



St. Viator Catholic Community

Religious Education Program

2011-2012

Parent/Student Handbook

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**Youth Ministry/Religious
Education Office
733-0392**

Mrs. Rosy Hartz
Director of Youth Ministry
and Religious Education

Mass Schedule

Daily Mass:
Monday through Friday
6:45 AM and 8:15 AM
In the Chapel

Weekend Mass:
Saturday at 4 PM
Sunday at 8 & 10 AM,
Noon & 5 PM

Reconciliation
Saturday from 2:30 PM until
3:30 PM in the Chapel

Religious Education
Philosophy & Mission Statement

We, the parents, staff and catechists of St. Viator Catholic Community provide instruction in the Catholic tradition. We also provide experiences where students can see, hear, listen, sing and pray in their ongoing journey of Faith, based on Jesus Christ and His Word.

* * *

Class Times

Location: St. Viator Parish Center

Grade	Day of Week	Time
Kindergarten *	Sunday	1:15 – 2:15 PM
1 st – 5 th	Sunday	1:15 – 2:15 PM
6 th , 7 th , & 8 th	Sunday	3:30 – 6:00 PM
9 th (Pre-Confirmation)	Sunday	3:30 – 6:00 PM
10 th (Confirmation)	Sunday (Monthly)	2:00 – 6:00 PM

*This class is for children attending Kindergarten who are five years of age.

General Information

To Help Ensure The Safety Of Our Children,
We Ask Your Cooperation
With These Guidelines.

Arrival:

Students are to arrive no more than 10 minutes prior to class time and be picked up promptly at the close of class.

If you will be delayed in picking up your child, please call the Youth Ministry/Religious Education Office (733.0392). If class has been dismissed, your child may be picked up in the Youth Ministry/Religious Education Office.

Parents of Kindergarten children must escort them to and from class.

Fire lanes MUST be kept clear at all times in the parking lot.

Attendance:

Students in Kindergarten through 5th grade meet weekly for one hour and fifteen minutes. Sixth, Seventh, Eighth and Pre-Confirmation classes meet for one hour and fifteen minutes and then attend the 5:00 PM Mass. These classes begin in September and end the last week in April.

Confirmation classes (10th grade and older) meet once a month from 2:00-6:00 PM beginning in October and finish in April or May with the Sacrament of Confirmation.

Absenteeism:

Students may not miss more than 3 classes during the term. Parents are to call the Religious Education Office whenever their child will be absent. Parents are responsible to get their child's make-up assignments from the catechist.

Health Concerns:

If your child has a medical condition, such as asthma, diabetes, physical disability (hearing or vision loss), etc., please notify us if you did not provide the information on the registration form. Parents should inform the Director of Youth Ministry/Religious Education about any medical condition for which a written comment would be inadequate.

Program Policies:

Because many children do not live with both parents, the rights of the non-custodial parent is a significant one. This situation pertains to both baptized and non-baptized children in our Religious Education Program. Legal precedence suggests that parents do not cease to be parents when they no longer have custody of their children. The Buckley Amendment grants non-custodial parents the right of access to student records.

The St. Viator Religious Education Program is in compliance with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records. Catechists will be available to discuss the student's progress unless a court order stipulating otherwise is filed with the Director of Youth Ministry and Religious Education.

Records:

Student information will be released ONLY to authorized persons. When students receive the Sacraments of Initiation at St. Viator: Baptism, Eucharist and Confirmation, the information is recorded at the Parish Business Office. Confirmation records are forwarded to the church of the student's baptism.

Homework:

Students are expected to complete all homework assignments. Homework is important to the learning process because it helps reinforce the lesson taught in class and it serves to prepare the student for the material that will follow.

Prayer:

We ask that parents take an active role in teaching their child/children the appropriate prayers for their respective grade level:

Kindergarten	Sign of the Cross
First Grade	Sign of the Cross and Our Father
Second Grade	Sign of the Cross, Our Father, Hail Mary and Prayer of Sorrow (the Act of Contrition)
Fifth Grade	Nicene Creed

Behavior Code:

We support a parent's commitment to teach their child/children Christian values and behavior. From time to time children may need a reminder to 'act as Jesus would.' We will work to support and encourage Christian behavior during class time and appreciate your reinforcement of those same principles at home.

Misconduct:

Students are expected to help promote a positive environment during classes and activities. We will handle inappropriate behavior in the following manner:

Inside the Classroom:

- 1st Incident: Catechist will speak with the student and give a warning.
2nd Incident: Student will be sent to the Youth Ministry/Religious Education Office and, at the discretion of the Director of Youth Ministry and Religious Education, the parent will be notified.
3rd Incident: A conference will be set up with the parent, catechist and the Director of Youth Ministry and Religious Education.

Outside the Classroom:

All incidents will be referred to the Youth Ministry/Religious Education Office and dealt with accordingly.

Use of Parish Property:

We are fortunate to have use of the Parish Center for our weekly classes and the Church on special occasions. Please respect the furnishings inside the Parish Center building, i.e. tables and chairs, white boards and carpeting in the meeting rooms and the restrooms used by the public, etc.

