



Saint Thomas More Roman Catholic Parish

2101 Pottstown Pike

Pottstown, PA 19465

610-469-9304

www.StThomasMorePottstown.org

ST THOMAS MORE PREP HANDBOOK

Forming Intentional Disciples in Jesus Christ

“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ” (Catechesi Tradendae #5).

THIS HANDBOOK CONTAINS CERTAIN POLICIES AND PROCEDURES FOR ST. THOMAS MORE RELIGIOUS EDUCATION PROGRAM (HEREIN KNOWN AS THE PROGRAM). THE PROGRAM MAY CHANGE ANY OF ITS POLICIES AND PROCEDURES AS NEEDED AND APPLY THEM AS CIRCUMSTANCES DICTATE.

IN THE EVENT OF SUCH A CHANGE PARENTS WILL BE GIVEN PROMPT NOTIFICATION AND PROVIDED WITH AN ADDENDUM IF NECESSARY.

IF YOU HAVE QUESTIONS ABOUT A PARTICULAR POLICY OR PROCEDURE, PLEASE CONTACT THE COORDINATOR OF RELIGIOUS EDUCATION (CRE).

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK IN ORDER FOR THE STUDENT TO ATTEND THE PROGRAM.

Revised August 2026

UNIVERSAL STATEMENT OF CATHOLICITY

"Catechesis describes the essential ministry of the (Catholic) Church through which the teachings of Christ have been passed on to believers throughout the ages...Catechesis is an education in the faith of children, young people and adults which includes the teaching of Christian doctrine" of the Roman Catholic Church. (*National Directory for Catechesis*, no.1, United States Conference of Catholic Bishops)

Keeping in mind that all the baptized have a right to catechesis, every person, however limited, is capable of growth in holiness (*General Directory for Catechesis*, no. 189). Catechetical and sacramental programs are inclusive of parishioners with disabilities and may need to be adapted for some parishioners with disabilities.

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MISSION STATEMENT & PROGRAM PHILOSOPHY

The Parish Religious Education Program or PREP is aimed at assisting the parents of children with the formation of their child in the faith. PREP assists because the Church reminds us that ***“parents are the primary educators of their children in the faith”***. The program provides the children with the opportunity to learn their faith more intensively, to participate in the Sacramental Life of the Church and realize that belonging to Christ is more than a social event, but rather is that which defines the whole person no matter what they do in life.

Religious Education is a life-long journey. Since we only have a brief period of limited time with your children, we will need your support and affirmation of this life-giving message. As parents, your modeling of the faith and full participation at Mass is the best and most effective method to hand on the faith. Consider volunteering in a parish ministry.

Together, Proclaim, Celebrate, Teach, Serve the Mystery of Christ.

ABOUT THE PROGRAM

Classes will be in person on Sunday mornings from 9:10 to 10:10 am.

POLICIES AND PROCEDURES

• ARRIVAL PROCEDURE

PREP Classes begin promptly at 9:10 am on Sunday.

For the safety of our children and to reduce the liability for our Parish, please park in the designated parking spaces and escort children into the building. **Parents should walk their students into the school, The Rev. Hugh J. Dougherty CATECHESIS CENTER, foyer or PREP hallway located inside the PARISH CENTER/ PARISH OFFICE doors.**

Grades PreK-3, Parents must walk children to their class.

Grades 4-7, Parents may walk children to class, but not required.

*Should a parent wish to converse with their child's catechist,
please make arrangements to do so by appointment or
if time allows at dismissal. Do not disturb Mass. Thank you.*

- **ILLNESS PROCEDURE**

Per the Archdiocese of Philadelphia - Children or adults exhibiting symptoms of any contagious illness should not attend PREP. We will do our best to support the circumstances as they arise. Please email your catechist and the CRE with absence information. Please contact your catechist for make-up lessons/ assignments.

- **CUSTODY POLICY**

The Program will not become involved in adjudicating the rights of parents in relation to the custody of their children. Therefore, if a parent is separated, divorced, or unmarried, it is the responsibility of both biological parents to provide the program coordinator with the latest, most up-to-date Custodial Order or Custody Agreement. The Program will request these documents at the time of registration. If either Custodial Order or Custody Agreement changes during the course of the year, it remains the responsibility of both biological parents to provide the revised document to the program coordinator immediately. This is also true in the event that such an agreement is issued after the time of enrollment. In the absence of such documentation the program will and must assume that parents share legal custody.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program coordinator with an official and the latest copy of the court order.

