



St. Francis de Sales
 Parish Newark, OH

**Parish School of Religion
 2018-2019 Handbook**

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Arrival & Departure

Sessions are scheduled 9:00 – 10:30AM on all Sundays scheduled during the school year; see annual calendar for specific details.

The following procedures have been designed to offer convenience for the parents and the safety of our children.

ARRIVAL:

Arrivals may begin as early as 8:55 AM.

Parents/Guardians should enter via the rear Johnson Hall doors, the outside Lamy Center front doors or from the church. For safety, the outside school doors will be locked during PSR. Parents are responsible to ensure that their child is received by a PSR volunteer/teacher (in the school library before 9:15 a.m. and in their classroom after 9:15 a.m.). Please do not leave your child unattended.

Please note: Mass may still be in progress as you arrive; please maintain quiet respect to those who are in Mass.

DEPARTURE:

At 10:30 AM parents must pick up their child from their classroom. At 10:35 AM any children remaining will be taken to the PSR Coordinator so that our catechists can prepare for and attend the 10:45 Mass.

REMEMBER: Please be on time or early and wait quietly in the hallway for your child's teacher for release.

Inclement Weather

We will NOT have PSR when there is a Level 2 or Level 3 Snow Emergency as declared by the Ohio Department of Transportation. Please consult your local news station for information.

Attendance

For your convenience, classes are held on Sundays 9:00 – 10:30 AM per the annual schedule. Our hope is that this class time will allow you and your child to attend Mass together following a fruitful PSR class. We also hope that by having PSR at this time would establish a faithful attitude toward our duties to God and the Church on His Holy Day and may result in a lifetime discipline for all to observe the Lord's Day with reverence and responsibility.

Children reporting more than 15 minutes late without an appropriate excuse will be marked LATE. You are encouraged to reach out to your child's catechist if/when he or she will be absent to for make-up arrangements.

Please note: Following two (2) absences in a row or more than 3 total absences for the duration of the program, the PSR Coordinator may reach out to you to better understand the underlying reasons for the absences. Our goal is to seek understanding and provide support where possible. Any student with excessive absenteeism may be potentially excluded from receiving sacraments. To that end, we highly encourage a commitment to have 100% attendance during the program year.

FOR SACRAMENTAL PREP STUDENTS: It is our parish policy that students who are receiving sacraments in the current school year should have been enrolled in PSR or other faith formation program during the previous school year.

Program Communication

We use e-mail and text messaging as primary forms of communication for relaying information throughout the program year. Please let us know if you prefer a different mode of contact.

Code of Conduct

It is the priority of the teachers to use the time for class as instructional time and not disciplinary time. Therefore, if a student is disorderly to the point of disrupting the class, and the teacher is not able to conduct a reasonably maintained class structure, the PSR Coordinator will be summoned and if deemed necessary will remove the student from the classroom. After reasonable attempts have been made to resolve the situation the child may be returned to class. However, if the problems persist the parents will be notified and the child will not be allowed to return without a conference between the Coordinator, the teacher, and the student.

We ask that you as a parent emphasize the importance of using this short time to learn about our Faith, and we hope that with your support the discipline problems will be nonexistent. Individual classrooms will have a set of guidelines as set forth by the teacher. Students are expected to learn them and abide by them.

Cell Phone & Toys

It is recommended that students leave cell phones and toys at home during Parish School of Religion. If a student brings cell phones or toys during PSR, they will be set aside by the catechist for the duration of the session and can pick them up afterwards.

Parental Responsibility Statement

Parents are the primary religious educators of their children. Our PSR program is designed to assist the parents in fulfilling their responsibility and should not be considered a replacement for the faith formation which should take place daily within the home.

Upon registration you'll be asked to sign the Parental Responsibility Statement. By signing the registration form you acknowledge that you, as parent, will provide a Catholic family environment for your child/children. Practically, you understand this to mean:

- Attend weekly Mass on Saturday evening or Sunday morning
- Speak with your child/children about God and pray with them daily
- Support the teachings of the Catholic faith
- Teach your child/children by word and example to have love and concern for the needs of others
- Participate in the religious education and sacramental preparation of your child/children
- Meet your financial responsibilities in supporting PSR and the Parish

Class Observation & Family Participation

It is strongly encouraged that parents interact with their child concerning their Spiritual education. After all, as a parent you are your child's first and most important teacher. If you feel you want to observe your child's class, please notify the PSR Coordinator and your child's teacher.

Students may also be assigned homework and/or provided with take home materials regarding their PSR lessons. Working with your child with this is a great opportunity to engage with your child and to continue the faith conversation at home.

