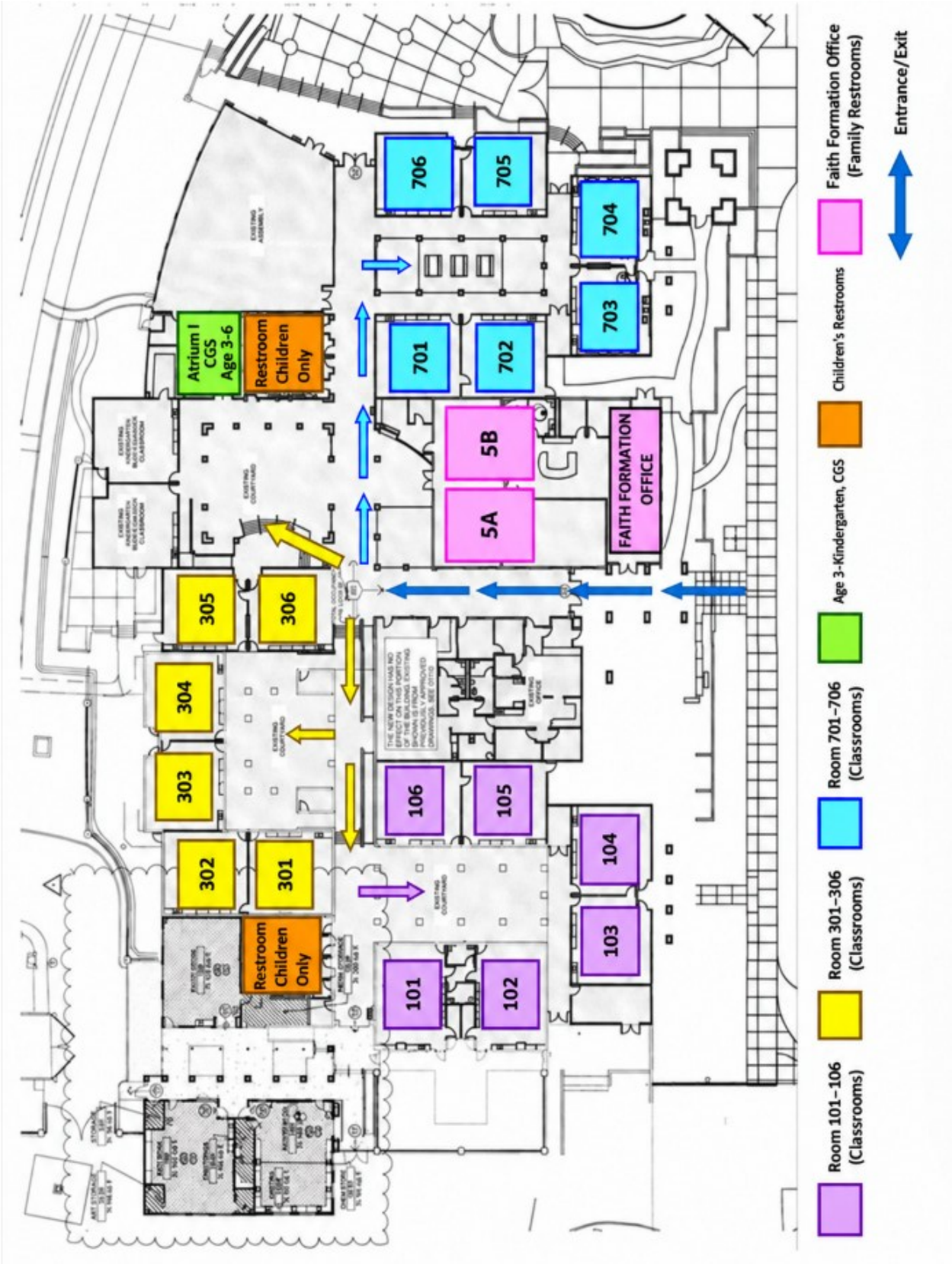
St Elizabeth Ann Seton
ROMAN CATHOLIC CHURCH
Journeying Together Joyfully

CHILDREN'S FAITH FORMATION

Family Handbook

Map of SEAS School Campus - Tuesday & Thursday Sessions



CHILDREN FAITH FORMATION OFFICE

Main Phone: 702 804 8306

Faithformation@seaslv.org

1807 Pueblo Vista Drive, Las Vegas, NV 89128
www.seaslv.org

Cynthia Carrillo
Pastoral Associate for Children's Faith Formation Ccarrillo@seaslv.org

Jessica Zwijac
Assistant to Children's Faith Formation Ministry Jzwijac@seaslv.org

Classes -

In-Person Classes held at the SEAS School Campus

Age 3 through 8 Grade Tuesday Or Thursday 5:30 – 7:00 p.m.

