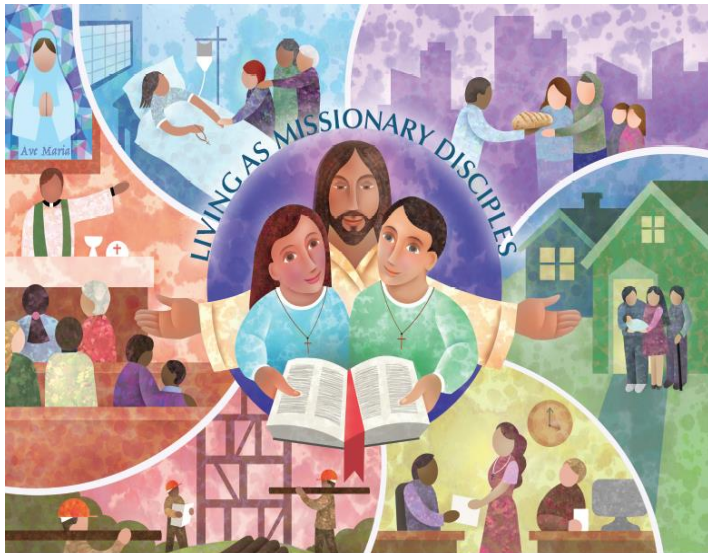


Parent Handbook

School Year
2017-2018

Christ the King Religious Education Program



52473 SR 933 South Bend, Indiana 46637
574-272-3113 ext 162

Christ the King Religious Education

Policies and Procedures

The Diocese of Ft. Wayne-South Bend has mandated that every parish religious education program in the diocese follow a standardized set of policies and procedures. These policies and procedures are in conformity with Indiana State Law and the laws governing the Catholic Church, and are designed to place the health and safety of our students and catechists as the primary operational goal of our Religious Education Program. **A copy of these policies and procedures is available for the review of any parent or guardian by contacting the Religious Education Program Coordinators. All catechists will be trained to follow the appropriate procedures for emergencies.**

The Religious Education Program at Christ the King Parish is designed for students not attending a Catholic school, who desire to grow in their Catholic faith. Families must be registered in the parish. Exceptions may be made if a student is unable to attend regular class time at their designated parish. This decision is made at the discretion of the Pastor and the Religious Education Coordinators.

The Religious Education Program is coordinated by Mrs. Teresa Oross and Mrs. Linda Fitzpatrick. Mrs. Gail Dhoore is the Administrative Assistant. All catechists and the program coordinators are under the guidance of the Pastor, Rev. Stephen Lacroix, CSC. It is our expectation that all parish children are schooled in parish schools of religion.

Traditional classes are available for children who are 4 years old by July 1st, (December 1st for Michigan residents) through eighth grade, and are staffed by trained volunteer catechists. The books used are diocesan approved, based on the

curriculum designated for each grade level. We will be using Our Sunday Visitor's Alive in Christ series. This series is developed to mirror the Divine Pedagogy, or the way God teaches. For more information, visit aliveinchrist.osv.com.

REGISTRATION - Registration forms are available online at www.christthekingonline.org or from the parish office at any time. There is a fee discount available to returning students who pre-register by August 1st. Separate registration and fees are required for sacramental preparation classes.

To be considered as having completed a year in religious education, **a student must register into REP and begin attending classes before October 15**. Exceptions may be made in case of prolonged illness or if the child is new to the parish and has been enrolled in another Religious Education program or a Catholic school.

Please do let our staff know if your child has any specific learning or behavioral special needs at the time of registration so that we can best serve them.

Emergency Medical Forms need to be filled out for each student in our program. They are found on the backside of the Registration Forms. Although we anticipate no real need to use these, diocesan policy requires us to have them on file. We appreciate your cooperation.

FEES - One child \$65, two children \$115, three or more children \$150. **Fees are due on the first day of classes, but may be paid in advance.** Please contact one of the program coordinators if you are unable to make payment at this time. Payment options are available.