Kindergarten through 9th Grade Fees:

A \$50.00 Registration Fee (non refundable) is due at the time of registration. It will be applied to your family's tuition. Tuition for the year must be paid in full by December 1, 2010. If you need to make special payment arrangements, contact the Business Manager at the Parish Business Office, 733.8323. There will be a \$10.00 monthly late fee after that date until tuition is paid in full.

St. Viator Verified Registered Parishioner Rate:

1 Child	2 Children	3 Children +
\$175.00	\$250.00	\$300.00

Non-Parishioner Rate:

1 Child	2 Children	3 Children +
\$225.00	\$300.00	\$375.00

Confirmation Fees:

A **\$50.00 Registration Fee (non-refundable)** is due at the time of registration. It will be applied to your family's tuition. Tuition for the year must be paid in full by **December 1, 2010**. If you need to make special payment arrangements, contact the **Business Manager at the Parish Business Office, 733.8323**. There will be a **\$10.00 monthly late fee** after that date until tuition is paid in full.

The Confirmation fees are as follows:

St. Viator Registered Parishioner	\$175.00
Non-Parishioner	\$225.00

Please make checks payable to St. Viator Religious Education.

Field Trips

All off-campus field trips require signed Diocesan permission forms and additional fees.

Refunds:

If a child is withdrawn from the Religious Education Program **before** classes begin, all fees will be returned, except for the \$50.00 Registration Fee.

Returned Check Fee:

There will be a \$30.00 fee for returned checks.

Reminder

If you need to make special payment arrangements, contact the Business Manager at the Parish Business Office, 733.8323.

Sacramental Preparation Reconciliation – Eucharist – Confirmation

Parents are required to present a copy of their child's Baptism certificate to the Youth Ministry/Religious Education Office at registration. This certificate is required before a child may receive the Sacraments of Eucharist and Confirmation.

Parents of students preparing for the **Sacraments of Reconciliation and Eucharist** are required to attend one session on the theology/history of these two sacraments. Information pertaining to their child's participation will also be discussed. Times and dates will be announced later.

Parents/Sponsors of **Confirmation students** will be required to attend one orientation/instructional meeting. The time and date will be announced later. At this meeting a handbook will be distributed which describes the program regarding sessions and community service requirements, etc.

Rite of Christian Initiation
(Adapted For Children)

This process follows the Rite of Christian Initiation for Adults, but with lessons and rituals focused on children at their age level. It is for non-baptized children, 7 to 16 years old. Children are required to attend their weekly class in addition to going to mass with their family

The format for this program is as follows:

- Families may attend any mass they would like. Attending Sunday Mass on a regular basis helps children understand the Gospels as they will be discussing the Gospel when they meet for class.
- Classes are age appropriate and meet at the following times on Sunday:

K – 5 th Grade	1:15 to 2:15 PM
6 ^h – 8 th Grade	3:30 to 4:45 PM
9 th – 12 th Grade	3:30 to 4:45 PM (Pre-Confirmation)
	2:00 to 6:00 PM (Confirmation, 1 st Sunday of the Month)
- Classes are held September through April. Parents are required to attend two (2) meetings during their child's formation.

Please note: If you are a single parent, adoptive parent or guardian of a child/children and you wish to enroll your child for sacramental preparation or Rite of Christian Initiation, you MUST provide the following documents:

- 1. A copy of the custody papers issued by the court indicated that you have legal custody of the child/children.**
- 2. A copy of the child or children's Birth Certificate.**

Overview of Grade Levels

The following is a brief summary of each grade level:

The **Kindergarten** class assists the parent in teaching their children about God the Father, Jesus His Son, the Church and themselves. In addition, children learn the parish family is a warm, welcoming place.

The **First Grade** class centers on God's love of us and His role as Creator and Father.

Second Grade prepares the students for the Sacraments of Reconciliation and Eucharist.

Third through Fifth Grades focus on Christian Community, Sacraments, Commandments, Bible Study, Church History, tradition and prayer.

The Sacrament Preparation Class (4th through 8th grades) prepares students for the Sacraments of Reconciliation and Eucharist.

Sixth, Seventh and Eighth Grades focus on the adolescent with Jesus in their lives, blending exciting, fun activities with practical Bible learning.

Pre-Confirmation and Confirmation Classes prepare students for the Sacrament of Confirmation as they review Catholic doctrine and study the responsibilities and commitment required to become an adult member of the Church. Students must have received the Sacrament of Eucharist and complete the necessary requirements to be eligible to be confirmed.

The Rite of Christian Initiation (adapted for children) is a faith formation, which prepares non-baptized students to receive the Sacraments of Initiation: Baptism, Eucharist, and Confirmation. It is a Lectionary based curriculum.

Right to Amend Handbook

The Pastor retains the right to amend the handbook at any time. Parents will be given notification of any changes.

Please retain this Handbook for class days and reference. Periodically, we will update it and inform you of any changes.