



SAINT PRISCILLA PARISH

**Religious Education Program  
Family Handbook**

2019-2020

Priscilla Religious Education Office  
1001 West Addison  
Chicago, Illinois 60634  
773-685-3785

Saint Priscilla Church  
6949 W. Addison  
Chicago, Illinois 606 34  
773-685-3785

Dear Parents.

Welcome to the new catechetical year. Our hope is for every member of the parish to take advantage of the many opportunities provided to learn about the Faith. This handbook is being provided to give a general overview of the catechetical program at our parish for children in grades one through eight.

The catechetical staff wants to assist parents in developing the Catholic Faith of their families. It is primarily the responsibility of parents to pass on the Faith. In particular, parents are responsible for ensuring an active sacramental life and daily Gospel living. We also rely on you as parents to assist your children in the memorization of prayers and catechetical formulas and the telling of Scripture stories and lives of the saints.

An active sacramental life includes at least Sunday Eucharist and regular Reconciliation. The Celebration of the Eucharist is central to our Faith. As individuals and as a parish we need to be committed to participating at Mass every Sunday and Holy Days of Obligation. The opportunity for classes to participate in Mass and other liturgies will be announced throughout the year.

The Celebration of First Reconciliation and First Communion is usually in the Second Grade. Preparation for the sacrament of Confirmation is in Junior High.

If you have any questions or concerns after reading this handbook please contact me at the Religious Education Office.

God bless you and your family.

Sincerely,

A handwritten signature in cursive script that reads "Anna Harmata".

Mrs. Anna Harmata  
Director of Religious Education

## General information:

### Mission Statement

In keeping with the mission of the Catholic Church. St. Priscilla Catholic Church proclaims the "Good News" of Jesus Christ by providing catechetical instruction, special events, and opportunities for fellowship that will foster and encourage growth in knowledge and understanding of the faith, resulting in:

- + a relationship with Jesus Christ.
- + full participation in the sacraments.
- + appreciation for the traditions of the Church.
- + development of strong Catholic moral principles.
- + a spirit of community.

### Goals

- +Assisting parents in passing the faith on to their children.
- + Providing religious instruction to children who do not attend Catholic Schools.
- + Preparing students and families for the sacraments of Reconciliation, Communion, and Confirmation.
- + Training catechists for our program.

### Staff

Rev. Maciej Galle	Pastor
Rev. Daniel Kusa	Associate Pastor
Mrs. Anna Adamowski	Office Manager
Mrs. Anna Harmata	Pastoral Associate and DRE
Mrs. Anna Ewko	Music Director
Mrs. Renata Zolnik	Business Manager

## Introduction

Recognizing that parents are the primary religious educators of their children and that our role is one of assisting, not replacing, parents in teaching the faith to their children, the purpose of this handbook is to ensure that parents, students, catechists, and other volunteers understand the guidelines, rules, and policies of the religious education programs. This handbook is to help ensure that programs can run efficiently by providing pertinent information to all involved in these programs.

## Admission:

Any school age K+ child of registered members of Saint Priscilla Parish should be enrolled in the Parish Religious Education Program. We will also accept children who may belong to other parishes.

## Special Needs Students

It is the goal of the parish to provide religious education for every child in the parish. However, we are unable to offer a separate special needs program due to lack of resources. In some case, a child with special needs may be admitted into the regular class offered in our program. However, the parent may be asked to attend class with the child just in case of an emergency involving the child.

## Registration and Tuition:

A general registration for Religious Education is held in August and September. The dates and times will be posted in the bulletin at least one month in advance and announced during the weekend Masses. The dates and times to register students will be posted on our website. During the year, parents of new students are asked to register by contacting the Religious Education Office which is located in the lower level of the school. The phone number is 773-685-3785.

The tuition for classes is as follows:

1 child	\$160.00 for non-parishioners	\$190.00
2 children	\$240.00 for non-parishioners	\$300.00
3+ children	\$290.00 for non parishioners	\$380.00
Communion Fee	\$40.00 Confirmation Fee	\$80.00

The tuition can be paid in full at registration or in two payments by the end of October, additional installments with \$10.00 operation fee are due by Dec. 14, 2019

**Pre- registration for the next school year 2020/2021 will start in March.**

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Baptismal Certificates:

Students entering St. Priscilla Religious Education Program, those preparing for first Reconciliation, and first Eucharist. and Confirmation who were baptized outside St. Priscilla Parish, Chicago. are to present **a copy of a Certificate of Baptism** during registration. We also need a **First Communion Certificate** for children receiving the sacrament of Confirmation.

