**The Catholic Church of Glen Burnie**

Church of the Crucifixion

Church of the Good Shepherd

Holy Trinity

**Religious Education Program**

**2016 - 2017**

**Family Guide Book**

**Pre-Kindergarten through Grade 8**

**Special Religious Education Program (SPRED)**

**Our Catholic Faith (OCF)**

**Welcome to our 2016-2017   
Religious Education Program**

The staff and I would like to welcome you to a new program year. The purpose of the

Religious Education Program (REP) in our parish is to help the children deepen their knowledge and understanding of the Catholic Faith and to identify, through instruction, the sacraments and proper formation of conscience. We are committed to proclaiming the truth of our faith, fostering community, encouraging worship and prayer, and motivating service to others.

The goal of the program for children and youth is to support and enhance the efforts of parents and guardians who want to share their Roman Catholic faith with their children within the family, which is the Domestic Church. Nothing can replace your involvement, as parents and family, in attending Mass each weekend, in practicing prayers, in reviewing and discussing weekly lessons - and most importantly - being loving models of our Catholic faith. Through our combined efforts, we will endeavor to teach the children about Jesus and His Church, and to deepen their faith in Him and love for Him.

This handbook is provided to acquaint you with established rules and procedures, as well as to present information about the REP activities for this year. Please review the material and refer to it when questions arise throughout the program year.

We wish you God’s blessings as we assist you in educating your children in the Catholic

Faith.

May God bless us and grant us a wonderful school year!

Sincerely,

Joyce Pagan

Coordinator of Religious Education

|  |  |
| --- | --- |
| RELIGIOUS EDUCATION STAFF | |
| Joyce Pagan  Coordinator of Religious Education  Phone: 410-766-5070 Ext. 218  j.pagan@cc-gb.org | Kaitlyn Kramer  Administrator of Special Religious Education (SPRED)  SPRED@faithformationprogram.org |
| Kelly Kramer  Religious Education Secretary  Phone: 410-766-5070 Ext. 215  [secretary@faithformationprogram.org](mailto:secretary@faithformationprogram.org) | Rita Lowman  Religious Education Office Administrator  lowmanpta@hotmail.com |
| Sunday Religious Education Office Number  410-766-5070 ext. 227 | |
| SACRAMENTAL PREPARATION STAFF | |
| Dan Miller  Director of Sacramental Preparation and Youth Ministry  Phone: 410-766-5070 Ext. 220  dmiller@faithformationprogram.org | Airryn Sorto  Faith Formation Secretary  Phone: 410-766-5070 ext. 213  a.sorto@cc-gb.org |

Religious Education Office

The Catholic Church of Glen Burnie Parish Center

126 Dorsey Road

Glen Burnie, Maryland 21061

Religious Education Website Address: www.faithformationprogram.org

|  |  |
| --- | --- |
| **Office Hours:** | |
| Tuesday—Thursday  9AM - 4PM | Sundays  (when REP is in session)  Elementary - 8-11:30AM  Youth - 6:30-9:00PM |

**Locations:**

**REP Classes** held in Monsignor Slade School

**Religious Education Office** located in basement of Parish Center

**Religious Education Staff Offices** located on 2nd floor of Parish Center

**REGISTRATION REQUIREMENTS:**

1. Families must be registered, active members of Holy Trinity, Good Shepherd or Church of Crucifixion to participate in REP.

2. A Baptismal certificate must accompany the registration form if your child was not baptized at Holy Trinity, Good Shepherd or Church of Crucifixion.

3. The registration form must be completed in its entirety. You may obtain a registration form from the Religious Education Office, or from our website, [www.faithformationprogram.org](http://www.faithformationprogram.org).

4. If a student is transferring into our program, a history of any previous formal religious education must be provided. Most parishes will write up a certificate of transfer to accompany your registration form. If you are not able to get one, we can contact your previous parish and obtain the needed information.

5. All students must be registered before classes begin. Children must re-register every year. Re-Registration Forms will be mailed to families in the beginning of June, and are to be returned by the first week of August. Please cooperate with the deadline. This helps in scheduling teachers and classes and in ordering textbooks and supplies.

