Bullying, being rude, vulgarity, inappropriate remarks, gestures or physical contact, forms of dishonesty;
- Disrespect to adults and/or students in word or action;
- Distracting, disruptive behavior during class time;
- Damaging school property or private property on the school premises (includes contents of student desks);
- Throwing things in or out of class (including snowballs or ice).

Consequences for disregard of the above can be the following:

- **First episode:** A verbal warning will be given by the catechist to correct the behavior.
- **Second episode:** The student will be sent to the Religious Education Office for individualized work until after class when the catechist will talk to the student. The student's parents will be called concerning the situation.
- **Third episode:** A meeting will be held with the director, the catechist, the parent/guardian, and the child to determine a solution to the situation.

In extreme circumstances because of repeated misbehavior, a student will be removed from the class and will be instructed at home by the parents.

HOME STUDY: Home study is provided for those families that cannot fit into the parish class schedules due to sports, other activities, or dismissal from class. Parents will be given materials to work at home with their child, including the use of the Internet. Tuition is the same for regular classes or home study. Parents can meet individually with a staff member for help with the process. Parents should make the appointment to have their child assessed by the RE director after completing one semester of study. There will be **Home Study Parent/Guardian Meetings on November 29, 2023 and April 3, 2024.** Home study is never allowed in sacramental years (Grades 2 & 8).

ENRICHMENT ACTIVITIES: Parents are encouraged to supervise their child's enrichment activities and review the chapter each week. Junior high parents will be given a review of their child's curriculum each semester. Parents should supervise the reading of the religion chapter each week. Family faith conversations are the perfect way to encourage children to grow in their faith. Parents are the primary influence on their children. All students are expected to bring their texts to class each week.

PARISH WEBSITE: www.st-phil.org is available for information on all aspects of St. Philip the Apostle Parish life. Check in the religious education section for all forms, current photos, calendars, and any other religious education information.

CATHOLIC PRAYER FOR CATHOLIC FAMILIES: Teach your child from the earliest years the basic Catholic prayers. Begin with the Sign of the Cross, the Our Father, and the Hail Mary. Then teach them how to say prayers of thanksgiving to God at meal time and at bedtime. As they grow older, add the Apostles Creed, the Act of Contrition, the Hail Holy Queen, and the Nicene Creed. Teach them the Mysteries of the Rosary which are the basic events in Jesus and his mother's life. Teach your child to talk to God when they are lonely, afraid, or worried about something. Let them know they are never alone; God is always with them. The basic Catholic prayers are found in the back of each student text. Repetition of these prayers is the best way to learn them. The catechist will review the basic Catholic prayers in class each year, but they must first be taught at home.

Attending Mass is part of your child's formation. We encourage you to attend Sunday Mass weekly. Weekend masses at 5:00 p.m. on Saturday and 8:00 & 10:00 a.m. on Sunday. For more information on liturgical ministries such as serving as an Altar Server, contact Deacon Phil Heitz at pheitz@st-phil.org. For more information on joining a choir, contact Bill Wilder at bwilder@st-phil.org.

CHILDREN'S LITURGY OF THE WORD (FOR CHILDREN 5 TO 9 YEARS OLD): On the second and fourth Sundays of the month at 10:00 a. m. Mass, we are offering an opportunity for children to hear God's message in a way they can participate, experience and grow closer to God. The Fall 2023– Spring 2024 dates are: October 8 and 22, November 12, December 10, January 14 and 28, February 11 and 25, March 10, April 14 and 28, and May 12.

2023-2024 Religious Education Schedule

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DATE	GRADE	EVENT / LOCATION	TIME
9/20/2023	K – 8	RE Family Orientation Night / Church & Gym	7:00 to 8:00 p.m.
9/27/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
10/4/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 1 for Parents & Students / Church	6:45 to 8:15 p.m.
10/11/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
10/18/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
10/25/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
11/1/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
		All Saints Mass (Parents Welcome) / Church	4:30 to 5:30 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
		All Saints Mass (Parents Welcome) / Church	7:00 to 8:00 p.m.
11/08/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 2 for Parents & Students / Gym	6:45 to 8:15 p.m.
11/15/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	2 nd Grade	First Reconciliation Parent Meeting / Church	4:30 to 5:30 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
11/22/2023	K – 8	No Classes – Happy Thanksgiving	
11/29/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
	HS	Home Study Parent Meeting	5:45 to 6:45 p.m.
12/02/2023	2 nd Grade	First Reconciliation / Church	9:00 to 10:00 a.m.
12/06/2023	K – 5	RE Classes & Concert Practice	4:15 to 5:45 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 3 for Parents & Students / Gym	6:45 to 8:15 p.m.
12/13/2023	K – 8	Christmas Celebration & Reception (Parents Welcome) / Church & Gym	5:00 to 7:00 p.m.

