

St. Margaret Mary Religious Education

PARENTS' HANDBOOK 2016-2017

**St. Margaret Mary Parish
1450 Green Trails Drive
Naperville, IL 60540
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Web Page: www.smmp.com**

**Parent Handbook for Religious Elementary Education
Pre-School - Fifth Grade**

Christian Education Commission

The Christian Education Commission is a consultative body which operates in the decision-making process by shaping and adopting policies concerning the Religious Education of the parish. The Christian Education Commission meets monthly. All are welcome to attend.

Fr. Paul Hottinger, Pastor
Sue E. Davey, Director of Religious Education
Janene Parisi, Chairperson, Christian Education Commission

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August, 2016

Dear Parents,

Living in the present age is a daunting task even for those well equipped with faith and faith understanding. We do not know all the challenges our children will have to face as they reach adulthood. The greatest favor we can do for them is to help them form a strong personal relationship with God and teach them what Jesus taught us.

As Pope Paul VI insisted, the gospel is really attractive, the truth is desirable. We must not be like a light put under a bushel basket, but a light that shines in the darkness. This requires faith and faith formation. It is never too early to start, or too late to continue.

My great thanks to the wonderful, caring catechists who give so much time to our children. Let us all share the work of teaching as Jesus did.

Sincerely,

Father Paul

Dear Parents,

God has gifted parents with the responsibility of raising and educating their children as Christians in the Catholic Tradition. Our St. Margaret Mary Parish Program exists to assist you in this awesome duty. Our program can impart knowledge of our faith through classes and other opportunities throughout the year, but it is the parents that really teach what it means to be a Christian by their everyday living example.

Besides weekly classes, we strongly encourage you to participate in weekly Mass, Threads programs, Reconciliation Services during Advent and Lent, Children's Masses, Children's Choir, the Liturgy of the Word program for our younger children and as many of the service projects your family can attend. We also invite you to volunteer when opportunities arise which fit your family and work lives. By being involved in Church programs and worshipping together at Mass, you show your children that growth in Faith has a priority in your family.

Please read this handbook which contains information regarding the Religious Education Program. We are here to help you in whatever ways you may need to fulfill your responsibility to your children and the Church. Please feel free to call or contact me if you have questions or need any help in any aspect of the program. May God bless you each day.

Sincerely,

Sue E. Davey, Director of Religious Education

2016-2017 RELIGIOUS EDUCATION PROGRAM

3 year olds - 5th grade

Children are accepted into St. Margaret Mary Parish Religious Education Program if they fulfill the necessary requirements:

- They are members of the parish
- They are 3 years old by September 1st
- There is available space.

Children with special needs will be provided for on an individual basis.

Session Times:

Monday	3:15 - 4:15 P.M.	K - 5th Grade
Tuesday	3:15 - 4:15 P.M.	K - 5th Grade
Tuesday	4:30 - 5:30 P.M.	K - 5th Grade
Wednesday	3:15 - 4:15 P.M.	K - 5th Grade
Wednesday	4:30 - 5:30 P.M.	K - 5th Grade
Saturday	9:00 - 10:00 A.M.	1st - 5th Grade
Sunday	9:00 - 10:00 A.M.	3 year olds, 4 year olds, Kindergarten

Supplementary Programs:

Other programs which enhance the faith development of the children include:

Liturgy of the Word: Saturdays 5:00 P.M., Sundays 9:00 A.M. & 10:45 A.M.

Children in Grades K-3 are dismissed from Mass for the Readings and a short homily geared to their age level. They return to sit with their parents before Communion.

Mini Retreats for the children: Grade 2 for First Communion; Grade 3 for First Reconciliation

Children's Masses: Saturdays at 5:00 P.M.

