

CCD PARENT/GUARDIAN HANDBOOK 2010-2011

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Welcome to the CCD program at the University Parish Newman Center. This handbook contains important information regarding the religious education of your child. It outlines the goals and objectives of our program as well as listing the policies and procedures that have been established with the well-being of your child in mind. Please take a few moments to read through this handbook, familiarizing yourself its contents.



What is CCD?

Established in Rome under Pius IV in the 16th Century, the Confraternity of Christian Doctrine (CCD) was made mandatory for all parishes by Pius X in 1905. While most widely known for providing religious instruction for elementary school children who do not attend parochial schools, CCD actually includes catechesis at all stages of life including religious vacation schools, high school and college sessions, and adult theological education.

GOALS AND OBJECTIVES

Program offerings

The University Parish Newman Center offers programs for every developmental level beginning with preschool children and continuing through adulthood. The meeting times for the each level are as follows:

Preschool, Kindergarten and Grade 1

Sunday mornings from 11:00 am to 12:15 pm.

To participate in preschool CCD, children must be four years old by September 1.

Grades 2-8

Wednesday evenings from 6:30 to 8:00 pm.

High School

Selected Sunday evenings from 6:00 to 8:00 pm

Adult Education

Throughout the academic year a number of adult education opportunities are available.

Areas of Study

In keeping with the *National Catholic Directory* and the *Curriculum for Religious Education* as published by the Diocese of Youngstown we recognize four signs of Catechesis that serve as categories for the content of our religious education program. They are: **Biblical** (scripture, Old Testament, New Testament), **Liturgical** (prayer, sacraments, Church), **Ecclesial** (creed, Church, morality, witness to Christian living), and **Natural** (stewardship of Creation, family & community, arts, science & technology). Our

educational texts, *Blest Are We*, published by RCL Benziger, and *We Believe* and *Faith and Witness*, published by William H. Sadlier, arrange their material according to these categories and have been approved for use by the Diocese of Youngstown.

Curriculum Overview

An overview of the concepts covered by grade level is as follows:

Preschool and Kindergarten-Creation

Grade 1-God

Grade 2-Jesus Christ

Grade 3-The Church

Grade 4-Christian Morality

Grade 5-The Sacraments

Grade 6 - Salvation History

Grades 7 & 8-The Creed

Sacramental Preparation

Preparation for the reception of the sacraments is a fundamental component of our CCD program.

RCIC-The *Rite of Christian Initiation for Children* is an adaptation of the *Rite of Christian Initiation for Adults* providing for the baptism of children who are at least seven years old. Following the appropriate preparation, the child is fully initiated into the Catholic Church. Please contact Mrs. Roebke if your child is in need of this program.

First Reconciliation and First Eucharist-

Children may receive the sacraments of first Reconciliation (Penance) and first Eucharist during the second grade year upon completion of two consecutive years of CCD (including the second grade year). Registration for this program is separate from CCD registration. Contact Mrs. Roebke for more information.

Confirmation-Our parish celebrates the sacrament of Confirmation every other year. Students must be enrolled in CCD or the high school religious education program for two consecutive years prior to receiving the sacrament. Students currently in 8th and 9th grade will receive Confirmation on March 6, 2011.



REGISTRATION

Fees

CCD fees for the year are \$30 per student for families who are members of our parish. These fees are used to cover the cost of instructional materials. Student registration, medical forms and fees are due September 12. They may be mailed to the parish office, dropped into the collection or given to a staff member. Families experiencing difficulty in meeting the fee deadline are encouraged to visit with Fr. Chris to make alternative arrangements.

Medical Forms and Medication

Each student in the program must have a medical form on file in case of illness or accident. Please fill out a separate form for each child you have in the program. Parents must notify the Catechist in writing of any medications that need to be taken during class. Any medication, including over the counter medicines, must be taken under Catechist supervision.

In the unlikely event of a medical emergency this procedure will be followed:

1. The Catechist will notify the office.
2. Medical emergency personnel (911) will be notified, if necessary.
3. The parents will be contacted.



EXPECTATIONS

Attendance

Diocesan policy requires participating students in grades K-8 to receive 36 hours of religious education per year. Our program is a nine-year sequential course of study. Any student missing five or more classes per semester may be required to repeat that grade level. Parents of students with special circumstances are asked to contact the parish office.

Absence Policy

If your child will miss CCD class for any reason, please contact the parish office before or during the class time and leave a message. As a matter of safety, we will contact the parents of any child who is absent if we have not been notified by class time of the child's absence.



Prayer Services

Each class, grades 3-8, will prepare a prayer service for the other classes during the CCD year. This service will be held during the Wednesday evening class time. All parishioners and parents are invited to attend these services.