Youth Young Adult and Family Life

1809 Pueblo Vista Drive, Las Vegas, NV 89128
Fax: 702-363-4849
www.seaslv.org

Maureen Sisto 702 804-8321 MSisto@seaslv.org
Pastoral Associate for Youth, Young Adult, and Family Life

Adrienne Bautista 702 804-8313 abautista@seaslv.org
Assistant for Youth, Young Adult, and Family Life

Kathy Williams 702 804-8372 kwilliams@seaslv.org
Assistant for Youth, Young Adult, and Family Life

2026-2027 Calendar

en's Faith Formation Ministry
Hours
0-5*
l Fridays
until 7pm on session nights*
l for Lunch 1-2 pm
4-8306—faithformation@seaslv.org

2026-2027
FAITH FORMATION YEAR CALENDAR

Yellow Highlighted Dates --- Faith Formation Session in school classrooms

Red Highlighted Dates --- Session is liturgy in Church

AUGUST

M	T	W	TH	F	S
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31					

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Class dates and times are subject to change

Registration

Parish

Children's Faith Formation registration is not registration in the parish. It is important to be registered in the parish and to use your donation envelopes or sign in to your online giving account so that we have records of your activity in the parish. If you ever request a letter for Baptism, Marriage, Confirmation, a tax statement for donations, being a godparent or sponsor, or for many other reasons, we must check our records to confirm that you indeed attend here before we can make a statement to that effect. We also cannot sign affidavits stating that you are a member of the parish (even if you attend Mass here), if we have no records to that effect.
Parents and families in Children's Faith Formation are expected to fully and actively participate in the weekly Sunday liturgy at your home parish and contribute to the support of the Church.

Children's Faith Formation Procedures

Scheduled registration periods are announced at Mass and in the Parish bulletin.

To register for faith formation you must:

- complete a registration form for each child;
- provide a Birth certificate, and Baptismal and First Eucharist (if received) certificate for your child at the time of registration;
- pay or arrange for payment of tuition and fees.
- a letter of transfer must be provided if the child has completed the previous year in another parish.

Tuition

All tuition fees must be paid by the last day of Children's Faith Formation for the current year.

It is the practice of St. Elizabeth Ann Seton Parish that no child will be denied admission to any Faith Formation programs due to financial considerations. Please contact the Children's Faith Formation Offices.

Faith Formation for Children

The Faith Formation Programs for children at St. Elizabeth Ann Seton Parish are designed to nurture an ever-growing, life-long relationship with God. They offer support for ongoing growth in the child's life with God. The programs are designed for children in grades pre-K through high school. They feature innovative, age-appropriate faith learning and life application. Content is based on Scripture, Liturgy, the Sacraments, and Sacred Tradition. At the heart of the programs is liturgy and prayer. The programs encourage our children and youth to rely on their faith as they live in a world that does not always share gospel values.

Our programs stress that formation is a life-long process and that catechesis is the responsibility of the whole faith community. The whole community (parents and family, priests, and catechists) is called to pass on the faith through faith-sharing with the children and witness of daily life, as well as to participate, as fully as possible, in the Sunday liturgy.