A discount of \$5 per child (\$60/100/135) is available to students who pre-register by August 1st.

ATTENDANCE - Attendance is taken each week. We appreciate your efforts to promote regular weekly attendance by your child. Catechists are instructed to call the parents if a

student misses more than two consecutive classes, or it appears that regular attendance has become a problem. In the same manner, if you know that your child will be missing class in any week, please call and inform the catechist ahead of time. The catechist will appreciate the notice as the number of children attending may affect a lesson plan.

Because it is our obligation to evaluate the readiness of the candidate for reception of sacraments, **no more than three unexcused absences will be permitted during the course of the REP year**. To do so may result in a review with the Sacramental Preparation Coordinator, the Religious Education Coordinators, and the parent/guardian. The possible consequences could be postponement of sacrament reception at this time, or in the case of non-sacramental prep years, the possibility of not moving to the next grade during the following year. (Adopted 9/98)

CLASS TIME – We meet on Sundays from 8:45-10:15 AM in the school building. Please note that classes *begin* at **8:45am**. **Your child should be in their room and ready to begin classes by 8:45.** Your child's catechist makes every effort to have his/her room ready to begin teaching at that time. Your cooperation in eliminating unnecessary tardiness is greatly appreciated!

ARRIVAL TIME - **No child may be dropped off at the school before 8:30 AM.** No student is to remain outside of the building, waiting until it is time to go to his/her classroom. We are not able to supervise your child unless they are inside of the building. Parents, please watch your child enter the building. Students should go directly to their classroom. Young children may be brought to their classroom by a parent or older sibling.

DISCIPLINARY ACTION - At the beginning of the school year, catechists will communicate their expectations of student behavior and classroom rules to the students and parents, whether the students are on parish grounds or while on field trips. No manner of corporal punishment will be tolerated in disciplining students. However, may be occasions that a student violates the classroom rules or expectations of the teacher. In the event that this occurs and the behavior by the student is not corrected, a procedure is followed. For a full description of the Code of Conduct, please see the Religious Education Handbook online or by asking one of the coordinators.

The Religious Education Program at Christ the King follows the “Policy for the Protection of Children and Young People” and all policies and procedures promulgated by the Diocese of Ft. Wayne-South Bend.

ASSIGNMENTS - Your child's catechists take great care to prepare weekly lessons for their class. While most of the lesson is covered within the given class time, it occasionally is necessary or deemed worthy to assign some "homework". Please help your child to see that this **is** something he/she is expected to complete. While we do not issue grades, we do hold them accountable for doing what is asked of them. Your interest shown in what is being taught each week is vital to the success of this program. Family involvement information will be sent to you throughout the school year.

BUILDING SAFETY – The school building will be locked during class time. The door will be locked from 10 minutes after classes begin until 10 minutes prior to dismissal. If a student must be dismissed early, a parent may access the office by ringing the doorbell located outside the main doors by the gym. A representative from our office will go to the classroom and escort the child to the office to be dismissed.

Please use **only** the front door near the gym, or the door near the primary wing for entering and leaving the building.

The parking lot at 10:15 is a very busy and dangerous place. Using the corner door near the east parking lot is not permitted.

SAFETY ISSUES - Children in PS-3 grade will only be dismissed when an adult or older sibling comes to the classroom for them. **Thank you for your help in these important matters.**

Practice drills for vacating the building in case of fire, and taking shelter in case of severe weather, will be conducted regularly.

SAFE ENVIRONEMNT PROGRAM - the students will be instructed by a catechetical leader, or someone designated by the catechetical leader or pastor, on the appropriate *Child Safety Script* or *Boundaries* materials at the beginning part of each year. Information concerning such annual safety training must be documented as necessary on the appropriate diocesan Safe Environment Coordinator Education Report Form each year to comply with diocesan Safe environment Program requirements and submitted to the diocese by the catechetical leader.

