



St. Thomas More Oratory

Catholic Campus Ministry at the University of Delaware

September 13, 2020

Dear Families,

Welcome back! This year, we will begin our Religious Education program in a hybrid format. Students will attend Religious Education classes in person every other class. On the weeks they do not attend in person, they will attend virtually via Zoom and other assignments. We have included the schedule for classes. We will determine which classes are in person after we receive registrations. This will help us manage our class sizes and maintain social distancing.

As we prepare to host students in person, we have taken several precautions for the safety of our students and catechists. Below you will find information about virtual learning and a detailed list of our safety plan for in-person classes.

In-Person Safety Plan

Arrival and Dismissal of Students

Arrival: Students will arrive through the front door 8:15 a.m. As always, we ask that you walk them to the door from your car to be certain adults are present in the building. Please keep social distancing guidelines in mind as you walk up to the building. Students will be met at the door and parents will not be allowed inside during class time. Students will go directly to their class location.

Dismissal: Class will end promptly at **9:15 a.m.** Please let your child know if your family will be staying for 9:30 Mass. You may also e-mail James and Maureen if you wish. Students of families attending Mass will be seated at 9:15 and you will join them when you arrive. For families not attending 9:30 Mass, those students will remain downstairs in the Social Hall. Dismissal of those students will occur at the back door to minimize traffic. No parents will come to the social hall to retrieve students as we have done in the past.

Materials

We will not share materials this year. A pencil case may be helpful for our young students. Please have your child bring the following to each class:

K-4: Pencils, Pencil Sharpener, Markers, Crayons, Scissors, Glue Stick, Eraser
5-8: Pencil or Pen



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Cleaning and Disinfecting

Every three months, the Oratory has contracted a company to apply an anti-microbial protectant throughout the building. This lasts for three months. All hard surfaces are wiped down regularly – between liturgies and classes. This includes the tables and chairs in the social hall.

Social Distancing, Masks, and Sanitizing

All students and catechists will be required to wear masks and keep them on while in the building. We have some additional disposable masks for students who forget or do not have a mask. Classes will be spread out throughout the building. Within classes, students will be kept 6 feet apart from their classmates and teachers. We will arrange tables in order to keep all students facing forward. As students enter the building, they will use the provided hand sanitizer before heading to class. We will have bottles of hand sanitizer at each table. Students are also welcome to bring their own sanitizer. Students are not allowed to bring food or drink into the building. They may bring a water bottle if desired. The water fountain will remain closed.

Use of Bathrooms

Bathrooms will be open during class. We strongly encourage students to use the bathroom before coming to the Oratory. If a student needs to use the bathroom during class, only two students will be allowed in at a time. All bathrooms will be cleaned regularly before Religious Education classes. Bathrooms will be closed during Mass.

Circumstances for Staying Home

Families are required to take their child's temperature prior to class. All catechists will have their temperature taken as well. A person **may not** attend class if their temperature is over 100.4 degrees. They also may not attend if they are experiencing symptoms of chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Isolation and Positive Covid-19 Cases

Isolation: If a student becomes ill during class, they will be isolated in Kim's office until they are picked up. Students must be picked up within **30** minutes of being notified.



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Positive Cases: In the event a student or catechist tests positive for Covid-19, they should immediately contact James. James will maintain confidentiality of the student or catechist, while informing the Pastor and Diocesan Office for Religious Education.

Virtual Learning and Home School Instruction

Virtual Learning

Every other class, students will be learning at home via virtual classes. Class online will also begin at 8:15 a.m. Virtual classes will end at 9:00 to allow families to travel to Mass. It will be a mix of Zoom classes and other assignments. More information will be communicated as we get closer to the start of classes. Prior to the start of class, we will host a meeting for parents to review our new curriculum and home expectations.

Students are expected to be respectful of their teachers, be prepared for class, and participate appropriately in class. This includes eating breakfast before the start of class, muting the microphone when asked, and keeping their camera on.

