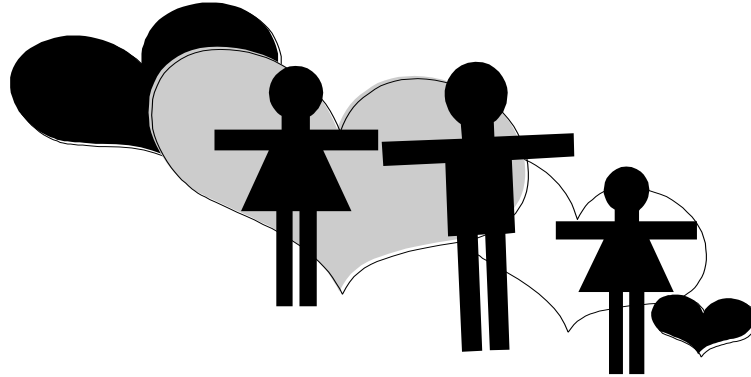


***Parent/Student Handbook
Christ the King Catholic Parish
Faith Formation***

One Heart



One Mind

Opportunities for Religious Education

Monday 3:45 PM – 4:45 PM Levels K - 4

Monday 5:15 PM – 6:30 PM Levels K - 8

Monday 7:00 PM – 8:15 PM Levels 5 - 8

Tuesday 5:15 PM – 6:30 PM Levels 1 - 4

Tuesday 7:00 PM – 8:15 PM Levels 5 – 8

Home School

Childrens' Catechesis – Thurs. 3:45 - 4:45PM

Rev. James T. Dever, OSFS – Pastor

Mrs. Dolores Mozzillo – Director of Religious Education

Ms. Abby Miller – Catechetical Ministry Assistant

200 Windsor Ave, Haddonfield NJ 08033

856-429-1600 Fax: 856-429-2734

Parish website: ctkhaddonfield.org

Religious Education email: religioused@ctkhaddonfield.org

Philosophy

Our Parish Religious Education Program is structured to provide catechetical instruction in the Catholic faith to all parish children who are attending non-Catholic schools. Parents, by word and example, are the primary educators and teach their children from birth throughout life. At Baptism, the parent undertakes the responsibility of providing for their child's Christian formation. The Religious Education staff is here to assist parents in the spiritual formation and ongoing moral development of their child through a formal program of continuous faith formation.

In our program, we seek to provide the catechesis and skills for each child to grow and mature in understanding, positive attitudes, and faithful practice of the Catholic faith. Through the process of catechetical instruction, we hope to deepen the faith and sense of belonging to the Catholic Church in our children, so that they will be moved to sharing of their time, talent and treasure in the life of the Church, now and throughout their lives. We strive to assist children in committing themselves to a personal relationship with God characterized by a vigorous sacramental life, a lifelong pattern of prayer, Christian service, and growth in understanding the Catholic faith. This process is achieved with the joint efforts of our parish staff, catechists, parents, and students.

Committed to this active partnership between parish staff and families, we place our efforts with confidence in God's loving hands.



Catechists and Helpers

The Religious Education program depends on willing and dedicated volunteers to support the catechetical leadership of the parish. These individuals commit to preparing lesson plans and teaching for the duration of the school year. The general community of Christ the King Parish is asked to consider being a catechist or helper in some way.

Admission Policies

All students must re-register each year. Please note: All families who register in Christ the King Religious Education Program must be registered members of this parish community.

New Students transferring from another parish's Religious Education Program or Catholic school must supply the following information when registering:

- A copy of the child's Baptismal Certificate
- Dates of all sacraments received
- A letter of prior Religious education or Catholic school completion (report card, or letter from prior parish)

Students who enter into our program without having celebrated the sacraments of initiation, beyond the usual age for reception of these sacraments, are provided with special transition classes. Parents are asked to contact the Director to make any arrangements.

Children with special learning needs are welcomed and included in our program to the best extent possible. No child will be denied religious education due to a physical or mental disability. Where needed, an aide will be provided to work one-on-one with your child. Parents are asked to indicate any special needs during registration.

Financial Policies

Families enrolled in our program are asked to pay their tuition in full prior to the start of class. We ask for your cooperation in this matter. Families experiencing financial difficulties are asked to contact the Office of Religious Education and all conversations will be kept in strict confidence. No child will be denied religious instruction due to a financial situation.

In addition to the tuition fee, there is an activity fee for all children who are celebrating sacraments. This fee will help to defray the cost of the retreats, certificates, program booklets and other costs incurred with preparing the children for the celebration of the sacraments.

Families who withdraw children from the program before the scheduled start date will be entitled to a partial refund of 75%. Withdrawal from the program after the scheduled start date, but not after December 1st, will be entitled to a partial refund of 25%. No refund will be given after December 1st. A late fee of \$25 will be charged for all payments made after June 1st.