FIELD TRIPS - Advanced notice will be given to parents whenever a class will be leaving the church premises. The catechist will send home a permission slip indicating the date, time, and location of the planned trip, as well as details regarding transportation. This permission slip must be signed by the student's parent or guardian and returned to the catechist **before** any child will be permitted to go on the trip.

CANCELLATIONS - If a situation arises where classes need to be canceled, including weather related closing, the coordinators and/or Catechist will notify the parent by phone and email. Please see that current phone numbers and email addresses are on file in the REP Office.

COMMUNICATION - Each teacher will send home a syllabus, or list of planned classes, by the first class. Please be

watching for it. It will help you to help your child, especially in the event of missed classes. A newsletter will be sent home twice throughout the year. Important dates are listed on the enclosed calendar in this booklet. Please keep it in a handy place! Additional notices or flyers may be sent home as needed. Please ask if your child has any notes for you each week.

PARENT PROJECT - The purpose of this type of project is to promote family involvement, and to let the students see that faith is a family's gift and responsibility. **You will be invited to join your child for at least one class or project during the year.** This interaction may include being part of a larger parish function, such as helping pack food baskets or sorting presents for the Giving Tree. Helping with a community outreach project such as contributing some time at the Homeless Center or visiting a nursing home, or coming to a Sunday morning class for a more in-depth look at a specific classroom topic are other possibilities.

Special events and liturgies will take place throughout the year. These events will be announced ahead of time.

CLASSROOMS - Classes take place on the L-shaped first floor of the school. The north hallway is for Kindergarten through 3rd Grade. Grades 4-8 will be held in the east hallway.

MATERIALS - Each student will be provided with a book and a pen or pencil. These materials are to be brought to class each week unless otherwise stated by their teacher. **Families will be charged the cost of replacing lost books.** Materials used by sacramental preparation classes require separate fees.

CHILDREN'S ENVELOPES - Children's envelopes for church offerings will be delivered to each child by the first week in October.

2017-2018 Class Schedule

September

17	8:30 AM	Registration/First REP Class
20	6:30 PM	First Reconciliation Parent Mtg
24	8:45 AM	Religious Education
	7:00 PM	7 th Grade Confirmation Mtg

October

1	8:45 AM	Religious Education <i>Safe Environment Training</i>
7	9am-3pm	8 th Grade Confirmation Retreat
8	8:45 AM	Religious Education
15	8:45 AM	Religious Education
22	8:45 AM	Religious Education
29	8:45 AM	Religious Education <i>Intergenerational Catechesis</i>

November

5	8:45 AM	Religious Education
5	7:00 PM	8 th Confirmation Rehearsal
5	8:45 AM	Reconciliation for 8 th graders
8	6:30 PM	Parent/Child 1 st Reconciliation Mtg
10	7:00 PM	Sacrament of Confirmation
12	8:45 AM	Religious Education <i>7th Grade Thanksgiving Food Shopping Trip</i>
19	8:45 AM	Religious Education
26	No Class - Thanksgiving Break	

December

3	8:45 AM	Religious Education
10	8:45 AM	Religious Education
	8:45 AM	<i>Religious Ed Penance Service</i>
17	8:45 AM	Religious Education
24	No Class - Christmas Break	
31	No Class - New Year's Break	

Cont. 2017-2018 Class Schedule

January

- 7 No Class - New Year's Break
14 8:45 AM Religious Education Class
17 7:00 PM First Eucharist Parent Mtg
21 8:45 AM Religious Education Class
28 No Class - School Open House

February

- 4 8:45 AM Religious Education
11 8:45 AM Religious Education
18 8:45 AM Religious Education
25 8:45 AM Religious Education

March

- 4 8:45 AM Religious Education
8:45 PM Religious Ed Penance Service
11 8:45 AM Religious Education
18 8:45 AM Religious Education
Intergenerational Catechesis
22 6:30 PM Teaching Mass for 2nd Grade
25 8:45 AM Religious Education
8:45 AM Palm Sunday Prayer Service