Becoming Catholic - OCIC – Christian Initiation of Children who have Reached Catechetical Age (7 years old or older)

The Christian initiation of these children requires both a conversion that is personal and somewhat developed, in proportion to their age, and the assistance of the education they need. (*The Rite of Christian Initiation of Adults*, "The Christian Initiation of Children Who Have Reach Catechetical Age", p. 155)

- Becoming Catholic is a two year process for children who were not baptized as infants, who have attained the age of reason (7 years), are of catechetical age, and who will participate in the Order of Christian Initiation at the Easter Vigil.
- As Catholics, participating in Sunday Liturgy (Saturday at 4:00 PM or Sunday) is the source and summit of our faith. Attending Sunday Liturgy is part of the preparation process for all families.
- Parents or guardians are registered members of St. Elizabeth Ann Seton Parish.
- The child is registered in and regularly attends Faith Formation sessions at St. Elizabeth Ann Seton Parish.
- Parent and child will attend Sacrament Preparation Meetings periodically, and retreats, as part of the preparation process.
- Parents are required to attend all parent meetings.
- Children will celebrate the Sacraments of Initiation (Baptism, Confirmation and Holy Communion) at the Easter Vigil of their second year.
- Excessive absences will be determined and may affect the date of the reception of the sacraments.

First year participants will attend age-appropriate classes with children who are already baptized, and are preparing to celebrate First Holy Communion. The parent and the child are required to attend meetings with the OCIC director in their first and second year of preparation. The second year of formation emphasizes the child's relationship with God, and their families within the body of Christ, the Church. A sponsor accompanies the child on his/her journey. All sponsors must fulfill diocesan requirements.

During the two years, special sessions are held to help children, families, sponsors prepare for the celebration of the Sacraments of Initiation, and parents are required to attended mandatory parent sessions and retreats.

The celebration of the Sacraments of Initiation takes place during the Easter Vigil of the second year. The children then begin a period of reflection on the initiation process called mystagogy where they reflect on the sacraments celebrated and continue to grow in their faith.

Sacramental Preparation for First Reconciliation and First Holy Communion

The liturgical life of the church revolves around the sacraments, with the Eucharist at the center. Catechesis for the Eucharist recognizes it as the heart of Christian life for the whole Church, for the dioceses, and parishes, and for each individual Christian. (*National Directory for Catechesis*, pp. 113 and 124.)

The two year preparation program to celebrate First Holy Communion teaches children about the real presence of Christ in the Eucharist. All children preparing are **required** to follow the guidelines stated below-

- First Holy Communion preparation is a two-year process and the child is at least seven years of age at the time the sacrament of First Communion is celebrated.
- As Catholics, participating in Sunday Liturgy (Saturday at 4:00 PM or Sunday) is the source and summit of our faith. Attending Sunday Liturgy is part of the preparation process for all families.
- Parents are required to attend all Parent Meetings.
- Parent and child are required to attend retreats prior to the celebrations of Reconciliation and Eucharist, as required by the pastor.
- If the child has attended his/her First Year of Sacrament Preparation at a parish program or parochial school other than St. Elizabeth Ann Seton, a letter confirming the child's attendance and participation in classes must be presented at the time of registration.
- Parents or guardians are registered members of St. Elizabeth Ann Seton Parish or a Catholic Parish in the Las Vegas Diocese.
- The child is registered in and regularly attends Children's Faith Formation sessions at St. Elizabeth Ann Seton Parish.
- Children baptized in other faith traditions will make a Profession of Faith and then celebrate First Holy Communion.
- Excessive absences will be determined and may affect the date of the reception of the sacraments.
- Children in grade 8 entering the preparation process for Reconciliation and First Holy Communion will celebrate the sacraments in their 2nd yr of confirmation. The preparation process will span over 3 years.

Continuing Faith Formation

Children in 3rd grade and higher who are baptized, and have received First Holy Communion will continue their formation in age appropriate classes . It is the practice of our faith that formation is ongoing and is a life-long journey.

The children are eligible to serve as Altar Servers after they have celebrated First Holy Communion. Children will have the opportunity to celebrate Reconciliation during Advent and Lent.

As practicing Catholics, we are required to attend Sunday Liturgy weekly.

In order to enroll in SEAS Confirmation 1 program (9th grade), proof of attendance for 2 consecutive years (after receiving First Holy Communion) in Faith Formation (Catholic School or Parish) is required. If a child does not have 3 consecutive years of formation he/she will attend a Catholic Basics class in their first year of Confirmation in addition to the Sunday class.

The Catechesis of the Good Shepherd

The Catechesis of the Good Shepherd is a program for the faith formation of children. The primary goal is to deepen the child's existing relationship with God, to encourage the formation of a personal prayer life, and to participate in the liturgy. The Catechesis accomplishes this through the use of child-friendly materials, prayer, song, and listening to the Word of God with children. The children have time to work with the materials of their choosing.

