

PRINCE OF PEACE CATHOLIC CHURCH



RELIGIOUS EDUCATION HANDBOOK

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THE MISSION OF THE RELIGIOUS EDUCATION PROGRAM IS TO ASSIST IN THE SPIRITUAL DEVELOPMENT OF THE CHILDREN OF PRINCE OF PEACE PARISH.

WE JOIN PARENTS IN THE GOAL OF TEACHING THEIR CHILDREN TO BECOME FULLY PARTICIPATING MEMBERS OF OUR CATHOLIC FAITH.

THE GOAL OF CATECHESIS

The goal of Catechesis is to “lead believers into a deeper knowledge and love of Christ and the Church and a firm commitment to follow Him” (National Directory of Catechesis). Our goal is to:

Help the parents teach their children about the precepts and traditions of our Faith.

Help them to more fully participate in liturgical worship primary emphasis on the Mass

Prepare students to receive the Sacraments.

Help in the personal, spiritual, and moral growth of the students.

Teach prayers and encourage students to grow in their prayer life.

Instruct students in the Catholic values needed to live in our secular world.

Form them into people who fully participate in the life, work, and mission of the Church.

ADMISSION

The Religious Education Program is open to children Kindergarten through 8th Grade. Families must be registered in the parish, attend Mass on Sundays and Holy Days of Obligation, and routinely contribute to the parish. Parents are also required to attend any mandatory meetings that might be called in support of the program.

NON-DISCRIMINATION POLICY

Prince of Peace Catholic Church is in agreement with and adheres to the non-discrimination policy of the Archdiocese of Chicago. We admit students regardless of gender, race, color, national and ethnic origin to all programs and activities accorded or available to students in the program. All classes are taught in compliance with the beliefs and doctrines of the Catholic Church.

TUITION

The current tuition fees are listed on the next page.

The Religious Education Program, like all programs involves certain operational expenses. Beside the administrative support costs, there are things such as electricity, heat, maintenance, books, etc. which must be paid for on a prorated basis with the school. The tuition we collect usually does not cover all of these costs and the parish pays for the remainder.

We believe that all children should be able to attend Religious Education, so if you are unable to pay the tuition due to a demonstrable financial hardship please contact the Religious Education Office and accommodations can be arranged.

REGISTRATION

Registration packets are available from the Religious Education Office and the Main Office of the church.

The parent or legal guardian of the child must register the student.

We ask that you register as soon as possible so the appropriate supplies can be ordered and classroom space reserved.

For this reason the registration fee is non-refundable.

Prince of Peace Religious Education Family Tuition & Fees for School Year 2017/2018

*Registration Fee due at time of Registration:

Early incentive discount before April 22, 2017! \$75.00 fee per family for registration. All registrations received *AFTER* April 22, 2017 require a \$150.00 fee.

Student Tuition:

One Child.....	\$ 185.00
RCIC.....	\$ 185.00
Two Children.....	\$ 300.00
Three Children.....	\$ 375.00
Four or more Children.....	\$ 400.00

*Book & Supply Fee:

Per Child.....	\$ 50.00
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*Sacrament Prep Class (RCIC):

Per Child.....	\$ 20.00
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*Sacrament Fee:

(1st Communion or Confirmation II student only)

Per Child.....	\$ 50.00
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***Non-Refundable**

CLASS MEETING TIMES

WEDNESDAYS

4:30PM TO 6:00PM

GRADES 1– 6 MEET

7:00PM TO 8:30 PM

GRADES 5-8 MEET

SATURDAYS*

9:00AM– 10:30AM

KINDERGARTEN—4TH GRADE

* NOTE—Saturday classes may be cancelled if there are not enough students. Those students scheduled for the Saturday class will be re-assigned to a Wednesday class if a class is cancelled.

RELIGIOUS EDUCATION SCHEDULE FOR 2017/18 (Subject to Change)

2017			2018			
MONTH	WED	SAT	MONTH	WED	SAT	
SEP	*13 #20 27	#23 30	JAN	10 17 24 31	13 20 27	*CONFIRMATION I & II ONLY # FIRST REGULAR RE CLASS ** LAST REGULAR RE CLASS
13 SEP CONFIRMATION I & II ONLY						
OCT	4 11 18 25	7 14 XX 28	FEB	7 X 21 28	3 10 17 24	X-Ash Wednesday (No Class) XX-No Class due to Confirmation
NOV	1 8* 15 29	4 11 18	MAR	7 14 21	3 10 17	8* Conf Class 19 will not meet but will have a retreat on 11 Nov
Thanksgiving Break 22 & 25 Classes			Easter/Spring Break from 22 Mar - 3 Apr			
DEC	6 13	2 9 16	APR	4 11 18 **25	7 14 21 **28	
TOTAL CLASSES				26	25	
TOTAL HOURS				39	37.5	