April

- 1 No Class - Easter
8 No Class - Spring Break
15 8:45 AM Religious Education
18 7:00 PM First Eucharist Parent Mtg
22 8:45 AM Religious Education
29 8:45 AM Religious Education -last class
9:45 AM *Spiritual Adoption Baby Shower*
End of Year Prayer Service

May

- 3 8:45 AM First Eucharist Retreat
May 5 & 6 First Communion Weekend

Religious Education Office Phone Number: 574-272-3113 ext 162

Coordinators

Linda Fitzpatrick Home: 273-9262 Cell: 850-2812
RGF4@sbcglobal.net or lfitzpatrick@christthekingonline.org

Teresa Oross Home: 271-8635 Cell: 367-7166
Toross@att.net or toross@christthekingonline.org

Administrative Assistant

Gail Dhoore Home: 272-0272 Cell: 532-6092
gaildhoore@att.net

Catechist Phone & Email

Kindergarten

Cheryl Pope 273-0311
popecheryl26@yahoo.com

First Grade

Jean Roberson 532-3549
jjr.roberson@gmail.com

Second Grade

Liz Slatt 272-7502
lizslatt5@gmail.com

Third Grade

Kerri Dhoore 272-0272
Ltlgirl25@aol.com

Fourth/Fifth Grade

Keenan Bross 636-980-6740
kbross@nd.edu
Lorenzo Beer
lbeer@nd.edu

Sixth Grade

Stephanie Petrie 514-215-9122
Stephanie.petrie9122@gmail.com
Emma Qualy-Pearson
equalype@nd.edu