The Catechesis of the Good Shepherd is a faith formation program based on the methods of Maria Montessori. Dr. Sofia Cavalletti and her co-worker, Gianna Gobbi, have worked for more than 45 years to develop the Catechesis of the Good Shepherd program through observing and working with children from ages 3-12.The Catechesis uses Montessori's models of child development, taking into account their developing spiritual and cognitive capacities. The program then matches Bible and Liturgy to the known needs and capacities of children, presenting these materials in a developmentally appropriate manner.

It is the joyful, peaceful response of the children themselves that has inspired and determined the ultimate content of this unique program.

Children are most sensitive to a relationship with God between the ages of 3-6. For this reason we provide age appropriate formation for young children.

There are three levels of Catechesis of the Good Shepherd:
Level I atrium for children ages 3– kindergarten.
Level II atrium for children ages 6-9 (Grade 1-3)
Level III atrium for children ages 6-12 (Grade 4-6)

Special Note to CGS Parents (with young children age 3-5 years)

In order to determine if your child is ready to join the other children in the Atrium (room) the following questions will assist you.

- Can/Does your child follow simple directions?
- Can/Does your child communicate in simple sentences?
- Can/Does your child transition from one activity to another with ease?
- Can/Does your child interact with other children?
- Does your child separate from you easily?
- Is your child completely potty trained?
- Is your child able to care for their bathroom needs without assistance?

We realize that children are unique and develop at their own pace. If your child has not acclimated to the Atrium by October 31, we would encourage that he/she return to the Atrium the following year. This is in the best interest of your child and the other children in the Atrium. Your tuition fee will be adjusted accordingly. Withdrawals after October 31 are not subject to tuition adjustments.

National Association for Catechesis of the Good Shepherd www.cgsusa.org

Parking Policies

In an effort to improve the safety of children, parents, and catechists during session, we are asking everyone to adhere to the following guidelines-

- **All families will park in a designated area only.**
- No drop-off or pick-up is permitted at any time; all children must be walked into class and signed in and out by a parent/guardian.
- Vehicles are to proceed slowly into the parking areas, as children will be walking to and from sessions.
- Do not park immediately in front of the school building. For the safety of the children, cones and barriers block this area from any vehicles entering. **Do not drive through or around the cones or barriers.**
- Handicap parking is available.

Arrival and Departure

Parents must monitor your child(ren)

- NO RUNNING on property
- NO CLIMBING on walls or railings
- STAY on the sidewalks when walking to/from session.

In the interest of your child's safety and to ensure proper supervision, children should arrive no earlier than 5:15; 15 minutes before the scheduled class time.

- **The doors will open at 5:20.** Parents will walk the children to their classroom and check in child with the catechist at the classroom door.
- Under no circumstances may you "drop off" your children curbside and allow them to walk into class unsupervised. In such cases, a phone call will be placed to you to either pick up your children, or return to escort them to class.
- **Session begins at 5:30 LATE ENTRY through CFF office only.**
- All gates to the school campus will remain closed throughout the duration of the session.
- Parents will line up outside classrooms to drop-of/pick up child one at a time at the classroom door. Parents will not enter the classroom
- **Session ends at 7:00 for dismissal of class.** Parents will meet the children at their classroom and Check out the child/ren after session each week.
- Parents are invited to visit the church if they wish to stay on premises until their child's class is dismissed.
- Parent provides the child's name to catechist, catechist to call the child for dismissal
- If you are delayed, the child will remain in the Children's Faith Formation Office until you arrive.

*Please note that any sibling(s) you send to either drop off or pick up your children must be at least 18 years of age.

