



St Mary of the Lake CCD Handbook

Father Bill Meininger, Pastor

“The role of the parent in (religious) education is of such importance that it is almost impossible to provide an adequate substitute.”

Catechism of the Catholic Church #2221

Parent Responsibilities

(please read and check each item and then sign)

- I understand the CCD class does not substitute for Sunday Mass and plan to make weekly Sunday (Saturday) Liturgy with my children as a part of our lives.
- I will be responsible for my children’s prayer life by assisting them to memorize formal Prayers of the Church: Our Father, Hail Mary, Glory Be, Sign of the Cross, Apostle’s Creed, Guardian Angel Prayer, Act of Contrition and the Meal Blessing.
- I will actively participate in their Sacramental preparation and help my children complete assignments.
- I will bring my children to class according to the schedule and assist them in completing assignments, both regular assignments and those to make up for an absence.
- I wish to grow in and live the Catholic lifestyle along with my children.
- I have read this handbook and I am familiar with its contents.

Parent/Guardian Signature

Safe Environment

All of our catechists have gone through safe environment training as required by the Diocese of Fort Wayne/South Bend. In addition, the children in the CCD program participate in age-appropriate Good Boundaries presentations approved by the Diocese of Fort Wayne/South Bend.

We are required by law to report suspected or actual child abuse nor neglect to the proper authorities.

2017-2018 CCD Schedule

September 6 (first day), 13, 20, 27

October 4, 11, 25

November 1, 8, 15, 29

December 6, 13, 20

January 10, 17, 24, 31

February 7, 21, 28

March 7, 14, 21

April 11, 18, 25

May 2, 9 (last day)

Admission

All Catholic students living within the boundaries of St Mary of the Lake Parish as well as students who live outside the boundaries and are registered at St Mary of the Lake Parish are eligible for entry into the Parish religious education program. All students entering the Parish religious education program for the first time need to submit a copy of their baptismal certificate and/or proof of any other Sacrament.

Fees

A fee of \$20 per child for the first three children shall be paid by all parents/guardians. A maximum of \$60 shall be paid by a family. If you are unable to pay other arrangements will be made.

Sacraments

Reconciliation (Confession): Confession at least twice a year is a precept of the Catholic Church. Penance Services are held at St Mary of the Lake during Advent and Lent. Reconciliation will also be available prior to Wednesday daily Mass (5:00-5:20 pm) and prior to Saturday evening Mass (3:30-4:30 pm) or by appointment.

First Communion: St Mary of the Lake celebrates First Holy Communion in the second grade. *Date for the 2017-2018 year is to be determined.* **A child must have completed St Mary of the Lake's Religious Education Program or another parish's Religious Education Program, in good standing for a least two consecutive years prior to the reception of First Holy Communion.**

Confirmation: The Diocese of Fort Wayne-South Bend celebrates the Sacrament of Confirmation in the eighth grade. *The date for the 2017-2018 year will be April 28, 2018.* Children making their Confirmation are required to attend a Retreat with the Diocese among other requirements. Additional information will be provided at the start of class. **Any student desiring to receive the Sacrament of Confirmation must have completed St Mary of the Lake's Religious Education Program, or another parish's Religious Education Program, in good standing for at least three consecutive years prior to the conferral of the Sacrament of Confirmation.**

The Sunday (or Saturday Anticipatory) Mass and Mass on Holy Days of Obligation: "The Eucharist is the Source and Summit of the Christian Life." (Catechism of the Catholic Church #1324) *Please participate in the Mass with your children.* No amount of CCD training can replace the example of regular (weekly) family participation in the Mass. Also, participation in Mass and CCD are not interchangeable.

Prior to the start of CCD class at 6:00 pm, there is Mass at 5:30 pm which you and your child may attend (this is not a replacement for Sunday Mass). CCD class ends at 7:00 pm. Please pick your child up promptly at that time at the Plymouth door entrance. **Children will not be dismissed to the outdoors or to the church entrances or steps.**

Other Liturgical Celebrations

We will have opportunities during the year to celebrate feast days, solemnities, liturgical seasons and other occasions to celebrate our Catholic Faith. Please make an effort to join in these joyful events. They will be announced in class, in the weekly bulletin, in the Parish e-newsletter and notices sent home with children.

Attendance

Absences from CCD class are limited to three per year. Out of respect, it is important for students to be present and on time for each session. If it is known in advance that a student will be absent, please make this known to the child's catechist or Director of Religious Education as soon as possible.

Absences

Teachers will give students makeup work for an absence. Students are responsible for all missed work. Parents/Guardians should make necessary arrangements with their child's teacher.

Class Cancellation

In any case that CCD classes need to be cancelled parents will be notified by preferred phone either by text or call by 5:00 pm. In the event that Culver Community Schools are cancelled due to inclement weather CCD will be cancelled. Cancellation may also be found on your local channels along the bottom ticker.

Emergency and Safety Information

A current medical/emergency information form will be kept on file. These forms will be updated yearly.

Every teacher will have a fire evacuation and tornado plan in place, and will conduct a drill so that all are prepared.

In case of a minor illness or injury, the student will be treated and the parent/guardian will be notified when they come for their child. If there is a severe illness or injury, an ambulance will be called for the child and the parent/guardian or persons designated by the parent/guardian will be notified immediately.

Code of Conduct

Students are asked to be respectful to themselves, to others, and to their own property and property of others. Any student who interferes with a teacher or interferes with other students, parents will be notified by the catechist or director of religious education of their inappropriate behavior...this constitutes a warning. Any student who continually interferes with a teacher or student will be removed from the situation...this constitutes a second warning, If there are continued behavioral problems, the parents/guardians will be contacted and may be called to pick up their child. If, after this, the behavior is repeated, the parents/guardians will be asked to sit in the class with their child until the behavior is corrected.

A student may be expelled from the religious education program for the following non-inclusive reasons:

- 1.) When a student's behavior is of a serious nature, or constantly disruptive.
- 2.) When the student resists all attempts at correction by the teacher, director and the parent/guardian.
- 3.) When the student has a negative impact on the learning environment of the classroom so as to diminish the other students opportunity to learn.

When the problem that caused the expelled student's unacceptable behavior has been resolved and there is an assurance of cooperative behaviors, the student will be welcomed back into the classroom. The time of readmission will be determined by the Pastor and Director of Religious Education.

Complaint Procedure

If a parent/guardian has a complaint, the time-honored, scriptural (Matthew 18) procedure outlined below is the most helpful and beneficial to all involved.

- 1.) Communicate first with the person with whom there is a problem.
- 2.) Communicate next with the Director of Religious Education.
- 3.) Communicate with the Pastor.