In accordance with For the Sake of God's Children guidelines, each online class session will be taught by two college students. Similar to our in-person classes, these college students will have a cleared background check. Sessions will be recorded for the Oratory's records.

In addition to the yearly registration form and diocesan release, each Religious Education student will also sign the Student Acceptable Use of Technology Permission and Signature Page before the start of classes.

Home School

We know that some families are not comfortable with coming into the building for in-person instruction. We encourage you to still register for Religious Education this year. Students doing home learning should join their classmates for the virtual classes. On weeks where their class meets in person, families are expected to cover this missed material at home and complete online assignments.

Time Commitment

Family Responsibilities

- Families should attend Mass in-person or virtually each Sunday. Attending Sunday Mass is an integral part of your child's faith formation and is expected.



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- Set time aside for family prayer.
- Bring your children to Religious Education classes each week and on time.
Classes start promptly at 8:15 a.m.
- Continuity of instruction is important; therefore, attendance and punctuality are expected. If students are ill, they should complete any missed class within 2 weeks of the absence.
- Parents are to notify James in advance if they are going to miss an in-person or virtual class.

Student Responsibilities

- Be in class and be on time
- Show respect for classmates and teachers
- Be attentive during online classes
- Complete assignments each week
- Attend Mass in-person or virtually with your family
- Maintain safety guidelines (stay 6 feet apart, wash hands regularly, wear a mask)

We appreciate your patience as we navigate this space together. We are looking forward to a great year in Religious Education. If you have questions, please feel free to contact us.

God Bless,

James Werber

Contact Information:

James Werber
Cell: (302) 379-1174
Oratory: (302) 368-4728
E-mail: JWerber@udcatholic.org

Useful websites:

www.cdow.org
<http://www.udcatholic.org>

Maureen McDonald
Cell: (845) 216-4563
E-mail: MMcDonald@udcatholic.org



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Religious Education Schedule 2020-21

September 27th
October 4th
October 11th
October 18th
October 25th
November 1st
November 8th
November 15th
December 6th
January 10th
January 17th
January 24th
January 31st
February 7th
February 14th
February 21st
February 28th
March 14th
April 11th
April 25th
May 9th
May 16th

All Classes begin promptly @ 8:15 AM.

If you have any questions, please e-mail or call James Werber.
JWerber@udcatholic.org & 302-379-1174

Religious Education Registration Form

Due to the unique structure of classes this year, we need families to register ASAP. Please fill out this registration form return it (along with Form A) to the Oratory office via e-mail, or mail. You may also drop off your registration form in mailbox outside the front door. We are requesting a \$60 per student donation to help cover the program costs. **If this is your child's first year in the Religious Education program, please provide a copy of their Baptismal Certificate.**

Student 1: _____ Grade: _____

Baptism Date: _____ Church & Address: _____

First Eucharist Date: _____ Church & Address: _____

Student 2: _____ Grade: _____

Baptism Date: _____ Church & Address: _____

First Eucharist Date: _____ Church & Address: _____

Student 3: _____ Grade: _____

Baptism Date: _____ Church & Address: _____

First Eucharist Date: _____ Church & Address: _____

Student 4: _____ Grade: _____

Baptism Date: _____ Church & Address: _____

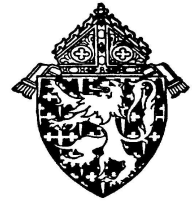
First Eucharist Date: _____ Church & Address: _____

Please tell us any information about your child(ren) that would be helpful for their teacher. This may include interests or any academic accommodations needed. Attach another sheet if necessary.

Office Use Only:
Payment Received _____

Check Online Payment

FORM A: ANNUAL CONSENT AND RELEASE



DIOCESE OF WILMINGTON PARISH/INSTITUTION ANNUAL PARENTAL CONSENT AND RELEASE FORM

PARISH/SCHOOL _____

Personal Information

Full Name of Child			
Address			
City	State	Zip	
Home Phone	Date of Birth ____/____/____	Age	
Family E-Mail			
Participant Email	Participant Cell Phone		

Providing participant email and cell phone grants permission for electronic communication from group leader to this young person in regards to all group activities, in accord with diocesan guidelines.