***Children are responsible to bring all assigned/provided books and supplies to session each week.**

Tardiness

Participation in the session is very important. Each child needs to be in session on time. Late arrival disrupts the session in progress. Please do all you can to insure your child's prompt arrival. In the event the child is late, bring him/her to the Children's Faith Formation Office where the attendance will be marked. A child arriving 15 minutes after session begins will be marked tardy. **Children in Sacrament Preparation Year 1 and 2 are not permitted early dismissal.** Consideration will be given to special circumstances. **No early dismissal for sports or other extracurricular activities.**

Supply List for Children (Grade 1-8)

Each child in Grade 1-8 is required to bring the following personal items from home:

Book bag with,
- Pencil
- Pen
- Eraser
- Color pencils
- Washable markers
- Scissors
- Glue Stick

Textbook and calendars/syllabus will be given to student on first day of session
Bibles: New students in Grade 1-8 will receive a bible in class
Returning Students please bring your bible to class which you received in your first year

*** (if a family is unable to provide the above, please contact the CFF office and we will provide items)

AGE 3-KINDERGARTEN—Supplies are not required as they are provided in the classroom

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Attendance and Illnesses

Children attend their session once a week. Children enrolled in the age-appropriate Children's Faith Formation and Sacramental Preparation programs at St. Elizabeth Ann Seton Parish are expected to attend *all* sessions. Parents/guardians should communicate with the Children's Faith Formation Office concerning absences. Absence are limited to 5, excessive absences will be reviewed.

An absence is marked at any time when the child is not in class. We welcome advance notice if a child will be absent; however there is no distinction between an absence and an excuse. Excessive absences will be determined and may affect the date of the reception of the sacraments.

Please keep children who are sick at home until they recover. In the event of an illness or absence, parents are asked to follow the lesson plan and review the missed chapter at home with the child.
If a child should become ill during session, he/she will be brought to the office and the parent will be called immediately.

Please have your child stay home if a member of the family is ill.

Medication

No volunteer personnel may administer ANY medication to any child. Medication may only be dispensed to a child by parent on premises. Church is not responsible for any medical situations that we have not been notified at time of registration or when the situation arise.

Behavior

We are all called into relationship as human beings with God, self, other's and all of creation. To help foster this in all our activities, we expect mutual respect from both catechists and children. A child's behavior must not interfere with any activity in class or on Church premises. Everyone is expected to behave in a Christian manner, caring for and respecting one another.

Children who show disrespect in class, to the catechist, or to one another will be corrected by the catechist or a member of the Children's Faith Formation staff. A meeting with parents may be requested to resolve a problem. Inappropriate behavior includes but is not limited to:

- disrespect to others
- disruptive actions or words
- intentionally injuring another person with physical or verbal abuse
- defacing or destroying Church or another's property
- bringing inappropriate items to class (including anti-Christian, dangerous, or offensive items or clothing)
- No running or climbing on property
- No gum, food, or drinks are allowed in the classroom.
- Children are not permitted under any circumstances to use any school supplies found in the desks
- Whiteboard is for the use of the Catechist only; children are permitted to use it during session if and when the Catechist calls for it. No child is permitted to "doodle" on the white board before, during or after session.
- **No cell phones or air pods can be used during session time. In the event the child brings his/her electronic devices to session they must remain in the book bag. If the Catechist deems the cell phone is a distraction, he/she will hold onto the child's device and return it to the parent upon pick up.**
- **We will call the parent for advice and assistance in the event we are unable to maintain appropriate and expected discipline.**

At any time, families may request a meeting with Fr. Jim through the parish office.
Our commitment is to help guide each child in his or her journey with the Lord. It is a commitment in love and patience.

Dress Code

Children are expected to dress modestly and comfortably to class. Parents will be called to pick up their child in the event an outfit is deemed inappropriate. The parent will be called and the child will be sent home. Since all modes of dress can't be addressed, the following are guidelines:

- Shorts and skirts should be at least knee length
- No midriff shirts or blouses
- No spaghetti strap or low front shirts or blouses
- No shirts with inappropriate words or drawings (front or back)
- No slippers, pajama bottoms, etc.
- No pants or shirts with obvious holes or rips

Classroom Celebrations

Liturgical seasons will be observed in classroom celebrations.

Food or drink is not permitted in the classroom at any time. This applies to adults and children alike.

Classroom Visitors

No friends or siblings of children are allowed in the classroom. We encourage parents and Godparents to observe the formation of their child. Parents wishing to observe their child must have prior permission from the Children's Faith Formation Office and thereafter the catechist will be informed regarding the visit. This gives the catechist and the children time to prepare for the classroom guest.

Lost and Found

- If a child is missing anything, please inquire with your child's catechist, and inform the Children's Faith Formation office.
- Please write your child's name on all books, classroom supplies, jackets and sweaters.
- Replacement books are available in the office for purchase.

