

STs. STANISLAUS & CHRISTOPHER RELIGIOUS EDUCATION

14611 S. Keeler Ave. Midlothian, IL 60445 /708.388.4040 /religioused@stchrisschool.org

Student/Parent Handbook 2022-2023

***It is the mission of St. Stanislaus - St. Christopher Religious Education to guide parents and guardians in leading their children to a loving encounter with Jesus Christ.
Our curriculum integrates liturgy, prayer, church traditions,
Service, and study to prepare the next generation of active participants
And leaders of Catholic Church.***

We ask all students and Parents to review this handbook prior to the start of classes each year and submit the Family Code of Conduct Form to your Catechist or the Religious Education Office on the First day of Class.

REQUIREMENTS FOR REGISTRATION IN THE ST. STANISLAUS - ST. CHRISTOPHER RELIGIOUS EDUCATION PROGRAM Registration begins in April for returning families and opens to new families May-June. Registration will close for the month of July and reopen (if class space allows) in August for late registrants.

<u>2022-2023 Tuition</u>		
1 Child \$220.00	2 Children \$335.00	3+ Children \$ 440.00

Tuition may be paid in full at the time of registration or families may make a tuition deposit of \$35 per child and pay towards balance throughout the year class year.

Tuition statements will be emailed to families every month beginning in October. Remaining balances must be paid by March of the class year to be in good standing and be eligible for continued participation in the program.

Cash, check (payable to St. Christopher), or e-pay payments accepted.

Payments may be made-

- In the Religious Ed Office on class nights, or by appointment during the week.
- At the Parish Office during regular business hours.
- Sent with child to class.

Tuition Payments must be sent in a sealed envelope clearly marked with the family name and students name and year level to be properly credited to your account.

It is HIGHLY encouraged that all participating families register as members of the Parish and support the Parish through the weekly Mass collection envelopes. Please register at the Parish Office.

ALL REGISTERED STUDENTS MUST SUBMITT A COPIES OF

- Birth certificate AND Baptismal certificate at the time of registration
- First Communion certificate if they celebrated this Sacrament at another Parish.

ADDITIONAL FEES Students in year two preparations for Sacraments require payment of the following fees to cover the costs of Sacramental Curriculum, Retreats, Certificates, etc.

First Communion: \$50

Confirmation: \$75

Fee may be paid at the time of registration or at the time of the first sacrament meeting.

NON-DISCRIMINATION POLICY The St. Stanislaus -St. Christopher Religious Education Program is operated under the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. We do not discriminate based on gender, race, color, handicap, or national or ethnic origin in the administration of its policies, supplementary programs or any other program-based function. As such all are admitted with equal rights and privileges accorded to students in this Religious Education Program.

PROTECTING GOD'S CHILDREN All Staff and Volunteers in the RE Program at St. Christopher - St. Stanislaus are required by the Archdiocese of Chicago to complete the "Protecting God's Children" training, Illinois Mandated Report training in addition to completing a Criminal Background check, and to complete monthly and yearly training bulletins through their Virtus account. This must be completed before any work or volunteering with children. New volunteers wishing to complete VIRTUS Training, please see the RE website www.stchrisre.com.

All staff members and volunteers are required to sign an acknowledgement that they have read and understand the conduct policies established by the Archdiocese of Chicago.

SAFE ENVIRONMENT CLASSROOM INSTRUCTION All parishes are required to initiate a Safe Environment Instruction program for children. The LURES program is a way for your child to help them recognize improper touch, understand that they can say "no" and tell a trusted adult. Parents will be notified prior to the classroom training and may come in to view the materials before they are viewed by the students. Parents have the right to opt their students out of the LURES training by signing a waiver.

ENROLLMENT Religious Ed is NOT just Sacramental preparation, but life-long faith formation! Students are expected to enroll in Religious Education classes every year beginning in grade 1 and re-enroll each year until the celebration of the Sacrament of Confirmation (typically in grade 8) and then join youth ministry or participate in other ministries of the parish.

The Archdiocese requires students wishing to celebrate the Sacraments of Reconciliation, Eucharist, and Confirmation to be enrolled in classes for at least 2 consecutive years. Students enrolling in faith formation in later grades for the first time or returning to the program after years away may be required to make up the missed years of study.

CLASS TIMES

Classes meet most Tuesdays from 6PM to 7:30PM, September through May. A tentative Calendar will be provided in August and posted on the RE website.

ATTENDANCE Thank you for making RE attendance a priority above other afterschool activities. We are happy to provide coaches with letters explaining your child's excusal from practices/games. Please speak with the Coordinator of Religious Education regarding our activity policy.