If a court order prohibits releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program coordinator with an official copy of the court order or custody section of the divorce decree.

In situations with shared legal custody, the parish program expects the cooperation of both parents, especially in regard to sacramental preparation and celebrations.

- **DISMISSAL PROCEDURE**

PREP Classes end at 10:10 am on Sunday.

All parents are to meet their student(s) at their classrooms in The Rev. Hugh J. Dougherty CATECHESIS CENTER, foyer or PREP hallway located inside the PARISH CENTER/ PARISH OFFICE doors at dismissal. This set of doors has a bulletin board parents should check regularly for information updates. No child will be permitted to leave the School area unless accompanied by an adult.

Grades PreK-3, Parents must pick up children in their class.
Grades 4-7, Parents may pick up children in class, but not required.

*Should a parent wish to converse with their child's catechist,
please make arrangements to do so by appointment or
if time allows at dismissal. Do not disturb Mass. Thank you.*

Written permission for your child to be picked up by someone other than a parent must be provided to the CRE prior to class.

If there is someone who may NOT pick up your child, please notify the CRE in writing.

Should a parent be unable to escort their children in and out of the building due to illness, physical impairment, or another special situation, please discuss an alternative arrival and dismissal procedure with the CRE.

*We encourage parents to take their child(ren) to mass before or after PREP at the 8:00 am and 11:00 am services. Other mass times are listed on the website:
stthomasmorepottstown.org/mass-confession-rosary*

● ENROLLMENT

All forms must be filled out completely and a copy of the child's Birth Certificate and Baptismal Record must be provided before enrollment is processed. Registrations without Birth Certificates and Baptismal Records are incomplete. The Program is now using Parish Giving. You can create an account at www.parishgiving.org/login or ask the CRE for information. Once a family account is created, you do not create another account to add additional children. There is a link "+Add Student" on your page under STUDENTS.

Please assist us in updating our records by attaching your child(ren)'s Birth Certificate(s) and Baptismal Certificate(s) directly into the Parish Giving records. Uploaded records are required documentation for sacrament years.

If a child is transferring from another program, please provide a copy of the permanent record if available. If a child is transferring from another program, please provide a letter of completion, attendance, and good standing from their coordinator of religious education.

● PROGRAM FEES

Program fees are a necessary part of the Program and help ensure that the Program can provide students and their families with the most current and best catechetical resources for their formation needs.

The PREP Program fee of \$125 per student is due in full at the time of registration. Deferred payment plans are available upon request. Anyone who cannot

pay the fee in full at the time of registration or who has difficulty making payment due to hardship should contact the CRE or pastor.

PREP registration will take place in the spring. **A due date will be provided, and a \$25 late fee will be applied after that date.** Registrations may take place throughout the year for re-enrolling or catch up students after the due date. Late fees may apply.

In the event that a student voluntarily leaves the Program during the program year or is dismissed from the Program for any reason including, but not limited to poor attendance, a disciplinary incident, or the possession of drugs, drug paraphernalia, or a weapon on parish property, no refund of tuition or material fees will be made to the family.

If a student requires a book replacement, a \$40 fee will apply. Books are required for class. If a student is missing their book, the parents will be required to purchase a new book.

The "Sacrament Fees" – are not really fees but a way to cover expenses associated with sacramental preparation that are in addition to the PREP Program fee. This material fee covers incidentals associated with sacramental preparation, including, but not limited to, sacramental enrichment packets, retreat experiences, guest speakers, certificates, etc. All sacrament participants – PREP, Homeschool, Catholic School, etc. are required to pay this fee.

Sacrament fee for First Reconciliation and First Communion candidates - \$50.

Sacrament fee for Confirmation candidates - \$75. This includes a \$25 Robe Rental Fee that is returned after the Robe is returned. Please allow 60 days for Robe reimbursement processing.

- **CHILDREN WITH DISABILITIES**

St. Thomas More PREP accepts children of all abilities. We will work with the parents to build inclusive learning experiences for all children, to the extent that each individual child can participate. If your child has exceptional circumstances, requires modification of materials, or other needs, please speak to the CRE. Please provide a copy of your child's IEP if applicable.

If there is an occasion for a special celebration, which includes special foods or snacks, the event shall be held in the Parish Social Hall. A parent or guardian of a student with a food allergy must be present at such gatherings or provide a snack for his/her child(ren).