Medical Information

Family Doctor	Phone
Family Dentist	Phone
Insurance Provider	Policy# Acct./ID#

- * Yes No Has the young person ever been seen by a heart specialist for a heart condition?
- * Yes No Has the young person had a broken bone in the past six (6) months?
- * Yes No Has the young person had surgery in the past six (6) months?
- * Yes No Is the young person currently taking prescribed medication(s) that could inhibit strenuous physical activity?
- * Yes No Is the young person allergic to bee stings?*
- * Yes No Does the young person have asthma?*
- * Yes No Are there any serious medical conditions of which the Youth Minister, Director/Coordinator of Religious Education, Principal/School Nurse should be aware?*

**If you answered 'yes' to any of the above, it is the responsibility of the parent/guardian to check with parish/school representatives to ensure those items identified with an * above will not endanger the young person.*

***CYM requires that athletes be able to self-administer the epi-pen and/or inhaler without assistance.*

Current Prescription Medications	
Please list all allergies related to medicine, food, latex, etc.	

*If your child has a life-threatening allergy, you **must** discuss said allergy with the group leader.*

If necessary, the group leader is permitted to administer the following medications (or generic equivalent) to my child:

- Advil Tylenol Motrin Aleve Halls (cough drops) Imodium Calamine Lotion
 Claritin/Zyrtec Benadryl Robitussin (cough syrup) Triple Antibiotic Ointment Other _____

Parent/Guardian Information (Mother)

Full Name of Mother/Stepmother			
Home Phone	Cell Phone		
Place of Employment			
Work Phone			

Parent/Guardian Information (Father)

Full Name of Father/Stepfather			
Home Phone	Cell Phone		
Place of Employment			
Work Phone			

School	Teacher	Grade	Homeroom
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In Case of Emergency

The following procedures are in place if your child becomes sick or injured, or needs to be sent home for disciplinary reasons. Calls will be made to the following numbers, in the following order.

1. Home
2. Cell phones of Mother/Father/Guardian
3. Place of Employment for Mother/Father/Guardian
4. Ambulance for transportation of child to medical facility (in case of injury). In case of a major injury that requires immediate medical attention, an ambulance may be called first.

Staff will continue to call the parents or guardians until one is reached. Please note: information on this form will be shared with emergency medical staff.

Personal Electronic Technology Devices (PTD)

All extraneous personally owned technology devices (PTD), including, but not limited to, cellular phones, BlackBerrys, pagers, beepers, gaming devices, headsets, and other communication devices are for use only during an actual lock down or emergency. Other devices, including, but not limited to, tablet PCs, mobile presenters, wireless tablets, digital audio and video recorders, Palms, Sidekicks, iPods, Kindles, iPads, MP3 players, texting calculators, camera video phones, digital cameras or laptops are to be used only when permission has been granted by an institutional or organizational employee with the authority to grant such permission. Devices capable of capturing, transmitting, or storing images or recordings may never be accessed, turned on or operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy. To protect the safety and well-being of students, staff and other community member's personal property and to avoid disruptions to the learning environment; group leaders, teachers, or school personnel reserve the right to confiscate or collect any PTD. A designated group leader or official as part of any investigation of policy violation or other suspected inappropriate, immoral and/or illegal use may review the content of any PTD device. If an illegal act is discovered, local law enforcement officials will be contacted. The Catholic Diocese of Wilmington and its parishes and organizations are not responsible for any harm to PTDs, including by not limited to the loss, theft, damage, or destruction of PTDs or any contents therein.

Permission and Hold Harmless

I hereby give my consent for the above named individual to participate in the above named parish/school youth activity(ies) during the current program year. **I authorize** responsible personnel to obtain proper medical treatments should it become necessary. Excluding intentional, deliberately-inflicted and illegally caused injuries, **I further agree**, in consideration of the above named parish's sponsorship of beneficial youth programs, to release the above named parish, the Catholic Diocese of Wilmington, and all of their employees, directors, administrators, youth ministers and volunteers from all legal liability for accidental injuries suffered by my child as a result of participation in athletic activities, or travel to and from any officially sanctioned event.

