



St. Ann's Parent Handbook



Table of Contents

	Page
Mission Statement	3
LAUNCH Staff	4
LAUNCH Sessions	4
Coordinators of Religion Program	5
LAUNCH—What is it?	6
Student Placement	7
Attendance	7
Sacrament Years Data Base & Make-up Work	8
Sacrament YEAR2 Service Hours	8
Sacrament YEAR2 Workshops	9
Rules and Behavior Policy	10
Behavior Report	11
Carpool Sunday	12
Carpool Monday/Tuesday	13
Background Checks & Virtus Training	14
Children's Virtus Class	15
Parental Help	15
Inclement Weather	16
Emergency Procedures	16
Parties/Events Information	17
Notes	18-20

Mission Statement

Igniting Children's Catholic Faith

Through engaging activities, positive environments, and community building, children will learn about God's love by growing in their relationship with Jesus and make choices that reflect the light of Christ to others.

St. Ann's Children's Ministry

Jenny Kiehl	Children's Ministry Director CRE Pre-K thru 1st, & VBS (ext 6023)	jkiehl@st-ann.org
Izabela Sikora	Assustant Director and Sacramental Coordinator (Ext. 6040)	isikora@st-ann.org
Kristen Ott	CRE 2nd, 3rd, 4th & 5th grades & Voyage (Ext. 6041)	kott@st-ann.org
Linn Hodges	Office Coordinator (Volunteers) (ext. 6039)	lhodges@st-ann.org
Susan Rhodes	Office Administrator (ext. 6043)	srhodes@st-ann.org

LAUNCH Sessions

Sunday	8:40am - 10:20am	Pre-K thru 5th Grade
Monday	3:30pm—5:00pm 5:30pm—7:00pm	Pre-K thru 5th Grade Pre-K thru 5th Grade & Voyage
Tuesday	4:00pm—5:30pm	PreK thru 5th Grade

Coordinators of Religious Ed. (CRE)

Our Coordinators work hard to plan and prepare lessons that are engaging and relevant to the religious formation of our students. They provide all of the materials needed for the weekly lessons. Our curriculum meets the requirements of the Archdiocese of Atlanta as well as the Catholic Church of St. Ann's. They are here to assist you with any questions or concerns. We are here to help you!

Please refer to the following contacts for your grade level:

Jenny Kiehl	Pre-K, Kindergarten, 1st Grade, and VBS
Izabela Sikora	Sacramental Coordinator
Kristen Ott	2nd, 3rd, 4th, 5th Grades

LAUNCH STAFF

OUR STAFF IS HERE FOR YOU.



JENNY KIEHL
DIRECTOR &
PRE-K-YEAR 1 LESSONS
JKIEHL@ST-ANN.ORG



KRISTEN OTT
YEAR 2-FIFTH GRADE LESSONS
KOTT@ST-ANN.ORG



IZABELA SIKORA
ASST DIRECTOR & SACRAMENTS
ISIKORA@ST-ANN.ORG



LINN HODGES
OFFICE
COORDINATOR
(VOLUNTEERS)
LHODGES@
ST-ANN.ORG



SUSAN RHODES
OFFICE
ADMINISTRATOR
(FAMILIES/STAFF)
SRHODES@
ST-ANN.ORG

LAUNCH??

What will my child do

Class Discussions

Hands-on Whole Group Activities and Visuals

Experiential Learning

Exploration Stations

Worship

Service Projects



Student Placement

Placing students is a very involved process. Students are assigned to classes based on needs and Catechists available. We may not be able to honor every request but work hard to address your child's needs. If you have any needs that you would like to discuss regarding your child, please reach out to the CRE for their grade level.

All edits, changes, and requests are frozen August 12-20 for roster creation and the first week of classes.

***Any student changes MUST be made through our office**

Attendance

Up to 3 **unexcused** absences allowed for the year.

Make-up work can be completed to wipe out any absence.

Please arrive on time.

If you need to pick up early or your child arrives late, you **MUST** come to LAUNCH office to check in or out.

Illness and Health Concerns:

If your child is too sick for school then they are too sick for LAUNCH. Please keep them at home and comfortable.

Due to only having a limited number of classes a year, a doctor's note or note from home is unable to remove and absence. Virtual or paperwork make-up work is the only guaranteed way to remove an absence. Students can also attend a class on another weekday or the same weekly session to gain credit. This can only be done if coordinated by the LAUNCH Office in advance.

