

Nativity of Our Lord Religious Education Program Handbook

Pastor: Father William McFarlane

Deacon: Erik Zeimys

Religious Education Coordinator: Ann Bulanda

Parish Statement: We are a Gospel-based Catholic community that truly strives through worship, ministry and service to live, grow and be challenged by the message of Jesus Christ. We strive to develop an awareness of God's constant presence among us, while instilling sound Christian morals and values in our children, so that they may develop spiritually for continued success through their lives.

Our goal for your child is to receive a faithful and spiritual education while attending our program. Our Religious Program is an **eight year program** where students begin in first grade, make their Reconciliation and Communion in 2nd grade, then continue their education and will finish with the Sacrament of Confirmation in 8th grade. Our students start the process of Confirmation in 7th grade. Students will be allowed to register for grades 2-8 if family provides a letter from the child's former Religious Education Program or Catholic School. It is important to attend class every week, complete assignments, and attend Mass weekly.

Schedule for the 2018-2019 School Year (Schedule is subject to change):

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| (1) <i>Tuesday, September 4, 2018</i> | (10) <i>Sunday, November 18, 2018</i> |
| (2) <i>Sunday, September 9, 2018</i> | (11) <i>Tuesday, November 27, 2018</i> |
| (3) <i>Tuesday, September 18, 2018</i> | (12) <i>Tuesday, December 4, 2018</i> |
| (4) <i>Tuesday, September 25, 2018</i> | (13) <i>Tuesday, December 11, 2018</i> |
| (5) <i>Tuesday, October 2, 2018</i> | (14) <i>Sunday, December 16, 2018</i> -Progress Reports will be going home with students |
| (6) <i>Tuesday, October 16, 2018</i> | <i>**No Class from December 17, 2018 - January 7, 2019**</i> |
| (7) <i>Tuesday, October 23, 2018</i> | |
| (8) <i>Sunday, October 28, 2018</i> | (15) <i>Tuesday, January 8, 2019</i> - In School Class Session Resumes |
| (9) <i>Tuesday, November 13, 2018</i> | |

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(16) *Tuesday, January 15, 2019*

(17) *Tuesday, January 22, 2019*

(18) *Sunday, January 27, 2019*

(19) *Tuesday, February 5, 2019*

**Thursday, February 7, 2019 - 2nd Grade
Sacrament of Reconciliation
6:00pm in Church**

(20) *Tuesday, February 12, 2019*

(21) *Tuesday, February 19, 2019*

(22) *Sunday, February 24, 2019*

(23) *Tuesday, March 5, 2019*

(24) *Tuesday, March 12, 2019*

**Tuesday, March 19, 2019 - 8th Grade
Practice for Confirmation 6:00pm -
7:30pm in Church**

**Thursday, March 21, 2019 - Confirmation
with Bishop Perry 7:00pm in Church**

(25) *Sunday, March 24, 2019*

(26) *Tuesday, April 2, 2019*

(27) *Tuesday, April 9, 2019*

*No Class from April 10, 2019 - April 27,
2019*

(28) *Sunday, April 28, 2019 - Class
Resumes with Mass in Church*

**Thursday, May 2, 2019 - 2nd Grade
Practice for Communion 3:00-
4:30pm in Church**

**Saturday, May 4, 2019
First Holy Communion
1:00pm in Church**

(29) *Tuesday, May 7, 2019 - Last in School
Class Session **Students will be taking all
materials and supplies home***

(30) *Tuesday, May 14, 2019 - May
Crowning Mass **Students will receive
end-of-the-Year Certificates & Sacramental
Certificates (grades 2 & 8)*

Procedures:

Registration:

Eligibility: Any child who is of grade 1 age is eligible to enroll in the Religious Education program. Students in grades 2-8 may register in our program if the parent/guardian can show proof of a transfer from a Religious Education Program or Catholic School. A tuition fee must be paid in full. Proper documents (Baptismal Certificates, etc.) will be requested for your child's permanent file. Certain documents are necessary to have on hand before your child can receive a sacrament. A registration form must be completed prior to your child attending class.