Christmas Break 17 December 2017 - 3 January 2018

CONFIRMATION CLASSES OF 18 & 19 PARENTS MEETING 5 SEP 2017
 CONFIRMATION CLASS OF 17 RECONCILIATION 24 SEP 2017
 CONFIRMATION CLASS OF 17 PRACTICE/RETREAT 15 OCT 2017
 CONFIRMATION CLASS OF 17 21 OCT 2017
 CONFIRMATION CLASS OF 19 Retreat 11 NOV 2017

CONFIRMATION CLASS OF 18 RECONCILIATION 23 SEP 2018
 CONFIRMATION CLASS OF 18 PRACTICE/RETREAT 14 OCT 2018
 CONFIRMATION CLASS OF 18 20 OCT 2018

FIRST RECONCILIATION PARENTS MEETING 3 OCT 2017
 FIRST RECONCILIATION (TENTATIVE) 20 JAN 2018
 FIRST COMMUNION PARENTS MEETING 6 FEB 2018
 FIRST COMMUNION PRACTICE 5 May 2018
 FIRST COMMUNION 12 MAY 2018

RELIGIOUS EDUCATION CLASSES ADVENT RECONCILIATION 6 and 9 DEC 2017
 RELIGIOUS EDUCATION CLASSES LENTEN RECONCILIATION 10 and 14 March 2018

ATTENDANCE

We understand the hectic life that many live these days, however we believe that Religious Education should be a priority in your schedule.

Religious Education is here to assist you in raising your child in the Faith. In order for us to be successful. In order for us to be successful we need to have your children at class so that the continuous flow of knowledge can be understood by your student. Classes meet once a week and we ask that you arrange your schedules accordingly.

ABSENCE

In the event of illness or an unexpected emergency please contact the Religious Education Office either by email :

religiousstaffprinceofpeacecatholicchurch.org

Or call:

847 356-5850

If your child misses five or more classes in one year they will be required to complete additional assignments. If it is a year that they are preparing to receive a Sacrament they may be required to repeat the year.

TARDINESS

We ask that you arrive on time since tardy students disrupt the class. If you arrive five or more minutes after the class starts, please report to the office to sign your child in.

ARRIVAL OF STUDENTS

All students must be escorted into the building. This is to insure the safety of your child. Our parking lot can become very dangerous during both drop-off and pick-up times.

Students should **not** enter a classroom unless the teacher or helper are present. We ask that you remain with your child until the Catechist arrives. Many catechist are coming late from work and can be delayed in traffic.

The school and classroom doors will be secured as soon as the class period begins, and will remain secured until the end of class.

DISMISSAL

Students must be picked up by a parent from the classroom. This is again to insure that your child is safely in your care. It also allows the Catechist a chance to share information with you. (THIS IS THE SAME POLICY THE SCHOOL USES DAILY)

PARKING

When you drop-off and pick-up please park in a designated parking spot. DO NOT stop in any of the aisles since that creates problems for others.

STUDENT CONDUCT

Please explain to your student that we expect them to behave in a manner that is consistent with our Catholic Faith. Being disrespectful, hurting others and poor conduct not only demeans others, but also those who commit the offense.

Please also remind them that we are sharing the classrooms of the school students and their property must be safe from tampering or damage.

We know that none of us is perfect, and that students will occasionally act in an inappropriate or immature manner. However repeat actions will result in disciplinary actions.

DISRESPECT/INAPPROPRIATE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Disrupting the Class
- Using an electronic device during class time
- Using vulgar or obscene language or gestures
- Raising one's voice in anger
- Lying
- * Talking out of turn
- * Talking back to a Catechist or other school personnel
- * Littering the school or grounds
- * Name calling, racial or ethnic
- * Leaving classroom without Permission

DISCIPLINARY ACTION INCLUDES, BUT IS NOT LIMITED TO:

- | | |
|--------------------------|---|
| 1 ST Instance | Verbal warning by catechist |
| 2 nd Instance | The child is sent to the office which will notify the parent to pick-up the child |
| 3 rd Instance | The parent is contacted and situation discussed |
| 4 th Instance | The student is withdrawn from the program at the discretion of the Pastor and Coordinator of Religious Education. |

SERIOUS INFRACTIONS

Serious behavioral infractions, which will not be tolerated and may result in the immediate removal of the student from the classroom and expulsion from the Religious Education Program, without refund of any tuition or fees, include, but are not limited to:

- Cheating
- Leaving the school without permission
- Bullying, intimidating or harassing another person* •
- Verbal, written or gestured threats
- Fighting
- Assault
- Possession, use, sale and/or distribution of any dangerous or unlawful objects** (e.g. tobacco, alcohol, drugs, etc.)
- Theft***
- Vandalism or deliberate damage to personal or school property
- * Harassment of any kind should be reported immediately to any or all of the following: the Catechist, Coordinator of the Religious Education Program or the Pastor. (847-356-5850).
- ** Please note that when there is suspicion of a violation of this policy the Religious Education Office at Prince of Peace Catholic Church maintains the right to search: • all desks and other parish supplied enclosures • any and all personal property
- All contraband will be seized and the appropriate authorities will be contacted.
**Prince of Peace Catholic Church does not assume responsibility for the recovery or replacement of lost, stolen or damaged personal property .