2023-2024 Religious Education Schedule

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DATE	GRADE	EVENT / LOCATION	TIME
1/10/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	Night of Reflection & Reconciliation (Parents Welcome) / Church	6:45 to 8:15 p.m.
1/17/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
1/24/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 4 for Sponsors & Students / Gym & Church	6:00 to 9:00 p.m.
1/27/2024	8 th Grade	Confirmation (Parents Welcome) / Church	11:00 a.m.
1/31/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
2/7/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	2 nd Grade	First Eucharist Parent Meeting / Church	4:30 to 5:30 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 5 for Parents & Students / Gym	6:45 to 8:15 p.m.
2/14/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
		Ash Wednesday Prayer Service (Parents Welcome) / Church	4:30 to 5:30 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
		Ash Wednesday Mass (Parents Welcome) / Church	7:00 to 8:00 p.m.
2/21/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	3 – 5	Reconciliation (Parents Welcome) / Church	4:30 to 5:30 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
	6 – 7	Reconciliation (Parents Welcome) / Church	7:00 to 8:00 p.m.
2/28/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	4 – 5	Stations of the Cross Practice	5:00 to 5:30 p.m.
	6 – 7	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 6 for Parents & Students / Gym	6:45 to 8:15 p.m.

2023-2024 Religious Education Schedule

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DATE	GRADE	EVENT / LOCATION	TIME
3/2/2024	2 nd Grade	First Eucharist Retreat for Parents & Students / Gym	9:00 to Noon
3/6/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
		Stations of the Cross (Parents Welcome)	5:00 to 5:30 p.m.
	6 – 8	RE Class	6:45 to 8:15 p.m.
	7 th Grade	Stations of the Cross Practice	7:30 to 8:00 p.m.
3/13/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
		Stations of the Cross (Parents Welcome)	7:45 to 8:15 p.m.
3/20/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
		St. Joseph Day Prayer Service (Parents Welcome) / Church	5:00 to 5:30 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
	8 th Grade	GIFT Night 7 for Parents & Students / Gym	6:45 to 8:15 p.m.
3/27/2024	K – 8	No Classes – Spring Break	
4/3/2023	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
	HS	Home Study Parent Meeting	5:45 to 6:45 p.m.
4/10/2024	K – 5	RE Classes	4:15 to 5:45 p.m.
	6 – 8	RE Classes	6:45 to 8:15 p.m.
4/20/2024	2 nd Grade	First Eucharist Practice / Church	9:00 to 10:30 a.m.
5/4/2024	2 nd Grade	First Eucharist Liturgy (Parents Welcome) / Church	11:00 to Noon

Religious Education Calendar for 2023/2024

(Shaded dates are classes; diagonals indicate no classes; yellow are additional sacramental dates)

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				5/4

EMERGENCY PLAN

SUMMARY

Our parish is committed to the safety of children. As part of this commitment, we have developed a Parish Religious Education Emergency Plan. Some highlights of the plan are listed below.

- Each family is asked to complete an emergency contact form. The contact information will be kept on file in the RE Office and a copy will be provided to your child's catechist.
- The Religious Education building will be locked once classes have begun. Adults and other RE personnel, may not remain in the hallways while classes are in session. A door monitor will be on duty at Door 1 at all times. Should your child arrive late for class, the door monitor will allow them into the building. If you escort your child into the building after classes have begun, you will be accompanied by a hall monitor. K-5 will dismiss at Door 2. Grades 6-8 will dismiss at Door 1.
- Evacuation drills will be conducted every year.
- Inclement Weather: If school is canceled or dismissed early due to weather, then Religious Education classes are also canceled for the day. If it is snowing at 1:00 p.m., or if a weather advisory is in effect at 1:00 p.m., then Religious Education classes are canceled for the day. Weather-related closures are announced on our parish website at st-phil.org and on the Emergency Closing Center website at emergencyclosingcenter.com.
- We have established a "lockdown" plan to be implemented in the case of a serious emergency. Should a lockdown become necessary or ordered by public authorities, classrooms will be secured and students will remain in the building until the emergency has passed. Should this occur, you are asked to stay away from the building so as not to impede the emergency response process. Please wait at the Marcus Theater parking lot. Students will be released to you once the situation has been resolved.

Please keep this information for future reference.

Should you have any questions, or if you would like further information, please call 630-543-1754 or email Carol Schubert at cschubert@st-phil.org.