



St. James Parish

Office of Faith Formation

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SUMMER FAITH ACADEMY GUIDELINES AND POLICIES

Philosophy

The philosophy of the St. James Parish Religious Education Program is to aid the parent(s)/guardian(s) of each student in preparing that child to become a mature and contributing member of the Christian community and society at large. The program will aid parents/guardians in their role as the primary educators of their child by providing opportunities for their child to increase his/her knowledge and experience of God, the Church, self, and society.

The program further assists the parents/guardians by cooperating with them in preparation for their child's reception of the Sacraments of Reconciliation, First Holy Communion, and Confirmation. Similarly, the program aids the parents/guardians in increasing their child's understanding of, appreciation for, and participation in the Church's celebration of these sacraments and in fulfilling the Church's mission of service to society.

The transmission of the Christian faith consists primarily in proclaiming Jesus Christ in order to lead others to faith in Him. In catechesis, "Christ, the Incarnate Word and Son of God, is taught—everything else is taught with reference to Him and it is Christ alone who teaches—anyone else teaches to the extent that he or she is Christ's spokesman, enabling Christ to teach with his or her lips. Every catechist should be able to apply to themselves the mysterious words of Jesus: 'My teaching is not mine, but His who sent me.'" (CCC 427)

These Guidelines have been developed to provide the family with information regarding the policies and procedures of St. James Religious Education Program.

If you have any questions, please contact the Office of Faith Formation.

ADMISSION REQUIREMENTS

- The family of each student in the Religious Education Program should be **registered members of St. James Parish.**
- **All new students at the time of their registration are required to provide a copy of the following:**
 - Baptismal Certificate.
 - Certificates of First Reconciliation and First Eucharist if these sacraments have been received at a parish other than St. James.

Any student presented for admission without sufficient documented catechetical history shall be evaluated and placed accordingly in a class.

TUITION

In order to defer the cost of books and materials used for instructional purposes a fee is assessed to each family.

- Tuition for the 2026 Summer Faith Academy is **\$225 per child** and must be **paid in full no later than June 1, 2026** in order to reserve your child's place in class.

PROGRAM STRUCTURE

- The Summer Faith Academy is a two-week intensive faith formation program
- All children enrolled in the program are to **meet their class in church by 8:15am** on all class days. (Pews will be reserved and clearly indicated)
- After Mass, children will move through the daily class schedule including art class, music, and scripture.
- **Children will be dismissed from the Saint James Cafeteria at 12:15pm**

ATTENDANCE and FAMILY COMMITMENT

According to diocesan guidelines, Family Catechesis is an integral component of the faith formation program. Each family enrolled in the Summer Academy commits to full participation in all aspects of the program. Please see the details below.

- Children are to **fully attend each scheduled day from 8:15am to 12:15pm**
- Attendance will be taken in the church.
- **Students who do not attend Mass will be considered absent**
- **Students will not be dismissed earlier than 12:15pm**
- **All families** whose children participate in the Summer Faith Academy **commit to attending 5 Family Catechetical Events listed in the calendar** associated with the program.
- Family Catechetical Events **DO NOT INCLUDE Sunday Mass attendance** as this is our obligation as faithful Catholics
- **Students/Families who do not meet attendance standards will not be prepared to advance to the next grade level.**

VISITORS

- All prospective visitors are required to contact the Office of Faith Formation to obtain permission prior to the visit.
- **AT NO TIME ARE PETS ALLOWED IN THE BUILDING.**
- Anyone who wishes to enter the school with a ***certified service animal*** is required to obtain written permission from the Office of Faith Formation prior to the visit.

DROP-OFF

- Please park your vehicle and walk your child/children into church
- Children will be seated with their class in designated pews in the church.
- Children are to enter through the main doors of the church.

DISMISSAL

- Parents are to come into the cafeteria to **sign out their children.**
- ALL DOORS TO THE SCHOOL WILL BE LOCKED AT ALL TIMES
- **Cafeteria doors will be opened at 12:00pm to allow parents to enter.**
- At dismissal, children will be brought to the cafeteria and seated at their assigned tables.

Pick-up by non-parent/guardian:

- **Carpooling:** If you plan to carpool with another family on a regular basis, please notify the Office of Faith Formation and **complete the Carpool form no later than June 1st.**

If someone other than the pre-designated person is to pick-up at dismissal.

- **Please submit a signed note** to the Office of Faith Formation **before the pick-up date**, naming the person who will pick-up
- **Alternate pickup personnel will be required to show photo ID.**
- **In case of an emergency change in pick-up person, please call Mrs. Fiorenza directly at 732-298-1804.**

Early dismissal is not permitted for the Summer Faith Academy.

PARKING

You may park in any numbered parking space in the St. James lot. Additional parking is available in the municipal lot behind the St. James lot.

SUPPLIES

- Each child will receive a religion textbook for his/her appropriate grade.
- There is a book replacement fee of \$17
- **Each child is required to bring his/her textbook to class, as well as a pen or pencil.**

CODE OF CONDUCT

Students are expected to behave appropriately before, during and after class.

- Respect and follow the directions of the Religious Education Program Staff and Catechists.
- Respect and speak to one another in an appropriate manner. **Bullying will not be tolerated.**
- **Respect the property of the classroom.**

- Walk in an orderly manner through halls and on stairs. **Running is strictly forbidden.**

ELECTRONIC DEVICES

- **The use of any electronic device during class is prohibited.**
- *We ask that parents/guardians make sure that these items are left at home.*
- If your child must carry a cell phone, **make sure it is turned off before entering the building.**
- **CATECHISTS WILL COLLECT ALL CELL PHONES AT THE BEGINNING OF CLASS AND RETURN THEM AT THE END OF CLASS.**

SNACKS

Parents may opt to send a light healthy snack with their child/children. Snacks may **include items that do not require refrigeration and water.**

Snacks that are not permitted:

- Yogurt
- Candy
- Fruit snacks
- Coffee or coffee drinks
- Juice
- Gatorade
- Any heated beverage