Former Families can register for our Program by completing the registration forms sent to them in the mail and return to Nativity of Our Lord with registration payment.

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New Families can register by contacting Ann Bulanda, CRE at abulanda@bcachicago.org and setting up a meeting to register. Baptismal certificate of the child should be brought to the meeting with registration fee. Any other documentation needed must be brought as well (if needed).

Cancellation of Classes:

Please provide a valid email address. Ann Bulanda will email if any classes are cancelled. Please provide a valid phone number. Your child's teacher will also call you if classes are cancelled.

Emergencies:

If you need to take your child out of class in case of an emergency please come to the school office and see Ann Bulanda. Children are allowed to be taken out of class in case of an emergency no more than three class sessions. Ann Bulanda will set up a meeting in case there are more than three.

Policies:

Regarding Fees:

Registration Fee:

\$50 Registration fee is due by Friday, August 31, 2018 with completed registration forms.

Note: this registration fee will go toward your tuition fee. For example: You have 1 child and pay \$50 registration fee, you will only owe \$45 Tuition.

A \$50 Late Registration Fee will be added on to bill if child is registered after August 31, 2018.

(Registration is \$100 after August 31, 2018 but only \$50 of the fee will go toward tuition).

Registration fees are nonrefundable.

Tuition: All tuition must be paid in full by Tuesday, December 11, 2018

1 child: \$95

2 children: \$135

3 or more children: \$175

Book Fee: All book fees are due by Tuesday, September 25, 2018

Grades 1-8: \$25 per child

Replacement of Book: \$20

Book Fees are nonrefundable

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Sacramental Fees: All sacramental fees are due by Tuesday, January 22, 2019

First Holy Communion (for grade 2 students only): \$40

Confirmation (for grade 8 students only): \$40

Late Fees – If any of the following payments are not turned in by original due date the following fee will be added onto your payments:

1-10 days late - \$10 will be added

11-30 days late - \$20 will be added

31-60 days late - \$30 will be added

61 + days late - \$50 will be added

More fees apply if your child will be participating in our RCIC program **students from grades 3-8 who will be preparing for the Sacraments of Reconciliation & Communion**

Attendance of Classes:

Students are not allowed to miss more than four Tuesday and Sunday Class Sessions. Students who miss more than 4 sessions will not receive a valid end-of-the year certificate or Sacramental Certificate at our last Mass. They will be allowed to receive the certificate if the child completes a certain amount of Service Hours (3rd - 8th grade) or work (1st-2nd) with Ann Bulanda, CRE. Dates and times will be set up with Ann Bulanda, CRE through a meeting with her at the Rectory.

Teachers are to be in the building between 5:30-5:45pm. All teachers must be in their classroom ready for class at 5:45pm. No student is allowed in classroom by themselves.

- All children are expected to attend ALL class sessions. If your child is absent for any reason, you MUST email Ms. Bulanda of the absence (abulanda@bcachicago.org). More than 4 absences (excused or unexcused) may result in repeating the same grade the following school year and not being able to receive their Sacraments (Reconciliation, Communion, Confirmation).
- Doors open at 5:55pm.
- Any student walking into the building after 6:10pm will be marked tardy. If a child has three or more tardies in 1 month, the child will have to make up that timed missed with Ms. Bulanda at a scheduled time and date.
- Dismissal of class is at 7:00pm

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Sunday Morning classes: All students and teachers are to meet in the Church on Scheduled Sunday Masses at 10:00am. Mass is at 11:00am. Students will be dismissed after 11:00am, approximately 12:00pm.

Children and Families are expected to attend Mass weekly.