Nov 19, 2016 - 1st — 5th Grades;

Feb 25, 2017 - 1st — 5th Grades

On-going information about the Religious Education program will be found on our Web Page: www.SMMP.com, in the Sunday Bulletin, **and in e-mail notices throughout the year.** (It is imperative that parents provide the Religious Education Office with a valid e-mail address as e-mail is our primary means of communication.)

Rainbows, a support group for children who have suffered a significant loss in their lives either by death or divorce, is provided by St. Raphael & St. Thomas for Kindergarten through Grade 12. Call the Religious Education Office for information and registration.

St. Margaret Mary Religious Education Program Curriculum

3 year old - 5th Grade

The program is designed to assist parents in their efforts to nourish the gift of faith in their children. As part of the Catholic Christian Community, we have the responsibility to share our faith with our children.

Through the use of story, prayer, songs, crafts, etc., the children in **Pre-School** are given experiences for the formation of the faith life. 3 and 4 year olds are introduced to the Scriptures through simple Bible stories from the Old and New Testament.

The **Kindergarten** program focuses on God as Creator.

Grades 1-5: Each year the children will be taught their faith through the seven themes of Creation, God, Jesus Christ, the Church, Christian Morality, the Sacraments and Salvation History. Each year these themes will be expanded according to the child's ability and maturity. Grade 2 focuses on the Eucharist, Grade 3 focuses on Reconciliation and the Church, Grade 4 focuses on moral development and Grade 5 focuses on the Sacraments.

Sacraments:

The Sacrament of **Holy Eucharist** (Holy Communion) is usually received in Second Grade after completion of two years of religious education. Children in Third Grade or higher who have not received Holy Communion may be required to attend special sessions outside of regular session times. Preparation for First Holy Communion includes:

- Regular RE sessions weekly
- Parents are expected to attend one of the Sacramental Retreats; choice of **Oct 23, 2016** or **Feb 5, 2017**.
- Parent/Child meeting (Bread Service) scheduled for ***your choice of either March 7 or 8, 2017***
- Sacrament of Eucharist Retreat scheduled for **March 4, 2017**

First Holy Communion is scheduled to be celebrated on April 29/30 and May 7, 2017.

The Sacrament of **Reconciliation** is taught informally in Second Grade and formally in Third Grade. Children are given the opportunity to receive the Sacrament of Reconciliation for the first time in a group celebration. It is vital that parents help their child prepare for this sacrament and become aware of the theology we are teaching their child regarding sin and forgiveness. Preparation for First Reconciliation includes:

- Regular RE sessions weekly
- Parent meeting scheduled for **October 19, 2016**
- Parent/Child meeting scheduled for ***your choice of either November 8 or 9, 2016***
- Sacrament of Reconciliation Retreat scheduled for **November 5, 2016.**

The Sacrament of Reconciliation is scheduled to be celebrated on November 29/30, 2016.

For parents who wish their Second Grader to receive Reconciliation BEFORE First Communion:

All second graders will receive a minimal amount of instruction on sin, forgiveness and reconciliation during classes (3 lessons).

Parents who wish their child to receive Reconciliation before First Holy Communion will have a meeting to receive information, instruction, and materials to prepare their child at home.

The Third Grade curriculum will remain the same with a strong emphasis on Reconciliation in the Fall.

For parents who wish their Second Grader to continue our previous procedure and receive Reconciliation in Third Grade:

All second graders will receive minimal instruction on sin, forgiveness and reconciliation during classes (3 lessons).

No other preparation will be done until the Fall of their Third Grade year. The first semester of Third Grade will be devoted to preparing the children for the Sacrament of Reconciliation. Parents will have a part in this preparation as well.

Included in the preparation will be a **Children's Retreat** followed by the celebration of the Sacrament with a small reception afterwards.

First Holy Communion is scheduled for all Second Graders in April, 2016 whether the children have received Reconciliation or not.

Reconciliation/1st Communion Exception:

Children who have had no formal religious education prior to second grade must have at least one year of formal religious education classes before the reception of the Sacraments of Reconciliation or Eucharist. Contact the Religious Education Office to set up an appointment to discuss your individual situation.