Sacrament Year Students Database and make-up work

Each weeks assignment can be found on the LAUNCH website at:

<https://www.st-ann.org/launch>

Under the “Absence Make-up lessons” tab.

YEAR1 & YEAR2 Checklist/Database links at bottom of LAUNCH website:

<https://www.st-ann.org/launch>

YEAR 2 Students

Our role as Catholic Christians is to live out the Great Commandment by loving God and loving others. By participating in the Eucharist and Mass, students are living out the first part of that commandment.

Therefore, we are adding a service component to Year 2 students to give them the opportunity to live out the second part of the commandment and love others in their community through acts of service.

One hour of community service will be required from Year 2 students before they are fully eligible to receive their sacrament of First Communion. This service hour does not need to be completed on campus; however, the Launch department has multiple opportunities for students to serve their church community here at St. Ann's. Please email Izabela Sikora at isikora@st-ann.org to sign up to serve.

YEAR 2 Students Workshops

Sacramental Workshops

- Per Fr. Jim's request, all Sacramental Year 2 parents are now required to attend 7 workshops that are provided during their child's Year 2 year. Workshops are once a month on the following dates:

**-Sept. 3, -Oct. 8, -Nov. 12, -Jan. 14, 2026,
-Feb. 11, 2026, and March 11, 2026.**

Workshops are from **7:15pm-8:15pm** in the main church after the 6:30pm Mass and are for parents only (no children). One or more guardians of the sacramental child must attend.

- Workshops will also be live-streamed and recorded, so if you are unable to attend, you can watch the session and submit a report for credit.
- If you had a YEAR2 student last year and completed this requirement, we request you complete 3 hours of adult faith formation this year. Our department will provide multiple opportunities to fulfill this commitment.
- *Parents who sign up as volunteer catechists (religious ed teachers), do not have to attend the workshops, because they will be covering the material discussed within their classes. Attendance is required for the student and one parent.*

Questions? Please contact our sacrament coordinator Izabela Sikora, isikora@st-ann.org.

Rules & Behavior Policy

Follow directions

Use kindness and reverence

Engage in prayer, worship, and classroom activities

Listen to the message and one another

If we experience consistent behavior issues a Behavior Report, (see example on following page), will be sent home with your child. This is to keep you informed about any issues or consequences your child may encounter due to a behavior issue. We strive to make this a safe and enjoyable program for all that attend and work here.

Help us to set boundaries for them, and yet encourage them to explore.

Behavior Report

Name: _____ Date: _____	
Behavior Report  LAUNCH by Mrs. Christine Moore	
Today's Choices:	
F	Follow Directions
	I chose to not follow directions from my LAUNCH Leader, even after 2 reminders or warnings. Instead, I chose to _____.
U	Use kindness and reverence
	I chose to call out during another student's turn to answer which isn't showing kindness to others. If I want my turn to be given, I need to give others a turn.
	I chose to be rude/ disrespectful to an adult, classmate, or God by: _____.
	If I want respect or kindness shown to me, I need to show it to others.
	I chose to be unsafe in _____ by _____ which (circle one) could have OR did hurt myself or someone else in the school.
	I chose to destroy/ruin school property by _____.
	I chose to physically harm an adult/student in the school by: _____.
E	Engage in prayer, worship, and class activities
	I chose not to do my class work which isn't giving me the practice I need to be successful or good at the following skill: _____.
If not engaging in prayer or worship, please see Reverence section or discuss alternative forms of reverence the student feels comfortable to engage in. We don't allow obvious or outright disrespect toward God, but we also can't FORCE a child to worship or pray.	
L	Listen to the message and one another
	I chose not to pay attention to the teacher's lesson by _____ As a result is I missed out on important learning time needed to master the following skill: _____.
	I chose to be disruptive during learning time by doing the following: _____ I made others and myself miss out on learning time in which they would have learned about: _____.

Sunday Drop Off/Pick Up Procedures

Sunday Drop Off and Pick Up - At the Lower Portico outside the LAUNCH Office:

The 8:40 am time track will begin drop offs 15 minutes prior to class time at 8:25am. If you are late and miss the drop off times, you must come inside the LAUNCH Office to drop off your child.

Walk-in pick-up is from **10:20am—10:25am**. This is our only walk in option. If your child is **not picked up by 10:25am**, they will go to the Donnellan Café (rm 102) for carpool pickup.

Carpool pick-up is from **10:40am—10:55am only**. Cars are **NOT** permitted to form a line before 10:40am.