Books/Assignments

It is the parent's responsibility to ensure their children complete all work assigned by their Catechist. It is expected that parents assist their children in remembering to bring their completed assignments and books to class each week.

If a textbook is lost, the student will be required to purchase a new book. The fee for replacement textbooks are as follows:

\$23.00 - Textbook (All levels)

\$11.00 - Bible (Level 6-8)

Attendance Policies

Christian principles learned in the classroom and in the home make sense only if they are practiced regularly. ATTENDANCE AT MASS IS AN INTEGRAL PART OF THE RELIGIOUS EDUCATION PROGRAM. It is expected that students enrolled in the program be fully aware of their Sunday Mass and Holy Day obligation and fulfill that obligation faithfully by attending Mass with their family.

Parents are encouraged to see that their children attend Religious Education classes regularly during the year. There are times, however, when an absence from class is necessary. In such cases, parents are asked to send a note to the child's Catechist explaining the reason for the absence. Excessive absence is cause for retention of a child in any level. No more than three (3) absences per school year will be accepted unless there are extenuating circumstances as determined by the Director of Religious Education and the Pastor.

Please note that tardiness and early dismissals are disruptive to the class and the learning environment. Three (3) late occurrences will be marked as one (1) absence as well as (3) instances of early dismissal will be counted as one absence.

Class Cancellations

Whenever inclement weather forces closings for the public schools our students attend, Haddonfield, Cherry Hill & Haddon Heights, the Parish Religious Education classes will also be cancelled. In the case of weather or other emergencies that occur toward the end of the school day, we will do our best to notify the local schools to announce our cancellation. An email will be sent to all parents and when possible, announcements of Parish Religious Education classes will also be aired over KYW Newsradio1060 in addition to emails sent to parents. The school number for Christ the King is **1256 (Camden County, NJ)**.

Safe Environment

In compliance with the Charter for the Protection of Children and Young People, every catechist and helper for the parish religious education program must submit to a criminal history background check. After the initial fingerprinting process, the fingerprints of individuals are rechecked every three years while on assignment. In addition, every individual who will interact with children must attend a Child Assault Prevention (CAP) session within sixty days from the start of assignment. Following the initial CAP session, attendance is required every five years while on assignment.

Discipline Policies

Every person is worthy of being treated with care and the respect fitting to one made in the image and likeness of God. Therefore, classroom behavior needs to be characterized by genuine Christian care, mutual respect, and honesty. Disruptive behavior prevents learning for the whole class and can be frustrating for the Catechist who is volunteering their time for the good of the students. Under no circumstances will a student or an adult be permitted to strike another or use abusive language for any reason. Lack of self-discipline during class will be addressed promptly. Removal of a student from the classroom may lead to suspension.

Students are not permitted to wear wheelies or flip-flops on school premises. Students not adhering to this policy will be asked to remove their shoes.

No cell phones, iPod's or MP3 players are permitted. These items will be removed from the student.

The normal steps for disciplinary action may include one or all of the following:

1. Verbal correction by the Catechist
2. Student will be sent to the office to meet with the Director
3. Parent will be notified by the Catechist and a conference will be held
4. Parent and child will meet with the Director
5. Child may be removed from the program

A student will be **removed** from the classroom immediately and suspended for any of the following violations:

- Drugs/Alcohol/Substance abuse
- Verbal or Physical Harassment
- Stealing or damaging parish property
- Jeopardizing a person's safety
- Fighting
- Carrying any object of a harmful nature (e.g. knives, razors, etc.)

A written notice will be given indicating the reason for suspension. The pastor will be notified when such action is taken.

Substance Abuse Policy

Substance abuse is defined as the possession of, use of, or trafficking in any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance, which can be introduced into the body through ingestion, inhalation, injection or percutaneous means. Any student found in possession of an illegal or unauthorized substance on parish property will be immediately suspended from the program. Any student trafficking in illegal substances will be formally removed from the program and the matter turned over to the local authorities.

Child Abuse Policy

Child abuse includes, but is not limited to, the following:

- engaging in a sexual activity with a child
- denial of proper or necessary substance, education, medical care, or other care necessary for the child's health
- use of restraint procedures on a child that cause injury or pain
- administration of prescription drugs or medication without the ongoing supervision of a licensed physician
- providing alcoholic beverages or controlled substances
- commission of any act, other than by accidental means, that threatens or results in any injury or death to the child

The Parish Religious Education Director is required by the New Jersey Code and Diocesan Policy on Child Abuse to report suspected or actual child abuse or neglect to the proper authorities. Catechists and parents who observe actual or suspected child abuse are mandated as well to report the matter immediately in confidence to their Director of Religious Education immediately.

Catechists or parents who witness an act of child abuse perpetrated by a cleric, employee or volunteer of the parish, suspect that such an act has occurred, or receive a report of such an act, must report the incident immediately to the Diocesan Office. The telephone number is 856-583-6114.