**TUITION:**

The Religious Education Program is supported through tuition. Tuition fees help defray the cost of student textbooks, art supplies, awards, equipment, etc. Tuition rates are as follows:

|  |  |  |
| --- | --- | --- |
| **Elementary (Grades Pre-K - 5, and OCF)** |  |  |
|  | One Student | $80 |
|  | Two Students | $120 |
|  | Three Students | $150 |
|  | Four or more Students | $170 |
| **Middle School (Grades 6 – 8)** |  |  |
|  | One Student | $60 |
|  | Two Students | $80 |
|  | Three or more Students | $100 |

Checks may be made payable to: Holy Trinity Church Religious Education

Please include the name and grades of child(ren) on the check.

Payments may be mailed to the address below, made in person Monday through Friday at the Parish Center, or on Sundays in the Religious Education Office (in the basement of the Parish Center) while REP is in session. Tuition payments can also be dropped in the regular parish collection in the designated Tuition Envelope. **PLEASE DO NOT DROP TUITION IN REGULAR PARISH COLLECTION WITHOUT AN ENVELOPE.**

Religious Education Office

The Catholic Church of Glen Burnie Parish Center

126 Dorsey Road

Glen Burnie, MD 21061

Any family who has financial difficulty is requested to contact the office to make other payment arrangements.

**Special Religious Education Program (SPRED) Tuition**

There is no tuition required for children enrolled in the Special Religious Education Program. This is made possible through the financial support from the McGivney Council of the Knights of Columbus in Glen Burnie.

**ATTENDANCE:**

As Catholics, it is our responsibility to teach our children about God. For this reason you send your child to religious education classes. Consistent attendance ensures that children get the most from their religious education. It is important that you give God and your child’s religious education their rightful place amongst all the priorities in your child’s life. If your child is ill and not able to attend class, please call the religious education office at 410-766-5070 Ext. 227 or e-mail us at [j.pagan@cc-gb.org](mailto:j.pagan@cc-gb.org) com at least one hour before the class begins. The student, with the parents’ help, will be required to make up the missed lessons. Excessive absences (more than four) will be dealt with on an individual basis and will require completion of additional assignments in order to progress to the next grade level.

**ARRIVAL:**

ELEMENTARY REP

Classes begin promptly at 9AM on Sundays. Parents and/or guardians may walk their children to the classrooms. We ask that you do not enter the classroom until the teacher is present to welcome you. Parents/guardians are asked to depart as quickly as possible so that class time can begin.

MIDDLE SCHOOL REP

Classes begin promptly at 7PM in the basement of Monsignor Slade School. Youth should report to their assigned classroom.

**DISMISSAL:**

ELEMENTARY REP

When classes are over, parents of students in Pre-Kindergarten through Grade 1 and SPRED should come to the classroom doors promptly at 10:15AM. All other students (Grades 2 through 5) will be dismissed at 10:20AM. Students on the second and third floors will exit the center door of Monsignor Slade. Students attending class in basement rooms will exit the far door (near the trailers).

MIDDLE SCHOOL REP

Students will be dismissed and meet parents in the back parking lot of Slade, near the trailers, at 8:30PM.

Parents are responsible to ensure a timely pick-up of their children from the program. Repeated late pick-ups are difficult on the staff, and will be addressed by the CRE.

**EARLY DISMISSAL:**

The Archdiocese of Baltimore requires regular attendance for the instruction time each week. Your support in helping to keep other appointments and obligations, which may interfere with attendance for the one and one half hours of instruction, to a minimum is most appreciated. We do recognize that there may be exceptions when unexpected circumstances require the need for your child to be dismissed early from the class.

Please follow our early dismissal procedures to ensure the safety and security of your child:

1. Written notification should be sent to your child’s teacher about any need for your child to be dismissed from class early; in an emergency situation, written notification would not be expected.
2. For all early dismissals, please come to the Religious Education Office upon arriving to retrieve your child.
3. All parents and/or guardians must sign the child out of the program in the REP Sign Out Book.
4. Your child will report to the office for early dismissal. Parents or guardians are not permitted to go to the classroom.

**EMERGENCY CLOSINGS:**

Weather Cancellations: When ANY phase of the snow emergency plan is in effect, **there will be no** class. In the event of inclement weather, parents/guardians are asked to check our Religious Education website (www.faithformationprogram.org) for information regarding possible cancellations. A decision to cancel classes will be determined by 7AM for morning classes and 5PM for evening classes.

**EMERGENCY PROCEDURES:**

Emergency procedures have been developed and will be followed by all staff and volunteers.

A fire drill will be conducted within the first few weeks of the beginning of classes.