Prayer and Liturgical Celebrations throughout the year:

Prayer Services for special feasts and occasions will be celebrated (Advent, Lent, Ash Wednesday, Holy Week, etc.).

Mass is celebrated with the children on Holy Days of Obligation **if it occurs on a class day.**

Children's Masses will be celebrated during the school year. Further information will be communicated.

2016-17 Fees:

The following fees have been set by the Christian Education Commission and should be paid at time of registration (**applies to registrations received after August 20, 2016**) :

1 Child - \$210; 2 Children - \$275; 3 or more children - \$335
Plus sacrament fee of \$30 per sacrament received during the year
(Includes First Communion, Reconciliation, & Confirmation)

No child will be denied entrance to any program because of lack of payment, but some contact should be made to the Pastor or Director of the program about this fact. A payment plan or a reduction of tuition can be arranged.

Parish policy provides for tuition waiver for families of Catechists/Youth Ministry facilitators. A \$50.00 reduction in tuition will be given to adult babysitters and adult catechist aides who come on a regular basis.

Homework:

The child's book (Grades 1 - 5) may be sent home each session. Parents are asked to go over the weekly lesson in the book with your child(ren).

FOLDERS SHOULD BE EMPTIED EACH WEEK AND RETURNED WITH CHILD'S BOOK TO NEXT CLASS.

Parents are also requested to teach and practice traditional prayers at home. A copy of the prayers the children are expected to know is included in this book. Specific assignments may be given by the Catechist. Please make sure these are completed and the **BOOK RETURNED EACH SESSION.** (Lost books will be replaced at Parents' expense.)

The books we are using have much more content material than we can cover in an hour a week so the Catechist, under the direction of the Director, **will NOT cover everything** in each chapter. We certainly will cover what we deem essential. We encourage you to go over not only each lesson with your child but also the materials we did not cover in class if you feel your child would benefit from the additional material.

Emergencies:

In case of an emergency (tornado, etc.), no child will be allowed to leave the building **without a parent or a designated adult picking him/her up.**

****Parents are required to sign the following medical waiver on the registration form at the time of registration:**

As a parent and/or legal guardian, I authorize the treatment of my minor child/children by a qualified and licensed medical doctor in the event of a medical emergency, which, in the opinion of the attending physician, may endanger his or her life, cause physical disability or undue discomfort if I am delayed. I authorize the Parish authorities to send my child (properly accompanied) to an available hospital or physician. This consent is granted only after a reasonable effort has been made to reach me.

In case of emergency closing due to snow, please check the website:

EMERGENCYCLOSINGCENTER.COM

We will also contact catechists who will notify the families.

Videotaping and Still Photographs:

Video and still photographs may be taken and used for future promotional efforts, but **NO CHILD WILL BE IDENTIFIED BY NAME. Postings of videos and/or photos to social media is strictly prohibited.**

Attendance:

Your child is expected to attend all sessions and to be on time. **Please call the R.E. Office (630-369-0833)** if your child will be absent from class. If your child is seriously ill, or there is a family crisis, please call the office to let us know.

Communication:

From Parents:

Whenever you or your child has a problem or a suggestion, please contact the appropriate person:

1. Concerning child's sessions, other children, difficulty with lessons, etc...**contact your child's Catechist.**
2. Concerning Catechists or overall program, etc...**contact Sue Davey.**
3. Concerning the Director of Religious Education or the Religious Education program as a whole...**contact the Chairperson of the Christian Education Commission or the Pastor.**

From Catechists/Director of Religious Education:

1. In the Parish Bulletin each week.
2. By e-mail
3. Individual notes or phone calls when appropriate
4. Catechists will send home letters periodically

Arrival & Dismissal:

Please follow these directions for the safety of all our children.