Liturgy

Students are expected to attend and be active participants in Sunday Mass. Children in the fourth grade and higher may minister as Mass Servers. Training for this ministry takes place periodically. Please contact Fr. Chris for more information. Students are also invited to participate in the parish music ministry. Once or twice a year our Children's Chorus may be invited to cantor at Mass. The remainder of the year, students are welcome to join the choir at any liturgy. See Dr. John Roebke for details.

Service Projects

Service to those in need is a fundamental component of Christian discipleship. Each grade will develop and participate in at least one service project per year appropriate to the abilities of the students. In addition, students may be asked to participate in a clothing and/or food drive for local service agencies.



Parental Responsibilities

Catechetical programs are not intended to replace the parents as the primary religious educators of their children. Parental involvement is essential to the success of our CCD program. As the primary model of Christian discipleship for your child we ask that you do the following things: a) continue to share your faith with your child through prayer and weekly attendance at Mass, b) make CCD class a priority for your child and discuss at home what they learn in class, and c) take advantage of the opportunities being offered by the parish for your own spiritual growth. Should it be necessary for your student to miss a session, please work with your child to make-up missed work.

Discipline

Should a discipline problem occur, the individual catechist will try to resolve the problem with the student. If the objectionable behavior continues then the student will be required to visit with Mrs. Roebke to establish a behavioral plan. If resolution is not possible or if the infraction is of a serious nature, the student will be removed from class until the parent/guardian, child, and catechist can schedule a meeting with Mrs. Roebke to resolve the issue.

Unacceptable behaviors for CCD class include but are not limited to the following:

1. Showing disrespect to adults and peers.
2. Damaging any parish, public or personal property.
3. Using drugs, alcohol or smoking.
4. Using obscene language or wearing inappropriate dress.

Furthermore, any behavior that is seen by the staff or catechists as inappropriate or harmful will not be tolerated.



Progress Reports

At the end of each semester progress reports will be sent home. Please review these reports carefully and discuss them with your child.

POLICIES AND PROCEDURES

Diocesan Child Protection Policy

The safety and well-being of your child is of utmost importance to the diocese and to the parish. To this end, the Diocese of Youngstown has established a Child Protection Policy to which we at the University Parish Newman Center adhere. If you wish to see a copy of the diocesan policy, please contact the parish office.



Arrival and Departure Procedures

All students are to report to their CCD room immediately upon arrival. Following classes, a parent/guardian must come inside the building to pick up their students. Students will not be allowed to leave the building unaccompanied. Should you need to pick up your child before class is dismissed, please provide a written note informing the catechist of the desired dismissal time and then come to the office to meet your child at the appointed time. **Likewise, if a child is to be transported home by someone other than the parent/guardian, a written request must be provided.**

Emergency Procedures

Included in the catechists' handbook are instructions for handling emergency situations. These are reviewed yearly with each catechist. Copies of these procedures are available upon request.

Custody Rights

If a limited custody situation exists, please notify Mrs. Roebke. In this situation the child must be picked up by the custodial parent in the classroom following each CCD session.

Students with Special Needs

If your child has special learning needs, please meet with Mrs. Roebke at the beginning of the year. Every effort will be made to accommodate the learning needs of all our students. In the event we are unable to accommodate your child, we will assist you in finding a program better suited to your child's needs.

Communication

Communication is key to your child's success. If you have questions or concerns regarding classroom specifics, please contact the child's catechist following CCD sessions. Please do not interrupt classes while they are in session. For questions of a more general nature or concerning the program as a whole, please contact Mrs. Roebke.

Cancellation Procedure

Occasionally classes may need to be cancelled due to parish activities, maintenance concerns or inclement weather. In bad weather local conditions vary greatly so use your best judgment. In the event that the parish cancels class, catechists will attempt to contact their students to inform them of the cancellation. It is essential that both the parish office and your child's catechist have a current phone number and e-mail address at which they can reach you.

CCD CALENDAR OF EVENTS 2010-2011

Preschool, Kindergarten and Grade 1

Sundays 11:00 am - 12:15 pm

Sunday, September 19—Class begins

Sunday, November 28—NO CLASS

Wednesday, December 1—Advent Family Night

Sunday, December 12—Last class of fall semester

Sunday, January 16—Class resumes

Sunday, March 20—NO CLASS

Sunday, April 15—Last class of spring semester

Grades 2-8

Wednesdays 6:30-8 pm

Wednesday, September 22—Class begins

Wednesday, November 17—Last class of fall semester

Wednesday, November 24—NO CLASS

Wednesday, December 1—Advent Family Night

Wednesday, January 12—Class resumes

Wednesday, March 23—NO CLASS

Wednesday, April 27—Last class of spring semester