In case of an emergency evacuation of the school (fire, smoke, etc.) the children will be taken to the field at Monsignor Slade School and will remain with their catechist and class.

If an emergency situation occurs (such as occurred on 9/11/01) during REP classes, the children will **NOT** be informed of any disaster. If parents wish to come to pick up their children before the end of class, they must first go to the REP office to notify staff of their intentions.

**CONFERENCE:**

No teacher is to be disturbed during class time. If you wish to speak with a teacher, please call the office to make this request known, and arrangements will be made. If you have an immediate need to talk to the teacher while picking up your child, please wait until every child has left the classroom. The teacher needs to ensure the safe receipt of each child to his or her parent and/or guardian.

**RELIGION CURRICULUM AND TEXTBOOK:**

|  |  |  |
| --- | --- | --- |
|  | Catechism Curriculum | Family Life Curriculum |
| Pre-K | I Am Special (Our Sunday Visitor) |  |
| K | “We Believe” God Made the World (Sadlier) | Family Life (RCL Benziger) |
| 1 | “We Believe” God Love Us (Sadlier) | Family Life (RCL Benziger) |
| 2 | “We Believe” Jesus Shares God’s Life (Sadlier) | Family Life (RCL Benziger) |
| 3 | “We Believe” We Are The Church (Sadlier) | Family Life (RCL Benziger) |
| 4 | “We Believe” God’s Law Guides Us (Sadlier) | Family Life (RCL Benziger) |
| 5 | “We Believe” We Meet Jesus In the Sacraments (Sadlier) | Family Life (RCL Benziger) |
| 6 | Encounter | Created to Love (Archdiocese of Baltimore) |
| 7 | T3 Matthew: The Kingdom Come/T3 Acts: They Keys and the Sword | Created to Love (Archdiocese of Baltimore) |
| 8 | Theology of the Body for Middle Schoolers (Ascension Press) | Created to Love (Archdiocese of Baltimore) |

**WRITTEN ASSESSMENTS:**

Written assessments are essential and will be given to students at every grade level to help

teachers evaluate the students’ understanding of the religious content.

**HOMEWORK:**

Every family is certainly busy and moving in all directions in this day and age. However, all

Catholic parents are called to fulfill the commission that Jesus gave us to pass on the faith and spread the Good News. As your child’s first teacher of the faith, we ask that you make the time at home to help your child complete any written homework assignments in preparation for each week’s class. It is also extremely important that you read the upcoming chapter to/with your child in preparation for the next class lesson.

**PROGRESS REPORTS:**

Report cards will be distributed in January and April. They will report attendance, conduct, and understanding of content, general interest, attitude, class participation and completion of assignments. Parents and/or guardians are asked to review the report and discuss it with their child. Comments or questions are welcome. Parents and/or guardians must sign the report card in January and have the student return it to the teacher at the next class. The report cards distributed at the end of the program year are for your keeping. Please heed any comments or instructions your child’s Catechist writes to you; it will assist your child in moving on to the next level.

**TEXTBOOKS:**

Your tuition fees cover the cost of textbooks used in our REP program. If a student loses his/her textbook, the student’s family will have to pay for the cost of a second book, which is $10.00. We feel this policy will help encourage responsibility among our children.

**DRESS CODE:**

Students should not wear clothing that may create a distraction. The following articles of

clothing are prohibited in the Religious Education Program:

* Suggestive clothing, including but not limited to bare midriffs, low rider pants

exposing abdomen, tight fitting or transparent clothes.

* Short skirts or shorts that are overly short and revealing.
* Hats, caps or any head coverings that are considered distracting.
* Unsafe footwear such as slippers, cleated or spiked shoes and Heelys.
* Clothes that may contain inflammatory, offensive, or obscene pictures or words.

**STUDENT CONDUCT:**

Expectations:

* Be punctual.
* Be responsible by bringing books and assignments for class.
* Be cooperative and participate in all sessions and activities to the best of ability.
* Demonstrate self-control, do not speak out of turn, listen attentively, and remain seated during lessons.
* Must share the contents of their folders with their parents or guardians.
* Dress appropriately for school.

Rules:

* Being disrespectful to teachers, classroom assistants or other staff members will not

be tolerated.