For your child's safety - Only let your child out of the car when an Official LAUNCH Personnel is there to receive them. Official LAUNCH Personnel will be wearing a Blue St. Ann or Orange LAUNCH Lanyard and/or Name Badge.



Monday/Tuesday Carpool Procedures

Monday 3:30 session—5:00pm pickup

Monday 5:30 session—7:00pm pickup

Tuesday 4:00 session—5:30pm pickup

Monday/Tuesday Drop Off -

Will begin 15 minutes **prior** to class time. You will drop your child off **ONLY** at the Lower Portico outside the LAUNCH Office. For your child's safety - Only let your child out of the car when an official LAUNCH Personnel is there to receive them. Official LAUNCH Personnel will be wearing a blue St. Ann lanyard and/or Name Badge. If you are late you must walk your child in to their classroom because doors will be locked and they will not have access to the classrooms.

Monday/Tuesday Pick Up -

Will begin at the end of your Child's class session under the Lower Portico, same as drop off.

You must have the LAUNCH carpool sign, found on the LAUNCH website, under documents.

Please fill this out with a dark Sharpie so we will be able to read your name clearly from a distance.

The best way to display this sign is hanging on a pants hanger from your rearview mirror in the car.

Anyone picking up your child **MUST** have this tag in order to pick them up through the carpool line.

Carpool will end 15 minutes after class is over so if you are later than that your child will be in the LAUNCH Office and you will have to park and come in to pick up your child.

Background Checks & Virtus

The safety of the children is our top priority. The Archdiocese of Atlanta has implemented mandates to educate all volunteers on how to be advocates for our students. **ALL** volunteers helping in any capacity, you are required to:

#1. Complete a Background screening packet

-Valid for 5 years, contact LAUNCH staff to verify if you are up to date or when you will need to renew. Go to website below and scroll down for all info.

<https://archatl.com/ministries-services/safe-environment/safe-environment-compliance/>

#2. Attend a VIRTUS training course to comply with new regulations.

Sign up online at:

<https://archatl.com/ministries-services/safe-environment/safe-environment-compliance/>

and click on the Virtus link.

Children's Virtus Class

St. Ann's LAUNCH Staff will present an **optional family safe environment program**, "VIRTUS—Teaching Touching Safety", on **October 13th** in the Donnellan Café and LAUNCH room 105 from 1:00pm—2:00pm. This program is provided to us by the Archdiocese of Atlanta and is a part of our ongoing effort to help create and maintain safe environments for all children and youth and to protect them from sexual abuse.

Additionally, Virtus for children is a program that is now built into the LAUNCH's regular lessons. When you registered your child, you either opted in or out of this program during the registration process.

All the materials including a "Parent Guide" are available at

<https://archatl.com/ministries-services/safe-environment/>

Parental Help Needed

We Need YOU!!!

We are always in need, throughout the year, of parents to be Hall Monitors and/or Substitutes. We also need parents to help with our LAUNCH projects and/or Special Events. Please contact Linn Hodges at the LAUNCH Office—770-552-6400 x6039 or e-mail at lhodges@st-ann.org.

***To Volunteer you MUST be Background Checked and Virtus Trained. Please fill out paperwork and schedule**

Inclement Weather

We usually follow Cobb County School closure; however we reserve the right if no weather issues occurred to have class that day. Having said that, absences will not be counted if you miss due to concerns over your safety getting your children to St. Ann's. Your family's safety is our #1 concern.



If a serious weather situation develops during the day, we may need to cancel class. In both events, the LAUNCH Staff will communicate to you by several ways. We will use e-mail, the Remind Text App, Robly Newsletter, the LAUNCH Facebook Page, and on the Marquee at the top of the LAUNCH Website.

Emergency Procedures

Fire Drills and Lock Down Drills are practiced during the year. They are consistent with what your child already does at their schools.



In the case of a real fire, Students will evacuate the building into the parking lot and be taken to a safe spot far from the Building. **DO NOT ENTER** the building looking for them. You will be notified if this was a real life fire and not just a drill. If there is a real lock down, and not a drill, you will be notified regarding the crisis.



Class Parties/Events

There are two parties each year:

- One at Christmas
- One at the end of the Launch school year

St. Ann's is a nut-free zone!

- We have the information you supplied at registration of any food restrictions or allergies your child may have. This information has been supplied to your child's Catechist. If you have any concerns or updates to their needs, please reach out to the Catechist and/or to the LAUNCH Staff. Your child's enjoyment and safety are high priorities for us all.

Your cooperation to these guidelines is expected and appreciated.



NOTES

[illegible]

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.