Seventh Grade

Daniel Vo 602-513-0512
imvoyo@gmail.com
Matthew Donahue
Mdonahu4@nd.edu

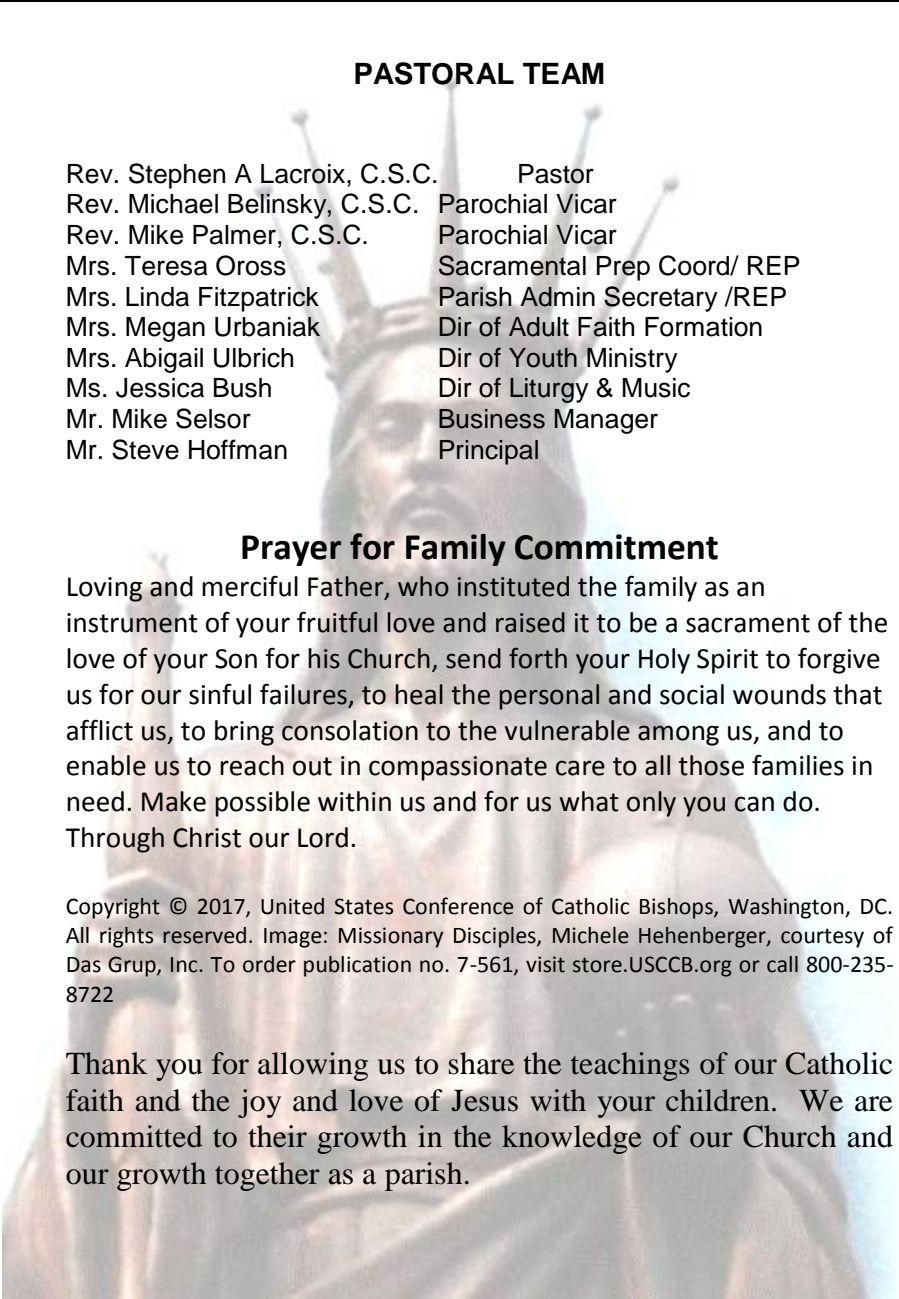
Eighth Grade

George Lund 271-9881
glund@sbcglobal.net
Edward Dolphin
edward.dolphin@gmail.com

One Sister and 2 Novices will be joining our program year in several Different areas of our program

Spera Muhindo, CSC
Mary Anjela Kharbani, CSC
Sr. Alice Condon, CSC

PASTORAL TEAM



Rev. Stephen A Lacroix, C.S.C.	Pastor
Rev. Michael Belinsky, C.S.C.	Parochial Vicar
Rev. Mike Palmer, C.S.C.	Parochial Vicar
Mrs. Teresa Oross	Sacramental Prep Coord/ REP
Mrs. Linda Fitzpatrick	Parish Admin Secretary /REP
Mrs. Megan Urbaniak	Dir of Adult Faith Formation
Mrs. Abigail Ulbrich	Dir of Youth Ministry
Ms. Jessica Bush	Dir of Liturgy & Music
Mr. Mike Selsor	Business Manager
Mr. Steve Hoffman	Principal

Prayer for Family Commitment

Loving and merciful Father, who instituted the family as an instrument of your fruitful love and raised it to be a sacrament of the love of your Son for his Church, send forth your Holy Spirit to forgive us for our sinful failures, to heal the personal and social wounds that afflict us, to bring consolation to the vulnerable among us, and to enable us to reach out in compassionate care to all those families in need. Make possible within us and for us what only you can do. Through Christ our Lord.

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Thank you for allowing us to share the teachings of our Catholic faith and the joy and love of Jesus with your children. We are committed to their growth in the knowledge of our Church and our growth together as a parish.

Religious Education Parent Agreement

As a Catholic parent, I desire that my children know, love and serve God. I want my children to fulfill God's purposes in their lives for His glory, the good of the Church and world and for their happiness. I acknowledge that I am the primary educator of my children in the faith, and I recommit myself to fulfilling this most important obligation.

- *I will attend Mass with my children every Sunday and Holy Day of Obligation*
- *I will attend the scheduled sessions for parents*
- *I will discuss with my children what they are learning in religious education classes*
- *I will pray with my children at home*
- *I will learn more about the Catholic faith*
- *I will ensure that my children will act appropriately in class, treating their teachers and fellow classmates with respect.*



When families bring children into the world, train them in faith and sound values, and teach them to contribute to society, they become a blessing in our world.

— Pope Francis —

AZ QUOTES