Progress Reports

To encourage student accomplishment and accountability for learning, students will be monitored and tested throughout the year. Areas assessed include:

- Attendance
- Behavior and positive attitude
- Class participation
- Prayers and Memorization
- Homework
- Grasp of content

If a student is not meeting the above requirements, the Catechist will contact the parent and a conference will be held. A successful year will result in advancement to the next level. A student who fails to meet the learning objectives will be required to work with a parent during the summer to complete all work and a subsequent evaluation will be made prior to September. If competency is achieved, the student will be promoted to the next level. Failure to complete all work will result in the student repeating the level.

Our purpose is not to fail, retain, or punish students, but rather to insure that each child receives the knowledge necessary for them to become mature followers of Jesus Christ and participating members of the Roman Catholic Church. Progress reports are distributed in December and May.

Rights of Non-Custodial Parents

Both parents have the right of access to a child's religious education progress reports and achievement information unless one parent produces a legal (court certified) document to the contrary. Upon receipt of such a document, it will be attached to the child's record and all Catechists to whom the child is assigned will be informed of all special directions. Progress reports to the non-custodial parent will be provided upon request, which must be in writing. Changes in the child's normal routine must be approved by the custodial parent to the Religious Education Office and catechists will be notified of these changes. No child will be dismissed from the program to the non-custodial parent without the written consent of the custodial parent.

Parking and Dismissal

In order to ensure the safety of all students before and after Religious Education classes, parental cooperation is necessary. Therefore, **no child in Level K through 4 will be dismissed from the school gym without a parent or designated person.** This is for everyone's safety. Parents are to pick up their students from the designated class position on the gym bleachers and sign the student out. Please notify the Catechist that you are taking your child.

Parent Sacramental Preparation

Parents of students preparing for First Penance, Eucharist, and Confirmation are required to attend Parent Sacramental Preparation meetings. These dates are determined after consulting the parish calendar for facility availability. Attendance at all sacramental meetings is required.

Communications

Parents/guardians are asked to provide a current email address as the primary vehicle for all communications. This medium reduces paper and provides immediate notification. The church bulletin and parish website will also contain up-to-date information including the calendar of activities and important dates for the school year.

Forms

Each year, parents are required to complete an ***Emergency Medical Form*** and ***Walk Home/Carpool Permission Form*** prior to the beginning of classes. Health information is important to have on file in case a problem should arise with your child. If new health problems occur during the school year, please notify our office. In the case of a non-life threatening emergency, you will be contacted before any medical treatment is provided to your child.

Class Content and Curriculum

Level K- God created the world giving us many gifts to share with others.

Level 1- God created each person to live in a caring and loving environment. Jesus is God's Son, who died and rose for us. Learn the Sign of the Cross, Our Father, Hail Mary.

Level 2 - Through the study of Jesus' life, the sacraments of Reconciliation and Eucharist are studied. Review of basic prayers and learn the Act of Contrition. Students will participate in a structured retreat experience.

Level 3 – Jesus, our friend, invites us to teach others about our Church. Review prayers; start to learn the Apostles Creed, Stations of the Cross and the Rosary.

Level 4 - Through the study of the Ten Commandments, we learn how to love others. Review prayers; continue to learn the Apostles Creed, gain a better understanding of the Stations of the Cross and the Rosary.

Level 5 - Jesus is human and divine. There is a concentration on the Beatitudes, Works of Mercy and the Liturgical year of the Catholic Church. Review prayers; begin to learn the Nicene Creed.

Level 6 - Intense examination of the Old Testament and Jesus' roots in the Jewish community. Review prayers; continue to learn the Nicene Creed.

Level 7 - Begin preparation for Confirmation. Study the life of Jesus through the Gospels. Complete review of all material taught in Levels 1 to 7. Students will participate in a structured retreat experience.

Level 8 - Continue to prepare for Confirmation through the study of the gifts and fruits of the Holy Spirit. Discussions on morality in relationship to the Catholic Church, Ten Commandments, Beatitudes, and Works of Mercy. Students will participate in a structured retreat experience.

Service

Christ the King Catholic Community is a stewardship community, thus we all give of our time, talent and treasure. As part of our classroom instruction, it is important that we instruct our students so that they may have a true understanding of stewardship. As part of the stewardship lesson of time and talent, each child will be required to participate in Christian service projects. Service projects for Levels 1 through 6 will be performed as a group and may be completed during class time. Levels 7 and 8 will participate in both group and individual service projects.

Based on the Level, the minimum service requirement is as follows:

Level K, 1 & 2 - 1 service activity per year

Level 3, 4 & 5 - 1 service activity per semester

Level 6 - 2 service activities per semester

Level 7 - 1 service activity per month – equivalent to 10-15 hours per year

Level 8 - 1 service activity per week – equivalent to 15-20 hours per year