If your child is sick, please keep them and any siblings that are also enrolled in the program home! If the sickness is COVID-19 related, please follow CDC guidelines before returning to class..

Report absences to 708.388.4040 or via the REMIND app PRIOR to the start of class. Excessive absences may require students to repeat the year or be dismissed from the program.

EXPECTATIONS

Love God. Love Others.

All rules and guidelines of our program are based on this belief.

WHAT WE EXPECT OF STUDENTS:

- Attend Mass every Sunday/Pray regularly.
- Be on time & prepared for class.
- Cooperate & participate
- Be respectful of Classmates, teachers & school property.
- Cell phones off during class.
- Listen, talk, and act appropriately.
- Always obey safety rules.
- Avoid bringing weapons, illegal substances, or gang related clothing/items to class.
- No food or gum in church or school
- Never wander the building or campus alone.

We have a zero-tolerance policy for violence against another person or for bringing on the premises any object that could be a weapon. Any child in violation will immediately be sent home and will require a meeting with parents to decide if further participation in RE.

WHAT WE EXPECT OF PARENTS:

- Take an interest in what your child is learning in class.
- Attend Mass weekly and pray regularly as a family.
- Read all communications sent from Religious Education.
- Review class materials and handouts with your students on a regular basis.
- Attend monthly Parent Sessions.
- Attend all additional parents meeting if child is to celebrate a Sacrament within the year.
- Continue to enrich and educate yourself as a Catholic
- Display a positive attitude toward Church, church leaders.
- Follow all RE policies.
- Cooperate with arrival/dismissal procedures.

COMMUNICATION As your partner in Faith Formation, please don't hesitate to speak with us regarding your student's classroom and faith life experiences.

All communication with parents will be done via **e-mail** and the **REMIND** texting group app, and phone. Please be sure to sign up for the remind app using the code provided on the class calendar, and that we have a current and correct e-mail and phone number on file. If either should change, please contact our office immediately.

Since most communication will come through e-mail, please be sure to check your e-mail on a regular basis.

If you need to speak with your child's catechist, please call the religious education office or the information provided by your catechist at the beginning of the year to arrange an appointment. *Children may not communicate directly with catechists-a parent must always be involved in any electronic or phone communication.*

BUILDING USAGE RULES St. Stanislaus - St. Christopher Church and School is a place of gathering, worship, and parish activity. The facility is a shared space by many including students at the School, Religious Education, Parents, Parishioners and Staff members. It is to be expected that there is proper respect for the building, landscaping, and classroom space. It is the responsibility of the catechist along with the support and cooperation of the parents to enforce the following

1. Students are NOT permitted to be anywhere on campus unsupervised.
2. Food is NOT permitted in the classrooms.
3. Students are not to touch/take items found in the classrooms.
4. Students are NOT allowed to use school computers or other electronic equipment belonging to the school.
5. Students are NEVER allowed to write on school / parish property, i.e. desks, books, bathroom walls, etc.
6. Parents will be responsible for any property damaged by a student.

Catechists will keep a seating chart and report any incident to the coordinator regarding the damage to property.

CELL PHONES We realize that devices such as cell phones have become a necessary tool in our everyday lives. A goal of our program is to give all students an experience with the sacred...a time where the outside world is put aside to make time to be with God. We ask that students silence phones and put them away in their bag during class unless their catechist has allowed the phone to be used for a class activity. Students may not take pictures or videos of other students, catechists or staff while on church property. If this rule is not kept, the phone will be confiscated by the catechist and sent to the Religious Education office and can be picked up after dismissal.

CLASS CANCELATIONS Safety is always a priority. It is sometimes necessary to cancel Religious Education classes due to inclement weather. If district schools or St. Christopher School is closed, our classes will also be cancelled.

In case of emergency closings or an unforeseen circumstance when classes would need to be cancelled, you will be notified by email and a message via the REMIND app.

SAFETY DRILLS Students will review campus safety plans for fire, tornado, and active shooter situations during the first weeks of class. An official fire drill will be conducted under the supervision of the Midlothian Fire Department in the month of October.

CURRICULUM All levels will use the Pflaum Gospel Weeklies as their main textbook.

Year 1-3: *Good News*; Year 4-6: *Venture*; Confirmation & High School: *Visions*.

The Gospel Weeklies follow the liturgical year and are based off the Sunday Gospel making it easy for families to continue the discussions at home that were started in the classroom.