- **STUDENT ABSENCE/PARTICIPATION/ ATTENDANCE POLICY**

Regular and consistent attendance/participation in the PREP program is essential in helping students master knowledge of their faith. Attendance is one of several key factors considered when determining student eligibility for promotion.

Poor attendance/participation can negatively impact a student's ability to attain proficient mastery of their faith. The following policies have been adopted to ensure that students succeed in mastering knowledge of their faith and the core content for their grade level.

- Students who are excessively absent during the program year, and whose progress reports indicate that they have partial proficiency or need assistance to attain mastery may be required to complete additional study and/or take special assessments to ensure that they have successfully mastered the required material to be considered for promotion at the end of the program year.
- Students who exceed 8 absences may be dismissed from the program and required to reenroll in the following year's program and repeat their current grade.

The following addendum has been made to the Attendance Policy as of August 2026:

PREP Attendance Incentive Policy

Each student will be allowed 3 absences without question for any reason.

After 3 absences, each student will be allowed **five (5) Church Event Attendance Coupons** for the PREP year. Coupons must be printed by the parents at home.
Coupons will be available on the PREP webpage.
<https://stthomasmorepottstown.org/prep>

Students may redeem **one coupon to receive an “excused” absence** on their attendance record by following these guidelines:

- The student must attend a church-sponsored function or ministry event outside of regular class time.
- The coupon must be **completed and signed by the person leading or supervising the event.**
- The signed coupon must be turned in to the teacher at the next PREP class.
- Each coupon may only be used for **one absence.**
- Coupons may not be transferred or shared with another student.
- Once all five coupons have been used, no additional attendance-credit coupons will be issued, and your student will be marked absent for any further missed time.

This policy is intended to encourage students to participate in the life of the church while providing a limited opportunity to improve their attendance record through meaningful involvement.

● **SAFE ENVIRONMENT PROGRAM**

The Archdiocese of Philadelphia is committed to the on-going development of a Safe Environment Program, throughout the Archdiocese, in our parishes, schools and archdiocesan institutions. The Archdiocese will ensure that all archdiocesan personnel, including clergy, religious and laity, as well as volunteers who regularly encounter children, obtain appropriate background checks (PA State Police Criminal Record Check and PA Department Human Services Child Abuse History Clearance).

The PREP program is required to provide an annual training, KidTalk, to the students. A notice will be sent to the parents prior to the training. The notice is NOT a permission slip. The notice is an acknowledgment/ opt out form. After a review of the child abuse prevention lesson, parents/guardians may opt out their child(ren) from the teaching of this lesson. You must sign the acknowledgement/ opt out form for **each child** either indicating that you have taught the lesson or would like to have your child(ren) excused from this lesson. Please return the signed form to the catechist **on the date of the lesson**. The date of the lesson is provided in the yearly calendar.

Parents can find more information about each grade's lessons on the (Office for Child and Youth Protection) OCYP's website:

www.chilyouthprotection.org/index.php/protect-children/trainings/kidtalk-overview

- **SNOW EMERGENCIES & PROGRAM CANCELLATIONS**

The decision to cancel the program for any reason will be made by the church staff, pastor or CRE, by 8:45 AM Sunday morning. An email will be sent out by the CRE.

On Snow Days, Grades 1 through 7 will be required to log in to an online/ virtual learning program. Catechists may email students additional work/ assignments to be completed as homework.

Snow Day Virtual Learning Policy

On any snow day, class will be held online and attendance is mandatory for grades 1-7 unless otherwise excused.

Expectations for Students

1. **Attendance Required**
Students must log in to the online class platform at the scheduled class time.
2. **Camera On / Visible on Screen**
Students must remain **visible on screen** for the duration of the class unless the teacher gives permission otherwise.
3. **Name in Chat Box**
At the beginning of class, students must **type their full name and grade in the chat box** to confirm attendance. Students sharing a computer must all type their names and grades into the chat box.
4. **Participation**
Students are expected to participate in class activities, respond when called upon, and follow all classroom behavior expectations.
5. **Preparedness**
Students should have their device charged, internet connected, and all required materials ready before class begins.
6. **Appropriate Learning Environment**
Students should join class from a quiet, appropriate location and follow school rules for behavior, language, and dress.

Attendance Verification

Attendance will be based on:

- Joining class on time
- Being visible on screen
- Posting their full name and grade in the chat box
- Participating as directed by the teacher

Failure to Comply

Students who do not attend, are not visible on screen without permission, or do not submit their name in the chat may be marked absent or unexcused, according to school policy.