1. Enter and exit the parking areas on Green Trails Drive - **NOT Naper Blvd.**
2. All children are to enter the building at the Administration Door - Green Trails Lower Level.
3. All children are to be picked up after class in the Parish Center and exit the Parish Center door only.
4. **DO NOT PARK OR WAIT** in the Handicapped areas or the space near the sidewalk .

It is impossible for us to care for your child if they are waiting at the wrong door. It is best and safest if the parents would come to the Parish Center and meet their child(ren) there and take them to their cars.

If you are unable to come into the building to pick up your child, please contact the R.E. office to discuss alternative arrangements.

If a child is told to meet their parent/guardian at the wrong door/parking lot, he/she will be reminded the first time. If it occurs again, we will have to ask you to take your child out of our program. We cannot be responsible for your child's safety if they are told to do something against R.E. rules. If you are delayed picking up your child, please call the R.E. Office and let us know: 630-369-0833.

Discipline:

In order to accomplish the religious education of your child, there must be a sense of order and discipline within the class. Disruptions shorten the effective teaching time and infringe on the other students. Disruptive or rude behavior will not be tolerated. If your child cannot abide by our rules, you will be asked to do a home study with him/her for the remainder of the semester. The following are the Catechists' Guidelines regarding discipline:

1. No child has the right to disturb the learning process of the other children in the group. Here is the basic plan of action:
 - a. Tell a child that his/her behavior is unacceptable BECAUSE it is preventing the rest of the group from learning.
 - b. If this does not change the behavior, send the child (with a companion) to Sue Davey.
 - c. If this does not change the behavior, Sue Davey will contact the parents (or the catechist may, if he/she chooses).
 - d. If all other means have been used and have failed, the child will complete the semester in Home Study.
2. Basic rules for all children:
 - a. Respect for each other is essential Christian behavior; therefore, being disrespectful to anyone, fighting, being rude, or using bad or offensive language is not tolerated.
 - b. Respect for our place of worship and learning requires that we do not damage or misuse the building or the things in it.
 - c. Respect for ourselves means we dress appropriately for class and care for our health. Coats and hats should be removed and hung up during class time. The only exceptions are those children with hair problems due to illness or if the building is cold.

PRAYERS

Sign of the Cross

In the name of the Father,
and of the Son,
and of the Holy Spirit. Amen.

Our Father

Our Father, who art in heaven,
hallowed be Thy name;
Thy kingdom come;
Thy will be done on earth
As it is in heaven.
Give us this day our daily bread;
and forgive us our trespasses
as we forgive those
who trespass against us;
and lead us not into temptation,
but deliver us from evil. Amen.

Grace Before Meals (2nd Grade)

Bless us, O Lord, and these Your gifts
which we are about to receive
from Your bounty,
through Christ our Lord. Amen

Act of Contrition (3rd Grade)

My God,
I am sorry for my sins with all my heart.
In choosing to do wrong
and failing to do good,
I have sinned against you
whom I should love above all things.
I firmly intend, with your help,
to do penance, to sin no more,
and to avoid whatever leads me to sin.
Our Savior Jesus Christ
suffered and died for us.
In his name, my God, have mercy.

Hail Mary

Hail Mary, full of grace,
the Lord is with thee;
Blessed art thou among women,
and blessed is the fruit
of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners now
and at the hour of our death. Amen.

Glory Be to the Father

Glory be to the Father,
and to the Son,
and to the Holy Spirit.
As it was in the beginning
is now, and ever shall be
world without end. Amen.

Grace After Meals (2nd Grade)

We give You thanks, almighty God,
for these and all Your gifts.
which we have received
through Christ our Lord. Amen

Prayer of St. Francis

Lord, make me an instrument
of Your peace:
where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy.
O Divine Master, grant that I may not
so much seek to be consoled as to console,
to be understood as to understand,
to be loved as to love.
For it is in giving that we receive,
it is in pardoning that we are pardoned,
and it is in dying that we are born
to eternal life.