* Students are to show respect for our building, classrooms and property.
* Name-calling and the use of profane or foul language are strictly forbidden.
* Pushing, fighting and other aggressive behavior will not be tolerated.
* Eating food, gum or candy in the classrooms is not permitted.
* Distracting electronics (video games, hand-held electronic games, radios, iPods,
* etc.) are not allowed in the building.
* Cell phone use is not permitted while the student is in the building.

**DISCIPLINE:**

Failure to abide by the rules, any misbehavior, or disruption during class will result in the following:

* 1st offense – The teacher will give the student a verbal warning.
* 2nd offense – The teacher will issue a Discipline Report to the student. The Discipline Report must be signed by the parent and returned the next class.
* 3rd offense – The student will be removed from class and will remain in the Religious Education Office until a parent or guardian comes to discuss the matter with the CRE.
* The use of the Discipline Report will be restricted to Grades 3-7. ANY STUDENT THAT RECEIVES MORE THAN 3 DISCIPLINE REPORTS WITHIN A HALF-YEAR TIME (12 CLASSES) WILL BE SUSPENDED FROM THE REP PROGRAM. A meeting will then be scheduled with the parents and/or guardians, the CRE and/or Fr. Lou to discuss the student’s continuation in the Program.

**PROTECTING OUR CHILDREN:**

The Archdiocese of Baltimore is committed to healthy ministry, and seeks to engage competent, qualified people. To protect children and youth, Church personnel are screened for their fitness to work with minors. This process includes mandatory completion of criminal background checks for all clergy, employees, and for all volunteers who have substantial contact with children.

**SACRAMENTAL PROGRAM:**

The parents and/or guardians are asked by the Church to take the lead in sharing its’ teachings about Reconciliation, Eucharist and Confirmation with their children. Our experience over the years has proven that this preparation process is one of the most meaningful faith experiences families ever have.

As per the Archdiocese of Baltimore, before a child can receive Reconciliation, Eucharist, or Confirmation, he or she must attend Religious Education classes, or a Catholic School, for one year prior to their enrollment in the sacramental preparation. A child must participate in the First Reconciliation Preparation program before he/she is eligible to enroll in the First Eucharist Sacramental Preparation program.

**First Reconciliation and First Eucharist**

Students begin sacramental preparation for Reconciliation when they have reached the age of reason (about seven years old). After successfully completing Sacramental Preparation for First Reconciliation, children may then participate in Sacramental Preparation for First Eucharist. Sacramental preparation for First Reconciliation begins in September, with the child typically receiving the sacrament in December. Preparation for First Eucharist begins in January, with the child typically receiving the sacrament in May.

Throughout these two semesters, both Reconciliation and Eucharist preparation follow a similar format:

* Parent Meeting — At least one parent and/or guardian (no children) must attend one of the two meetings offered. During this meeting the Director of Sacramental Preparation will discuss the history and theology of the sacrament, along with practical ways in which sacramental preparation can be introduced in the student’s home.
* Special Session — Usually occurs on a Sunday morning. This session focuses on key aspects of the sacrament and serves as a midway point assessing where the child is in their sacramental preparation. On the Saturday before both sacraments, there is a retreat.
* Day Retreat — These retreats usually last 2-3 hours and finalize the preparation process. This is also the time where the children will rehearse participating in the sacraments.

**Confirmation**

The Confirmation program is for youth in grades 9-12 who are not yet confirmed and who meet Archdiocesan guidelines for eligibility, including regular participation in a Religious Education program at a parish or Catholic high school for one year prior to their enrollment in the Confirmation preparation program. Orientation meetings for Confirmation are hosted in August with preparation for the Sacrament beginning in September.

**\*\* NEW IMPORTANT INFORMATION \*\***

**FLOCKNOTE:**

Should you like to receive text messages regarding the Religious Education Program – here’s   
your chance.  We have begun utilizing a service called Flocknote, which allows us to send   
emails and text messages.  Your information is completely safe and secure. It will not be   
sold or rented to third­ parties. And you can unsubscribe at any time!

Flocknote is very simple.   This service offers a text-to-join service.  Please text the letters   
**CCGB to 84576**.  Once you send that text, Flocknote will send you back a confirmation   
message AND another message asking you to CLICK a link to give your name and email   
address, and join our groups.  Please feel free to join any groups that apply to your situation.   
If you don't have a cellphone, please go online to [flocknote.com/gbfaithformation](http://flocknote.com/gbfaithformation).  It will   
walk you through signing up and joining any of our groups that apply to you.