FORMATION & ACADEMIC LIFE

● ASSESSMENTS

Students need to exhibit proficient mastery of the required material for their grade level to be considered for promotion at the end of the year. Assessing student progress provides feedback to students, parents, and catechists alike, and allows corrective measures to be taken when indicated to help ensure that proficient mastery is attained.

The Program's goal is to help students not only come to know their faith and the teachings of Christ Jesus and his Church, but to also enable them to live their faith as a disciple of Christ Jesus. To help achieve this goal catechists will administer various formative assessments to students over the course of each semester. Formative assessments are used to monitor student learning to provide ongoing feedback to catechists and students to improve learning. Specifically, formative assessments help students identify their strengths and weaknesses so that they and catechists can target areas that need work. Formative assessments also enable catechists to take immediate steps to address areas of student struggle once identified. The assessment process allows the Program to provide objective feedback on and evaluation of the students' mastery of the material presented.

Assessments will be administered at the discretion of the catechists, and may be formal (such as a quiz or a chapter/unit review) or informal (such as a classroom debate, review games, class/group discussion, etc.) In the event of a formal assessment, catechists will provide a minimum of one week's advanced notice to students. All catechists are expected to administer a minimum of three assessments for each marking period. Modified assessments may be provided to those students with documented learning challenges.

As a tool, the assessment will provide feedback to students, parents, and catechists, on topics and concepts that require further review and study. Help will be provided to students when indicated and parental involvement may be required to ensure successful outcomes.

● PREP CALENDAR

The PREP Calendar will be provided as a separate document and posted on the bulletin board in the PREP Hall. Additional copies may be requested by email.

- **CLASS PARTICIPATION**

Students must come to class ready to participate in the planned activities. No lesson or activity will prove worthwhile if students do not participate in them. Participation also means that students come to class prepared for class. Students must ensure that they have the proper materials for class including, but not limited to, their textbook, bible, writing implement, and notebook. Additional supplies may be required and will be conveyed by catechists.

- **CURRICULUM**

The scope and sequence will direct learning objectives and the sequence that core concepts are presented to students. Therefore, it is important for parents to note that to meet the objectives outlined in the scope and sequence for a particular grade level, a catechist may not be teaching chapters sequentially.

- **DISCIPLINE**

The program should have NO TOLERANCE for behaviors that are contrary to Catholic faith and morals, or the Gospel, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, bullying, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment. Such behaviors violate the central teaching of our faith and should not be tolerated in any form from students or their family members.

Conduct by children or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the parish is ground for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a child against any member of the PREP community, the child, if suspended but not dismissed, may be required to have psychological clearance before returning to the program.

St. Thomas More reserves the right to determine the course of action depending on the particular circumstance of any given situation.

Bringing contraband to PREP is strictly prohibited and will be confiscated and returned to the parents only. It is unlawful for minors to be in possession of weapons, drugs,

alcohol, or tobacco. Depending on the contraband confiscated, the proper legal authorities could be notified. Items considered contraband include but are not limited to, weapons, drugs, alcohol, tobacco, toys, electronic entertainment, **cell phones if used in any way during class unless directed by the catechist**, etc.

It is the policy of St. Thomas More PREP to respect the privacy of participants. Unnecessary intrusions into persons and possessions are to be avoided. However, if a student is suspected of having weapons or drugs in her/his possession, the CRE will be notified immediately. The CRE will conduct a search with an adult staff member as witness. Refusal on the part of the student to cooperate will result in the parents/guardians being contacted and asked to assist in the search. Parental refusal will result in the student's immediate dismissal from the program.

● **HOMEWORK**

Homework is a necessary and required part of a student's participation in the Program. Parents should expect homework to be assigned on a weekly basis. Homework assignments will be used to reinforce the day's lessons and should be reviewed by parents for quality and completeness. Homework may consist of worksheets, completing assignments in the textbook, study and memorization, projects, web activities, or any other means deemed appropriate by the catechist to reinforce and review the material presented during class. Failure to complete homework assignments will warrant a conference with parents to remedy the situation.

Students are expected to read the assigned chapters in the textbook and complete the questions at the end of each chapter at home as homework. Textbooks should be brought to class each Sunday. During class, teachers will review students' answers with them, clarify key concepts, and provide supplementary materials and programming activities to reinforce and expand upon the material.

Should parents have any questions concerning homework assignments or need assistance, they may email the CRE.

● **PROMOTION**

Final decisions for promotion and retention are made at the end of the program year by the CRE.