Communication

The primary means of communication from the Children's Faith Formation Office to families is the **through e-mail to the parent and on the parish website.** On occasion, special notifications may be sent home with the child. You may contact the Children's Faith Formation Office with any questions regarding Sacrament Preparation, Continuing Formation, Tuition, and or Catechists/Assistants.

If you wish to speak with your child's catechist, please do so either before or after class. You may make an appointment through the Children's Faith Formation Office to meet with the Children's Faith Formation staff. You may make an appointment with Fr. Jim directly through the parish office.

Parents MUST complete a Health Form for each child before sessions begin. The information assist us to better serve the child and the family. Please notify the Parish and Children's Faith Formation office of any change of address, telephone numbers, or email.

Parents are asked to provide **emergency contact** numbers in the event we are unable to reach you while your child is in session at SEAS. Parents are responsible to keep this information updated along with home address, phone numbers and especially email addresses, as our main mode of communication is email.
Information regarding our program and updates will be included in the weekly parish bulletin and the website. **www.seaslv.org**

Custodial Rights

St. Elizabeth Ann Seton Parish (SEAS) abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, we will provide the non-custodial parent with unofficial copies of records. If there is a court order specifying that no information is to be given to the non-custodial parent, it is the responsibility of the custodial parent or guardian to provide the appropriate Children's Faith Formation Office with an official copy of the court order. (A copy will also be given to the Parish Office)
We respectfully request that all parents/guardians provide a copy of the court-certified copy of the custody section in a divorce decree which applies to the child(ren) being registered for the SEAS Faith Formation Program. This information will help us to determine when, if ever, a child can be released to a non-custodial parent.

Records

Records for each child are kept in the Children's Faith Formation Office.

A copy of the Birth certificate and Baptismal certificate is requested at the time of registration. It is necessary to have this certificate on file stating where and when the child was baptized. Whenever the child celebrates other sacraments in our parish, St. Elizabeth Ann Seton Church notifies the parish of baptism.

If a family moves or transfers to another parish, copies of the child's records can be sent to the new parish upon request. Requests should include the complete address of the parish to which these documents are to be sent.

Media Release

There are many opportunities and occasions before, during, and after the faith formation year to photograph and videotape images of our children as they participate in the life of the church. St. Elizabeth Ann Seton Parish reserves the right to use such images in parish publications including, newsletters, weekly bulletins, website, email and all outreach correspondence. All images captured of our children and their families are for the sole purpose of evangelizing and sharing the growth and life of the church. Parents must submit to the Children's Faith Formation Office, in writing, any objections to the use of their children's images for parish purposes.

Right to Amend

The Children's Faith Formation Office reserves the right to unilaterally change the policies contained in this handbook at any time, to cancel any policy, or to decline to apply a particular policy in a given situation, if, in its discretion, to do so would serve the interests of the children, families enrolled in this program, St. Elizabeth Ann Seton Parish, or the Diocese of Las Vegas. Parents and catechists will be given prompt notification of changes.

Crisis Plan

All catechists and assistants over the age of 18 are required to be fingerprinted and attend online safe environment training through CMGConnect.org

As part of the Children's Faith Formation curriculum, all children in Kindergarten through grade 12 are required to participate in the "Protecting God's Children" program that is presented during the school year.

Advocacy is available through the diocese for any individual who has been sexually and/or physically abused. The 24-hour hotline number is: 702-235-7723.

All catechists and assistants are familiar with all building exits, in the case of fire or other emergency. The Children's Faith Formation Office will contact parents/guardians in the event of an emergency.

Diocesan Requirements

All employees, ministers, and volunteers in the Diocese of Las Vegas are required to be fingerprinted and background checks before entering a classroom. All must attend a Safe Environment Training online through CMG Connect **https:/cmgconnect.org/**

Catechists/Aids

All our Catechists and Aids are volunteers and do not receive any monetary reimbursement for their time and talent. All Catechists and Assistants commit to volunteering for one school year. There are monthly Catechist Meetings that are required for all catechizing our children. The catechists also attend ongoing formation, Parish Missions and Diocesan and National Conferences.

Anyone interested in volunteering as a Catechist/Assistant or Hall Monitor please contact the Children's Faith Formation Office at 702 804 8306