This year, we have several opportunities for parent and family involvement. Please mark your calendars:

- **9/23 @ 9:15 AM** – All-PSR Parent Summit
- **10/28 @ 9:00 AM** – Guest Teacher: Fr. Dave’s Halloween Lesson during PSR; parents welcome!
- **11/3 @ 9:30 AM** – Reconciliation Retreat
This event is open to the entire parish but is designed for families with elementary-aged students. Attendance for 1st Reconciliation students and their families is necessary to fulfill Sacramental Prep obligations.
- **11/11 @ 9:30 AM** – PSR Adoration during PSR; parents welcome!
- **12/5 @ 6:00 PM** – First Reconciliation Dinner (1st Reconciliation students and their families only.)
- **12/5 @ 7:00 PM** - Advent Reconciliation Service
This event is open to the entire parish but attendance for 1st Reconciliation students and their families is necessary to fulfill Sacramental Prep obligations.
- **3/7 @ 7:00 PM** – Lenten Reconciliation Service for the whole parish
- **4/6 @ 9:30 AM** – First Holy Communion Retreat for First Communicants and their families
- **4/14 @ 9:30 AM** – PSR Adoration during PSR; parents welcome!
- **5/4 @ 11:00 AM** – First Holy Communion Mass with reception to follow; all are welcome!
- **5/5 @ 10:45 AM** – May Crowning during Mass with student processional

Plus, every week, during PSR parents are invited to attend *Seeds of Faith* in Johnson Hall (9:30 – 10:30 AM). This program is a great way to grow in your own faith just as your children are.

Mass & At-Home Instruction

We expect that the students will learn a few things from PSR, but our short weekly sessions are no substitute for home teaching by parents. Please engage in your faith and in sharing it with your child as a family. This includes praying at home, attending Mass weekly as a family, attending Mass on Holy Days of Obligation, and fully participating in all the sacraments as much as possible.

Children learn by example and so, parents are encouraged to continue their own faith formation by attending discipleship groups like Catholic Watchmen, Walking With Purpose and Alpha. Additional information can be obtained by contacting the church office.

*REMEMBER: The church is **not** a museum for saints ... it is a hospital for sinners!*

Protecting God’s Children

The Roman Catholic Church and the Columbus Diocese have strict rules regarding teachers, volunteers, and safety protocols. They include background checks of all volunteers and teachers along with training classes. Please note that the class structure, rules, and guidelines for students and parents are in place to ensure the safety of the children. A student and teacher/volunteer are not to be alone one-on-one in an enclosed space.

Restroom Policy

We encourage you to have your child visit the restroom prior to the start of PSR. Children will be escorted to the bathroom by a PSR volunteer who will ensure the room is empty prior to use, and then wait for them outside to escort the student back to class. Your child must be potty trained to attend PSR and be able to use the restroom on their own. If this is an issue due to handicap or other disability, please see PSR Coordinator to arrange accommodations.

Curriculum

For the 2018-2019 school year, the curriculum that will be used are Augustine Institute's Signs of Grace for the 2nd Grade/Sacramental Prep class and Our Sunday Visitor's Alive in Christ for all other grades.

Teachers may also introduce other materials which support your child's education and learning experience such as movies, music, and other online resources.

Tuition & Fees

Fees cover cost of the books, supplies, retreats and administrative fees (Protecting God's Children, etc.). Additional fees may be required for special events or other activities for a class or sacrament.

The base tuition for the 2017-18 year is \$100 for the first child and \$45 each for children 2 and 3. There is no cost for child 4 and 5. Cost for child 6+ is \$45 each.

Sacramental prep tuition is \$35 for First Reconciliation and \$35 for First Communion.

For full-time PSR volunteers, the base tuition is only \$25 per student.

If you cannot afford the fee, scholarship opportunities may be available. Please confidentially inquire with the PSR Coordinator.

Our Volunteer Team

<u>Grade</u>	<u>Catechist</u>
K/1 st Grades	Ms. Cindy Gardner
2 nd Grade	Mr. John Marron
3 rd /4 th /5 th Grades	Mr. Dave Pfeffer
Classroom Aides	Mrs. Elaine Born, Mrs. Julie Shonebarger, Ms. Rose Cline, Ms. Colleen McDougal

Your child's catechist is a volunteer, and we are very blessed to have a team that deeply cares about the religious education of our parish children. If you have any concerns about the catechist do not hesitate to consult the PSR Coordinator. We will also gladly arrange a meeting time convenient to all concerned.

We are blessed and privileged to have your child this year and we take this responsibility very seriously. Please keep all our volunteers in your prayers and pray that the Holy Spirit may guide their words and actions.