HEALTH ISSUES AND EMERGENCIES

MEDICATION

Catechists and other personnel in the Religious Education Office cannot administer, maintain or supervise the taking of prescription and non-prescription medications. Students are not allowed to carry medication on their person, including non-prescription medications during religious education classes. If your child requires medication to be given to him/her, you, the parent/guardian, must come to class to administer it. Prescriptions must be in their original container. Your child will be permitted to take medication only in extraordinary cases, but a Medication Permission Request Form, signed by the parent/ guardian, must be on file in the Religious Education Office.

ILLNESS/INJURY

In the event that your child becomes ill or injured during his/ her religious education class time, we will contact you, the parent/ guardian, by phone. If you, the parent/guardian, cannot be reached, the emergency contact you listed on the Emergency Contact Information/ Release form on file in the Religious Education Office will be contacted. If we are unable to contact either you or the emergency contacts and time is of the essence, we will act in a manner that is both responsible and reasonable. Should the injury or illness be of such severity that immediate care is warranted, we will immediately call the Lake Villa Fire Department (911).

Please keep the Religious Education Office informed and up-to-date about any health issues that your children might have, including allergies. We will treat such information as confidential and release it only as necessary.

FIRE AND WEATHER EMERGENCIES

Your children's safety is of the utmost importance to us. Fire and tornado drills are necessary for the safety of the students, parents, catechists and other personnel. It is crucial that everyone be aware of how to reach a point of safety from those areas of the building in which he/she might be. Parents, please impress upon your children the seriousness of these exercises. Fire and tornado safety information & rules are posted in every room.

FIRE DRILL RULES

- Close windows.
- Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a designated place across the parking lot toward Route 83.
- The catechist should be the first one out of the room, should take the class roster, and remain with the class.
- The catechist aide will close the door.
- The catechist will take attendance once the group has reached its designated place, at a proper distance from the building.
- When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

TORNADO DRILL RULES •

- Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to an interior hallway.
- The catechist should be the first one out of the room, should take the class roster, and remain with the class.
 - The catechist aide will close the door.
 - The catechist will take attendance once the group has reached its designated area.
 - Students will be instructed to respond to a specific commands to assume protective postures and to face interior walls when the danger is imminent.

RELIGIOUS EDUCATION/PARENT COMMUNICATION

NORMAL COMMUNICATIONS

We work as a team to insure that the children receive a good grounding in our Faith. Communications between the Catechists, Parents, and Staff are key to making the process successful. We will keep you informed of the information you need and we ask that you contact us whenever you have a question or comment.

Hopefully you will talk with the Catechist when you drop-off and pick-up you child.

You can contact the Pastor and staff by calling:

(847) 356-5850

or Emailing us at :

Religiousstaffprinceofpeacecatholicchurch.org

You can also find answers to many of your questions at the parish website:

Princeofpeacelv.org go to Faith Formation and then open the Religious Education site.

EMERGENCY CLOSINGS

If school must be cancelled due to weather or other issues you will receive an Email from our office. We will also contact the Emergency Closing Center which will broadcast the closing on radio and television stations. The parish website will also reflect the closure.

If you believe that the weather is dangerous please use your own judgement on the safety of coming to class.

Student Release Policy

The Religious Education Office at Prince of Peace Catholic Church presumes both parents of every student have equal access even if the parents are divorced or separated unless there is a form on file in the Religious Education Office stating otherwise. Students will only be released to a parent, unless the Emergency Contact Information/Release form, stating the names of the individuals who are authorized to pick up the student, is on file in the Religious Education Office. These parent designates must pick up the student in the classroom.

Electronics Policy

Students are allowed to bring cell phones, but are required to keep them turned off during class time. If there is a family emergency, parents are asked to contact the catechist. Students are not allowed to bring electronic entertainment/gaming devices into the class. These devices include, but are not limited to, iPods® and other MP3 players, PSP®, Game Boy® or other video game devices. Students are not allowed to bring electronic readers, e.g. Kindles®, Nooks®, iPads®, etc., into the classroom, unless required to do so by the catechist. Students who violate this policy will have their electronic device confiscated. It will be returned to the student at the end of class. If this violation of policy becomes a repeated problem, the electronic device will only be returned to the parent at the end of the class.