Involvement of Parents:

Since the fundamental building block of Church Parish life is the family, it is expected that parents will participate actively in their children's formal religious education. During the course of the school year, parents will be presented with opportunities to engage themselves in supporting the RE program and furthering their effectiveness as the primary religious educators of their children. Parents and children are expected to participate in weekend Liturgies.

Parents are asked to review readings and homework with your child. As their primary catechist. It is important to live, model and talk about your faith with your children. This will enrich them and you.

Parent as asked to read all text messages, emails, and correspondence sent home. Please ask your child if they have been given any notifications that they are to give their parents. These are ways for us to stay in touch. Also please check the parish website which also contains much information about the program.

Notification of important events and meeting will periodically be sent via email.

We invite parents to contact us with any questions or concerns. We will try to resolve any issues or concerns in a timely manner. Furthermore. parents re asked to notify the Religious Education office of any changes with emails.

phone numbers. addresses. or any other issue affecting the student so that we may keep our records up-to-date.

#### Attendance:

Please make every effort to have your child attend every scheduled class. Excused absences will be accepted with a written note or a phone call to the office. Your child may not miss more than five classes (**three classes for sacramental candidates**) in a single school year. Parents should communicate absences to the catechist or the Religious Education office. When a class is missed parents should obtain the lesson from the catechist and assist the child in completion of the lesson and returning it to the catechist the following week.

Classes meet every Saturday from 9:00 AM until 10:45 AM. Students are expected to be in their classrooms at 9:00 AM sharp ready to start class. Please do not drop your child off before 8:45 AM as there will be no supervision on the playground. We use the door that is furthest east in the school (the one closest to the park). The children should line up quietly and remain there until they are picked up by their teacher.

#### Books

Each student will receive a book that is included in the tuition. Students will receive their books in a folder with a copy of the prayers they are to know, a copy of the calendar, and the form or Reconciliation for them to use when we go to Confession. We will also provide whatever supplies the child may need for the class. If the book is lost or destroyed you will need to purchase a new book.

#### Early Release of a Student

Students are not permitted to leave early unless the parent has notified the office prior to the start of class on that day. Children will not be released until the parent comes to pick them up.

#### Food, Drinks, and Gum

Children are NOT allowed to bring any food or drinks to class. In addition, no gum chewing is permitted.

### Cell Phones, Electronics Devices, and Collectables

Electronic games, music devices, and any other types of electronic devices are **NOT permitted** in the classroom. Cell phones may be brought, but they must be off and remain in the pocket and out of sight. Any other toys or card collections are also not to be brought to class. If children choose to play with any of the above items the items will be confiscated and will not be returned except to a parent.

### Sacramental Programs:

***First Communion:*** First Reconciliation and First Communion are normally celebrated in 2nd grade. Children ready for First Communion must **attend two year of religious education program** and be in good standing (three absences or less) Parents are required to attend a preparation class for Reconciliation and Eucharist and to participate in any projects deemed necessary by the teacher or CRE. Parents and children must attend Sunday Mass on a regular basis. A copy of the child's Baptismal Certificate must be on file in the Religious Education Office. Reconciliation is held a week before First Communion. First Eucharist is celebrated in May. Special arrangements can be made if children are older and have not received sacraments. The Religious Education office is to be contacted to discuss the special circumstances.

***Confirmation:*** Confirmation is currently celebrated with children who are in the eighth grade. Confirmation candidates must **attend two year of religious education** program and be in good standing (three absences or less. Other requirements include regular attendance at Mass, journaling mass, attendance at a parent and student meeting, service hours (20). attendance at the Confirmation retreat, and a copy of the baptismal and first communion certificate on file. Confirmation is usually held during the season of Lent.

Confirmation students are expected to continue with classes until the end of the year.

Any older child who has not received the sacraments of Eucharist and Confirmation must attend and participate in our program for two full years. For the first year the child will be placed in his/her grade-level class for faith formation. During the second year, the child will be placed in the Sacramental Preparation class.

#### Care of Property

Our parish property belongs to all of us. We are responsible for good stewardship. A student who damages property is expected to pay the cost of replacement or repair.