Cell Phone/Electronic Device Policy:

If a student has a cell phone or electronic device, the cell phone or electronic device must be turned into the teacher when the child walks into the classroom. The cell phone or electronic device must be turned off before the child turns it into the teacher. The child will receive their cell phone when they are being dismissed from the classroom. For Sunday classes, the child will turn in their phone to the teacher when they arrive at 10:00am. If a child is found using the phone it will be turned in to the office and a parent will be notified to pick up the cell phone at the school office.

Behavior Expectations:

The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to “love one another as I have loved you.” Great effort is made to promote a peaceful, positive, and proactive approach to discipline. We believe the root of discipline is to “Disciple” and draw out the giftedness of each child. All of this begins with the ability to examine one’s words and actions in light of our faith and to take personal responsibility to be the person God created us to be. Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning. Should a student fail to observe a rule or policy, disciplinary action will be taken.

Students are expected to:

- Follow the Golden Rule: Treat Others as you want to be treated!
- Be prompt and prepared for class.
- Be prepared to learn and to have fun.
- Listen to and respect authority figures.
- Follow directions.
- Accept responsibility of behavior.
- Use appropriate language.
- Respect all property.
- Be polite, cooperative and kind.

Policies on Preparation for Sacraments:

Reconciliation & First Holy Communion: In order for a student to receive the Sacrament of Reconciliation and First Holy Communion they must attend 1 full year of Religious Education

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from another Parish or Catholic school and attend Mass weekly. The child must be a Baptized Catholic before receiving the Sacraments. A child cannot miss more than 4 class sessions (please see above~*Attendance of Classes*)

For example: If a child will be receiving the Sacraments in grade 2, they must attend grade 1 of Religious Education and attendance record must be approved by Coordinator.

Confirmation: In order for a student to receive the Sacrament of Confirmation they must have received the Sacraments of Baptism, Reconciliation, and Communion. The child must attend our Religious Education program since 1st grade or will be allowed to transfer from another Religious Education Program or Catholic School.

Each candidate will be part of a two-year Confirmation Program, do Service Hours in 7th and 8th grade, attend Mass weekly, and attend a Retreat Service provided by the Religious Education Program.

A child cannot miss more than 4 class sessions (please see above *Attendance of Classes*). Please also refer to The Preparation Process Guidelines Adult and Adolescent Confirmation from the Office for Catechesis and Youth Ministry.

Please see handout on The Preparation Process Guidelines Adult and Adolescent Confirmation from the Office for Catechesis and Youth Ministry.

Policy regarding health, safety and welfare of children:

Our first priority is the safety of our children. Doors to the school building will be locked at all times. Ann Bulanda and/or another adult will be at the door welcoming children from 5:55pm-6:10pm. After 6:10pm you will have to ring the doorbell to the school building and announce who you are. Students are not allowed to let anyone in the building. If you have questions regarding payment or events please email Ann Bulanda and set up a time to meet with her. Payments can be made by dropping them off at the rectory. Make sure they are attention to Ann Bulanda Religious Education.

Nativity of Our Lord Religious Education Program facilitates their classes at Bridgeport Catholic Academy School Building. Bridgeport Catholic Academy is a peanut-free facility. No food or drink will be allowed in the classrooms. If a child needs a drink of water there are water fountains in the school the children are allowed to use. Please make sure your child eats before attending class.

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Programs for persons with special needs

Catechetical programming for persons with special needs such as deafness or developmental disability is consistent with guidelines developed by the Archdiocese. Such guidelines are available from the Archdiocesan agencies that serve persons with special needs. (*Book III The Teaching Office of the Church*). Please see Ms. Bulanda for more details on the SPRED center located in Bridgeport.

Archdiocesan Policies

If you have any questions regarding the Archdiocesan Policies please contact Ms. Bulanda.

Course of Study

All classes use grade appropriate Religious Education textbooks from RCL Benziger (grades 1, 3-6 and RCIC), Loyola Press (grade 7) and Dynamic Catholic (grades 2 & 8). In addition to these books catechists may supplement their lessons by using are projects, videos, bibles and any other materials related to the lesson's objective.