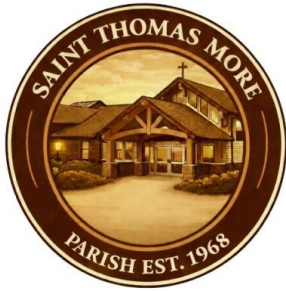
● **TEXTBOOKS**

The textbooks used in the Program are approved by the United States Conference of Catholic Bishops (USCCB). Every student will be assigned a textbook. This textbook is a necessary tool in helping the catechist achieve the required learning objectives. Therefore, students must bring their textbooks to class every week. Parents should exercise caution in making sure that the textbook is secured in a set place within the

home so it is not lost during the academic year. Lost textbooks will need to be replaced. Parents assume full responsibility for all costs associated with the replacement textbook including any taxes, shipping, and handling fees.

If a student requires a book replacement, a \$40 fee will apply.

CONTACT INFORMATION



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FREQUENTLY ASKED QUESTIONS

1. “Know By Heart”

Families should pray together in a variety of ways. Traditional prayers are one way that we hand on the faith. Families should work together to help children memorize them.

First Grade Prayers: • Make the Sign of the Cross • Glory Be • Our Father • Hail Mary Second Grade: (Add these Prayers to the previous grade) • Grace before Meals • Act of Contrition • Jesus Prayer • Ten Commandments Third Grade: (Add these Prayers to the previous grade) • Morning Offering • Apostles Creed • Rosary - Joyful Mysteries Fourth Grade: (Add these Prayers to the previous grade) • Morning Offering • Evening Offering • Hail Holy Queen • Stations of the Cross • Rosary - Luminous Mysteries	Fifth Grade: (Add these Prayers to the previous grade) • Nicene Creed • Prayer for the Souls of the Faithfully Departed • Act of Faith • Rosary - Sorrowful Mysteries Sixth Grade: (Add these Prayers to the previous grade) • The Angelus • The Beattitudes • Prayer Before the Crucifix • Act of Hope • Rosary - Glorious Mysteries Seventh Grade: (Add these Prayers to the previous grade) • The Memorare • Prayer to the Holy Spirit • Act of Love • Rosary - All Mysteries
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2. WHAT GRADES ARE OFFERED AT ST. THOMAS MORE PARISH?

Currently classes are offered for grades PreK through 7.

3. WHEN DO SESSIONS MEET?

All grades meet on Sunday mornings from 9:10 AM to 10:10 AM.

4. WILL PARTICIPATION IN PREP SESSION PREPARE MY CHILD FOR RECEPTION OF THE SACRAMENTS?

While participation in PREP is an essential element in the preparation for the celebration of 1st Communion, 1st Penance and Confirmation, it is only a part of the catechetical effort. Parents must lead their children in worshipping with the

community at Mass on Sundays and Holidays, lead children to pray regularly, learn to use the Bible and sacraments, develop a Catholic conscience, and serve others.

Parent meetings, workshops, and family sessions in addition to PREP classes may be planned to further assist in your preparation. Remember that the celebration of the sacraments takes place in the parish and includes all parish families and children. Not just those enrolled in PREP.

1st Communion, 1st Reconciliation are typically celebrated in the 2nd grade at St. Thomas More; however, they may be received in 3rd grade or 4th grade after 2 full years of catechesis have been completed. Confirmation is typically celebrated in 7th grade after 2 full years of catechesis have been completed.

Parents and/or older children who have not yet received their sacraments are invited to meet with the pastor to determine the best approach to Full Communion.

5. HOW CAN I BECOME A CATECHIST?

Pray and discern your call to the ministry of catechesis, participate fully in the liturgical life of the parish and discuss your interest with the pastor, CRE and/or active catechists. We will help you. Our Church is always in need of adults willing to grow in faith and the ability to share our faith. Look at the church website's volunteer page: stthomasmorepottstown.org/volunteers

6. CAN I HELP WITHOUT BEING A CATECHIST?

There are many ways to help:

- First, pray for those serving in this ministry, for the families of the children enrolled, and for our parish. May God lead us to be a church that can support, encourage, and nurture growth in both love and knowledge of Christ our Lord. Pray that He will continue to show us who and how to do the work of catechesis.
- Second, consider helping in one of the practical ways below:
 - Hall Monitor
 - Dismissal / Arrival Monitor
 - Classroom Aide
 - Liturgy of the Word for Children
 - Parish Humble Helpers
- *Remember that all adults who have regular contact with children need to comply with the Safe Environment Guidelines. Look at the church website's volunteer page: stthomasmorepottstown.org/volunteers*

Addendum to the Parent Handbook - August 2025

- **SACRAMENTS**

The sacraments of First Reconciliation and First Communion can be received in Grades 2-4. The sacrament of Confirmation is received in 7th Grade.