FIRST COMMUNION AND CONFIRMATION

The Archdiocese of Chicago has a policy that requires students to complete two years of classes in preparation for the reception of a Sacrament. We follow that policy, and listed below are the what is required to receive each Sacrament.

FIRST RECONCILIATION and FIRST COMMUNION

Students must successfully complete both the First and Second Grade Religious Education Classes. In the winter of second grade the students will receive their First Reconciliation. Classes normally end in April and the First Communion Masses are scheduled for early in May.

Canon Law also requires that the student has reached the age of reason which is deemed to be seven in order to receive these Sacraments.

CONFIRMATION

Students must successfully complete both the Seventh and Eight Grade Religious Education Classes to be considered ready for Confirmation. Once these classes are completed the students will be scheduled for Confirmation in the fall after they complete the second year.

Confirmation also has a service component which must be completed both years. The students is required to do two inside the parish services, and two outside (in the community) services. There is a reflection paper due for all of the outside services. (See Religious Education section on Parish website)

The students must also submit the Saint's name they have chosen for Confirmation and a report on that saint.

They must also turn in the name of their sponsor, and if the sponsor is not from Prince of Peace, a letter from the pastor of their parish stating that they are practicing their "Catholic" Faith.

CURRICULUM

KINDERGARTEN THROUGH EIGHTH GRADE

The Religious Education Program uses material that has been approved by the United States Conference of Catholic Bishops (USCCB) and the Archdiocese of Chicago's Office for Catechesis and Youth Ministry.

These materials have been vetted to insure that they are in compliance with Church teachings and are age appropriate for our students.

MIDDLE SCHOOL and HIGH SCHOOL

The Youth Program here at Prince of Peace augments and continues the formation of our students before and after they have completed their Confirmation. This program is open to all 6th thru 8th grade and high school students and is a hands on faith learning experience. It is a great resource for students as they navigate the difficult years of middle school and high school and prepare for their future life as adults.

PARENTAL ROLES AND RESPONSIBILITIES

You have the most important role in raising your children in the Faith. The purpose of the Religious Education Program is to assist you in that role.

The example that you set will be the primary source of your child's learning. One of the most important things that you can do is attend Mass weekly. It is a mortal sin not to attend Mass every week unless you are ill. Attending weekly Mass is a requirement of our Faith taught by the Church. Making weekly Mass attendance a priority in your life as a parent, models what a good practicing Catholic does for your child. If you do not make this a priority, the child becomes confused because what you are modeling is different than what we are teaching. We live in a community where they depend on you to get them to Mass.

We also recommend that as much as possible you make prayer an important part of your family interactions. Say grace before meals, prayers before going to bed, etc. The more that prayer is a part of their daily lives the closer they, and you, will feel to God.

The example that is key is your consistency in living the Gospel. It is hard in our world today to live up to the Gospel, but children learn by observation. They see everything that you do and hear everything that you say. They desperately want to be like you and will adapt what they see and hear to their behavior. We all make mistakes, but it is important to admit that and let your children see that you do. Going to the Sacrament of Reconciliation regularly is the way to show that we all make mistakes, but that God's love and mercy is available to bring us back to Him.

We are a team whose goal is to make your children strong, moral, and caring individuals that know and live their Faith. We must work together to achieve that goal.

PARENTAL INVOLVEMENT

- Bring your child to and pick them up from the classroom
- Ensure that your children come to class and are on time
- Talk to your child about what they learned in class and reinforce the material with a discussion about it
- Work on your students homework with them. This can lead to further discussions and often insights into your child's ideas and views.
- Practice the prayers with your student so that they will be able to recite them by memory. Also talk with them about what the words of the prayer mean.
- Pray together as a family
- Talk with the catechists and find out how your child is doing in class. This also give you an opportunity to voice your concerns to the catechist.
- ATTEND MASS ON SUNDAYS AND HOLY DAYS OF OBLIGATION
- Talk about the parts of the Mass, the readings, or the homily after Mass.
- Set an example for your children, by the life that you live.
- The priests, deacons and Coordinator of Religious Education are available wo assist you with ways of explaining the Faith to your child. We can also assist you with methods of prayer.

OUR CATECHISTS

The men and women that teach your children, assist in the classroom and office, and monitor the door for safety are all volunteers. They devote their time and talent to insure that the children have the opportunity to learn about their Faith. Most of these volunteers do not have children in the program, but do it out of a love for the children and our Church.

All of the volunteers 18 and older have undergone a background check, read and signed a Code of Conduct, and have completed initial and on-going VIRTUS Training. They also participate in programs that increase their faith knowledge and teaching skills as appropriate.

All high school volunteers have completed the Code of Conduct form and are monitored by the in room teachers that they assist.