#### Guidelines for Catechists and Other Volunteers:

- + Individuals involved in any of the religious education programs, teaching or otherwise shall be of high moral values. They should be a Catholic example to students through witness and prayer.
- + Catechists should provide a loving Christian atmosphere within the learning environment so that children will be able to grow in their faith.
- + Catechists shall be provided with training and necessary resources to prepare them for teaching.
- + All catechists and volunteers who work with children/youth are required to attend VIRTUS training and consent to a background check.

#### General Guidelines for Students at Religious Education

##### Expectations for Behavior:

1. Respect and courtesy toward catechists, volunteers, and classmates is required at all times.
  2. No eating, drinking, or chewing gum in classrooms without specific permission from the adult in charge.
  3. Students are to use supplies and facilities properly. The day school students' desks and property are to be left alone.
  4. Leave the facility neat and clean.
- Students should cooperate through completion of assignments and class participation.



### Dress Code:

Keeping in mind that we always want to set a good example, that what looks fine on one person does not necessarily work for another, and that what offends one person may not offend another, we have developed a dress code. Following this should help eliminate complaints, embarrassing situations, harassment, and giving offense to anyone.

1. Students are expected to wear modest clothing to all functions.
2. No low-cut tops, see-through garments, halter tops, spaghetti straps, tube tops, muscle shirts, bare midriff outfits, or shirts or blouses that are tied and rise above the waist.
3. Skirts, shorts, and dresses must be fitted at the waist and should be worn knee-length. Miniskirts are not allowed.
4. No emblems, insignias, badges, slogans or tattoos that distract or disrupt. This would include anything related to alcohol, tobacco, racism, sex, or any other inappropriate topic.
5. No piercing jewelry other than earrings.

Remember--if in doubt, wear something else! Students will be reminded of the rules once. If following these guidelines continues to be a problem the students will be referred to the CRE, who will set up a conference with parents.

### Anti-Bullying and Zero-Tolerance Policy

Under the St. Priscilla's Religious Education Program's ZERO TOLERANCE POLICY, any threat by a student to inflict harm to the program, a catechist, fellow student, or self is interpreted as a serious offense and must be immediately reported to Mrs. Anna Harmata or one of the teachers. The program adheres to Zero Tolerance for any form of harassment, abuse, bullying, weapons, drugs, threats, gang affiliations, physical assaults, or fights. Under this policy, the student will be immediately suspended from attending classes and may be required to withdraw from the program. The parents will be notified and the incident will be documented and filed.

**PROGRAM AND PRAYERS:**

The prayers listed below are traditional prayers of our faith that we ask all children and adults to be familiar with and know at age appropriate levels. We ask that you stress these in your home as well as other prayer forms appropriate for the family, such as Grace Before and After Meals.

**PRAYERS****GRADE**

K: Sign of the Cross, genuflect  
1<sup>st</sup> Sign of the Cross. Hail Mary, and Our Father. Glory Be to the Father  
2<sup>nd</sup> All of the above: Act of Contrition, Form of Reconciliation  
3<sup>rd</sup> All of the above: Prayer to the Holy Spirit  
4<sup>th</sup> All of the above: Rosary, Acts of Faith Hope and Love.  
5<sup>th</sup> All of the above: Morning Offering, Apostles' Creed. and Sacraments  
6<sup>th</sup> All of the Above: Apostles' Creed, Prayer of St. Francis.  
Learning about  
The Old Testament and answering  
God's call  
7<sup>th</sup> All of the above: Learn about the New Testament and the Pascal Mystery  
8<sup>th</sup> All of the above: Preparation for The Sacrament of Confirmation

**REPORT CARDS:**

Report cards will be given in January and again at the end of the year. If you have question about your child'/children's progress do not hesitate to get in contact with your child's teacher.

**SNOWDAYS:**

In case of hazardous road conditions in the winter. Religious Education classes may be cancelled. To find out if class is cancelled. listen to one of the following radio stations: WGN, WBBM News radio, WMAQ, WFYR, plus WGN-TV. Our classes are so small I will also ask the teachers to call the students so make sure your telephone numbers are up-to-date.

Saint Priscilla Religious Education Program

Dear Parents,

This is your copy of the Rules and Regulations Booklet for St. Priscilla Religious Education Program.

In order that you might better understand the philosophy and requirements of St. Priscilla 's Religious Education Program, it is important the you thoroughly read this booklet.

Sincerely,

Mrs. Anna Harmata, Catechetical Leader