If I cannot be reached and the parish/school authorities have followed the procedures described, **I agree to assume all expenses** for transporting and medically treating this student. I also hereby consent to any treatment, surgery, diagnostic procedures which may be carried out based on the medical judgment of attending physician.

I understand that the Diocese of Wilmington and its staff are committed to providing fun, safe, educational experiences and that diocesan events are conducted in smoke-, alcohol-, and drug-free environments. In light of this, and to help ensure the safety of all concerned, I understand that if my child is in possession of drugs, alcohol, or tobacco products, engages in illegal, immoral, or offensive behaviors, or refuses to follow the directions given by event staff or volunteers while participating in this activity, I will be contacted immediately to pick up my child.

I understand that promotional pictures (individual and group) may be taken during officially sanctioned events. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the event. I understand, however, that the above named parish/institution has no control over the use of photograph or film taken by media or private vendors that may be covering events.

I affirm that the information above is true and correct and may be shared with school personnel on a "need to know" basis.

Signature of Parent/Guardian: _____

Relationship to Participant: _____ **Date:** _____

June 24, 2020

Diocese of Wilmington Religious Education Office Student Acceptable Use of Technology Agreement

These policies address the appropriate use of technology while participating in parish religious education sessions either in-person or virtually.

- ❖ Students are expected to act responsibly and thoughtfully while using technology for any parish religious education session.
- ❖ The use of parish-owned technology, including its internet connection, is limited to educational purposes.
- ❖ Connection to the wireless internet by the student is prohibited unless otherwise directed or instructed.
- ❖ The use of a personal technology device on campus (laptop, phone, iPad) is prohibited unless under the directive of the adult catechist leading the session. Off campus personal devices may be utilized to log into a virtual session. Catechists and parish personnel reserve the right to confiscate, collect, and inspect any personal device in use during a religious education class on campus or on parish property.
- ❖ Students may never use devices capable of capturing, transmitting, or storing images or recordings to record others without permission of the supervising adult and the person being recorded. Recording devices may never be accessed, turned on, or operated in restrooms, or any other area where there is an expectation of privacy on campus.
- ❖ Students may not initiate electronic communication with a catechist or any adult leader of ministry, both volunteer and professional.
- ❖ During virtual class sessions students are expected to:
 - Log-in on time and remain the entire session
 - Log in with their given name, no nicknames
 - Cooperate with the meeting host and follow the rules for that meeting
 - Avoid using the chat feature unless directed.
 - Mute microphone as directed.
 - Remain attentive and not distract others in any way.
 - Behave and dress in a way that is appropriate for a church setting, including their use of language.
 - Log-in to the session from a safe and neutral setting in the home.
- ❖ Students may not share log-in information or meeting code and password for virtual sessions with anyone, including another student. All such information should be obtained from a parent/guardian.

Parent and Student signatures required on page 2. Please return to you catechist or the Religious Education Office of your parish.

June 24, 2020

Diocese of Wilmington Religious Education Office
Student Acceptable Use of Technology Agreement
Signature Page

Student name _____ Grade _____

I have read and understand the policies stated in the Student Acceptable Use of Technology Agreement. I further understand that by violating them, I forfeit my privilege to use a personal technology device or of attending a virtual session.

Student Signature

As parent/guardian for the above-named student, I have read and discussed the policies stated in the Student Acceptable Use of Technology Agreement with my child and I understand the consequences he/she faces if the policies are violated.

I give permission for my child to participate in virtual two-way conference sessions for religious education purposes. I understand that log-in information will be sent via electronic means and I will oversee my child's participation. I further understand that I will be notified if a session is being recorded. A catechist may record a session to share with students unable to be part of the live session. Recorded sessions will never be shared publicly.

Parent/Guardian Name _____

Parent Guardian Signature _____