

Parent Information

Arrival Time

All Elementary level sessions will meet in the church at 3:45 PM. The children are to sit with their teacher/catechists*. Signs mark the pews with the appropriate level. At 4:00 PM the children walk to their meeting rooms accompanied by their teacher/catechists and aides. Sessions will end at 5:00 PM.

**Please note, instruction begins AT 3:45 PM with community time lessons.*

Middle School sessions meet at 7:00 PM in rooms 6, 7 & 8 in the annex building across from the main school building. Instruction ends at 8:15 PM.

Arrival Procedure

For your child's protection, it is recommended that the parent or caregiver accompany each child (levels 1 – 5) into the church*. Please don't drop students off before 3:35 pm.

**Children have sometimes been dropped off/left on days when no sessions have been scheduled.*

Dismissal Procedure

For the safety of all our children, parents or caregivers are required to pick up the children at the meeting room door. **Children will not be dismissed to the parking lot.** *This pertains to Middle School participants as well.*

Children will not be released early from the session unless there is a written request from the parent.

The parent/caregiver must come to the Religious Education Satellite Office (Small Hall) to sign out the child.

A staff member will retrieve the student from the classroom because all doors to the main school building remain locked while the children are present.

Absentee policy

We realize that illnesses in children are very common. Because our time with the children is limited, a Religious Education Administrator will contact the parent of any child who has more than three **unexcused** absences. If your child is ill, please call the office for an excused absence.

Emergency Procedures

Please make sure we have all current emergency information. An Emergency/earthquake card is in the registration and re-registration packets. Please return the completed card at time of registration.

In the event of fire or earthquake, the parking lot will be barricaded to all cars and the children will be dismissed from a checkpoint. Children will be dismissed only to an adult designated on the emergency card.

Other registration information

You will be given an informational Parent pledge. Please keep the pledge, master calendar and this parent information booklet in an accessible place for easy reference.

Tuition fees are: \$75 for the first student then \$40 for each subsequent student/family member, before September 15, 2019. Fee is \$85 **PER** child thereafter.

Families will NOT be turned away for inability to meet tuition fees.

Medication, food allergies, special needs

We want your child's experience of our program to be positive.

Please notify the catechists if your child is currently taking any medication, has any food allergies or has other special needs.

Classroom Management

- Teacher/catechist and child will handle any disruption first.
- If negative behavior continues, child will be sent to the office.
- If necessary, the parent will be called.
- If negative behavior continues, the parent will be asked to attend the sessions with the child.
- Removal from the program will result only if all other means fail or if there is a threat to the well-being of other children.

Curriculum

The program currently uses the RCL Benziger curriculum, *Blest Are We – Faith in Action*, in levels one through six. Level seven and eight use Benzigers *The Story of Jesus and History of the Church*.

Level two uses the family oriented Sacramental preparation supplemental texts "*God's Gift, Eucharist*" and "*God's Gift Reconciliation*."

Religious Education Parent Association (REPA)

Upon your child's enrollment, you automatically become a member of the Religious Education Parent Association. There are neither dues nor meetings to attend.

We do invite you to lend your time and talents to the St. Cornelius Religious Education Program. There are many areas where your help is necessary. Please fill out the volunteer form enclosed with the registration packet or come into the Religious Education Office to see what opportunities are available.

Fundraisers

In order to offset the costs for the Sacramental preparation process, catechist updating and the materials and supplies used in the Religious Education program, we hold two (fall and spring) fundraisers a year. For the fundraisers to be successful, **active participation by each family is needed**. You are offered the option of "opting out" of fundraising by giving a direct donation of \$30.00, per family, for the year.

Safeguard the Children Program

Volunteers in the St. Cornelius Religious Education Program are required to fill out an application form, attend the VIRTUS Child Sexual Abuse Awareness Workshop, and be fingerprinted through the Archdiocese of Los Angeles' Live Scan system.

Teaching Touching Safety

Additional copies of the parent manual from the VIRTUS sponsored program of the same name are available in the Religious Education Office. (Copies were distributed or offered for download to all families upon registration).

Safe environment training sessions will be offered by St. Cornelius Religious Education. The sessions are held during regular session times and are scheduled for the weeks of January 16 - 30, 2020. Permission forms are included in all registration packets. New permission forms are required each year. We strongly encourage attendance on the days of the presentations. The Office is required to submit statistics regarding attendance and absences on presentation days.

Picture Policy

Upon registration, picture release/non release forms were signed by each family. Please check with office personnel before taking any pictures (phone or conventional camera) as some children may not have permission to be photographed.

If you do need to document with pictures, please be prudent when taking pictures of your **own** children only. Take care that there are no other children captured in your pictures.

In order to protect our children, we ask that if pictures are taken, you **refrain from posting likenesses of the children and the premises on social media or the internet.**

Parent Information Handbook

2019 - 2020



**St. Cornelius
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Mission Statement:

The Office of Religious Education is committed to facilitating an encounter with Jesus Christ through catechesis and evangelization. We are called to serve the families of our parish and form lifelong habits of faith through worship, prayer, community, and service.