Two years of catechesis are required for all sacraments according to the Archdiocese of Philadelphia Guidelines. This means any student who is preparing to be a candidate for First Reconciliation and First Communion or Confirmation must attend 2 full years of catechesis.

There is a REQUIRED PARENT MEETING at the beginning of the year for parents seeking the sacraments of First Reconciliation and First Communion for their child. **ALL parents seeking the sacraments of First Reconciliation and First Communion for their child are required to attend this meeting. This means ALL parents of PREP students, catholic school students, etc.** The students are not required to attend, but they may attend the meeting. If you miss a meeting, it is your responsibility to contact the CRE and schedule a one on one meeting.

There is a REQUIRED PARENT MEETING at the beginning of the year for parents seeking the sacrament of Confirmation for their child. **ALL parents seeking the sacrament of Confirmation for their child are required to attend this meeting. This means ALL parents of PREP students, catholic school students, etc. Students who are potential candidates for Confirmation are required to attend the meeting as they take partial responsibility for themselves in receiving Confirmation.** If you miss a meeting, it is your responsibility to contact the CRE and schedule a one on one meeting. Candidates for Confirmation will receive a RED Folder at the beginning of the year. The RED Folder has information regarding Confirmation and paperwork that is due. Please pay attention to the due dates for Confirmation paperwork.

Our RED Folders are now online and accessible through the parish website at:
<https://stthomasmorepottstown.org/prep>

There is a REQUIRED SACRAMENT RETREAT for each grade receiving sacraments. Sacrament Retreats are scheduled according to staff and building availability. There may be a snow/ rain date for the Retreats depending on the season that they are scheduled.

Second Grade Retreats are attended by the student and one responsible adult. This adult may be a parent, godparent, grandparent, or other relative. If it is an adult other than a parent, you must communicate the adult's information to the CRE by written letter or email including Name, Relationship to student, and Contact Information.

Seventh Grade Retreats are attended by the student/ Confirmation candidate only. Confirmation candidates are to bring their RED Folders with their Robe Form and the shoes they intend to wear for Confirmation. At the Retreat, we will take a measurement for your Robe. The measurement is from the top of your head to the floor with your shoes on. Shoes must be appropriate - NO sneakers, NO sport shoes, No flip flops! Bring the shoes that you plan to wear for the Confirmation Mass to the Retreat.

If a student misses a Sacrament Retreat for any reason, there will be a required make-up class and work that must be returned to the CRE.

If a student has a relative who is a priest and wishes to concelebrate any Mass, they must contact the priest directly to obtain permission. Please note that an email to the Coordinator of Religious Education (CRE) stating that permission has been received from the Archdiocese does not constitute official permission.

The dress code for First Reconciliation:

- **All:** Church attire, dressing appropriately for mass. No jeans or sneakers please.

The dress code for First Communion:

- **Boys:** Suit, Dress Pants/Sport Coat, button down shirt. No sports shoes or flip flops. The parish provides white ties (at the retreat).
- **Girls:** White dresses, veil if desired. No sports shoes or flip flops. The girls are not to have anything in their hands during 1st Communion (no gloves, purse, etc) The parish provides a Rosary bracelet (at the retreat).

The dress code for Confirmation:

- **All:** Church attire, dressing appropriately for mass. No jeans or sneakers please. Red Robes are provided for the students. Shoes they were measured in at the Retreat should be worn.

Parent Acknowledgment Form - Print out, sign, and return to catechist.

Dear Parent/Guardian,

Please read and sign the form below to confirm that you have reviewed the **St. Thomas More PREP Handbook for the 2026-2027 school year**. The handbook contains important information about school policies, procedures, and expectations.

List Student Names and Grades:

By signing below, I acknowledge that:

- I have received and reviewed the St. Thomas More PREP Handbook for the 2026-2027 school year.
- I understand the policies, procedures, and expectations outlined in the handbook.
- I agree to support my student's compliance with these policies and procedures.

Parent/Guardian Signature: _____ **Date:** _____

Please return this signed form to your child's teacher or the school office by **October 1**.

If you have any questions, feel free to contact us at

PREP.StThomasMoreParish@gmail.com
610-469-9304

Thank you for your support!