Children in their second year of First Communion prep will also use Pflaum *Together with Jesus* First Reconciliation & First Communion magazines. All Confirmation Level students will use the Pflaum *Gifted with the Spirit* Confirmation program and are expected to complete Mass reflections and service throughout the year in addition to the Gospel Weeklies.

MONTHLY PARENT SESSIONS All parents are encouraged to deepen their understanding of their faith and the Catholic Church. To help families in their spiritual pursuits, parents are required to attend a monthly PEP (Parent Encouragement & Prayer) Talks. Two sessions will be available each month (one in English & one in Spanish) in the church during class time. See RE calendar for dates & times.

ARRIVAL/DISMISSAL **no parking, pick-up or drop-off is allowed on Keeler Ave on class nights due fire safety codes.** All cars should enter the parking lot via the entrance on Karlov Ave. and proceed west to the orange cones in front of the drop off area. Exit on Keeler Ave. (*Please refer to the map in your welcome packet*)

For safety, students should exit the car on the passenger side. Students should arrive no more than 10 minutes prior to the start of class.

Year 1, 2, 3, 4, 5, 6 Students, Confirmation 1 students, and High School 1 & 2 Students will enter the building at **door 212** of the school and be directed by hall monitors and classroom aides to their classrooms.

Confirmation 2 students will enter at **door 210 of unit D** and be directed by hall monitor and classroom aides to their classrooms.

Students should NOT enter a classroom unless a catechist or aide is present and should wait quietly in the hall until they are permitted to enter.

Parents may walk their children to the lobby. Do not block the drop off zone. Please park in the lot and wait for a Parking lot monitor to signal you safely through the drop-off line.

Parents must complete a waiver/permission form for High School students who are driving themselves and siblings to class and follow the arrival/dismissal information provided on that form.

Class begins promptly at 6PM. For everyone's safety, doors will be locked at 6:10PM. After this time students must be let in and will be marked tardy.

Parents needing to come to the RE Office on class night, please park in the lot closest to the church to avoid disrupting pick-up lines and come to doors 212 between 6:15PM and 7PM. You will need to sign in. Please be patient as the coordinator and volunteers are busy assisting the children and catechists.

EARLY DISMISSAL If your student needs to leave early from class, you must notify the RE Office via email or phone PRIOR to the start of class. A parent or guardian must come to door 212 and sign a release for the student. Then a hallway monitor will escort your child from class to the lobby. No early dismissals will be allowed after 7:15PM.

PICK UP AUTHORIZATION If another parent or individual will be picking your child up, please send a note with the person's information, in writing with your child to the catechist or email the RE office. Please be sure your child is aware and knows the person who is coming to get them to avoid confusion.

DISMISSAL Please be prompt in picking up children. All cars enter the parking lot via Karlov Ave. Cars may return for dismissal as early as 7PM to begin lining up as directed by the parking lot volunteers. *(Please refer to the map in your welcome packet) Cars will form rows in the lot. All cars facing west. (see diagram in your welcome packet)*

Beginning at 7:20PM classes will be escorted to their designated areas in the drop-off zone. Students in year 1-3 will dismiss first, followed by Confirmation 2 students, then year 4-6 students, and Confirmation 2. High School will be the last to dismiss.

Parents MUST walk to the drop-off zone to pick up students in year 1-6. Catechists will not let students dismiss directly to cars. Confirmation and high School Students will be allowed to walk directly to cars.

Once you have collected your students from their designated areas in the drop off zone, Parking volunteers will begin directing each row one at a time to the Keeler Ave. exit. DO NOT try to exit the lot before this time as it is dangerous for the children and our volunteers!

High School Drivers will be permitted to go to their designated parking area and leave once the parking lot has been cleared.

If you are unable to leave your vehicle to pick up your children, please let the RE Office or Catechist know.

For safety, students of any age WILL NOT be allowed to walk home from class without an adult.

Students that are not picked up on time at dismissal will be brought to the RE Office for pick-up.

PARKING FOR PARENT SESSION/ MEETING NIGHTS Parents will be directed to park their cars in dismissal staging lines closest to the church. Or in the south east corner lot of the church. **DO NOT BLOCK HANDICAP PARKING** and leave the drop off/fire lane clear. Walk students to the drop-off zone before you go to church for the meeting. The remaining dismissal procedure remains the same as stated above.

For all other meetings, specific parent instructions will be emailed.

Fr. Robinson Ortiz, Pastor rortiz@archchicago.org

Brenna Baker-Director of Children's Faith Formation religioused@stchrisschool.org

RE Office: 708.388.4040
www.stchrisre.com

Parish Office 708.388.8190
www.stchrisparish.net