

# **ST. THOMAS OF VILLANOVA RELIGIOUS EDUCATION HANDBOOK**



**2010-2011**

**1141 East Anderson Drive, Palatine, Illinois 60074**

**(847) 358-2386**

**ST. THOMAS OF VILLANOVA**  
**RELIGIOUS EDUCATION CENTER**  
1141 East Anderson Drive Palatine, Illinois 60074 (847) 358-2386

**CLASS SESSIONS:**

**Sunday:**

Preschool – 8<sup>th</sup> Grade: 9:15 – 10:45 a.m.

8<sup>th</sup> Grade: 7:00 – 8:30 p.m. (in Catechist home)

**Monday:**

1<sup>st</sup> Grade – 7<sup>th</sup> Grade 4:00 – 5:30 p.m.

**Tuesday:**

1<sup>st</sup> Grade – 7<sup>th</sup> Grade 4:00 – 5:30 p.m.

5<sup>th</sup> Grade – 8<sup>th</sup> Grade 7:00 – 8:30 p.m.

**PASTOR:**

Rev. Thomas Rzepiela

**ASSOCIATE PASTOR:**

Rev. Michael Moczko

**CRE:**

Mary Strybel

**ADMINISTRATION ASSISTANT:**

Lisa Lechowicz

# TABLE OF CONTENTS

MASS SCHEDULE .....	2
FAMILY MASS	
GRADE LEVEL MASS	
ADMISSION .....	3
PRIORITY FOR ADMISSION	
GRADE LEVEL COMPLETION	
REGISTRATION .....	4
TUITION .....	4
ATTENDANCE / ILLNESS / ACCIDENT .....	5
ABSENCE	
POLICY GUIDELINES .....	6
BEHAVIOR	
DISCIPLINE	
SUPERVISION .....	7
EMERGENCY PROCEDURES (WEATHER RELATED) .....	7
MISCELLANEOUS INFORMATION .....	8
PARENT CONFERENCES	
STUDENT RECORDS	
MEDICATION	
AMENDMENTS	
ADVISORY COMMITTEE	
POLICY	
CURRICULUM .....	9
PRAYERS AND CATHOLIC PRACTICES .....	10
GOALS OF OUR EDUCATION PROGRAM .....	10
SPECIAL INFORMATION .....	11
PARENT MEETINGS FOR RECONCILIATION, FIRST COMMUNION, CONFIRMATION	

# RELIGIOUS EDUCATION MASS SCHEDULE 2010 - 2011

## Grade Level Mass Schedule

Sundays at 9:30 a.m.

September 26 <sup>th</sup>	8 <sup>th</sup> Grade
October 24 <sup>th</sup>	7 <sup>th</sup> Grade
November 7 <sup>th</sup>	6 <sup>th</sup> Grade
January 9 <sup>th</sup>	5 <sup>th</sup> Grade
February 6 <sup>th</sup>	4 <sup>th</sup> Grade
February 27 <sup>th</sup>	3 <sup>rd</sup> Grade
March 6 <sup>th</sup>	2 <sup>nd</sup> Grade

## Family Mass Schedule

Saturdays at 5:00 p.m.

September 11<sup>th</sup>  
October 9<sup>th</sup>  
November 13<sup>th</sup>  
December 11<sup>th</sup>  
January 8<sup>th</sup>  
February 12<sup>th</sup>  
March 12<sup>th</sup>  
April 9<sup>th</sup>  
May 14<sup>th</sup>  
June 19<sup>th</sup>

# ADMISSION

## **PRIORITY FOR ADMISSION:**

- ❖ Children of Parishioners
  - Children from families with children already enrolled
  - Children now reaching school age
  - Children from families newly moved into the parish

## **GRADE LEVEL COMPLETION:**

It is expected that children attend classes for their education and formation every year. Religious Education is a lifelong journey. If a particular grade level is missed, parents/guardians will be expected to assist the child with home study “make-up work” over the summer in order to enter the appropriate grade level in the fall.

Two consecutive years of preparation are required for the receptions of the sacraments in the Archdiocese of Chicago.

# REGISTRATION

Registration is held during May of each year for the next school year. Late enrollees will be admitted on a first-come, first-served basis, as space becomes available, using the date the registration form was received in order to determine the order of late entry to class. A tuition discount is in effect for payment before June 30<sup>th</sup>.

It is very important for the planning of the next year's education and formation that all registrations be received by the deadline. Class rosters must be prepared, books and supplies ordered, teachers recruited and trained....all of those actions having the most complete information about the next year's enrollees.

**If you are planning to move during the year or at the end of the year, please call (847) 358-2386 so that we may transfer your records to your new parish.**

## WHAT IS THE PROCESS FOR REGISTRATION?

1. Complete the registration form.
2. Baptism Certificate is needed for all children.
3. Medical Release Form should be completed.
4. Tuition payment should be made.

# TUITION

Tuition is due at the time of registration. A payment schedule may be arranged if full payment is not possible at this time. Periodic reminder notices will be sent. Any family experiencing a financial hardship may apply for tuition assistance. A request for such assistance is made to the DRE/CRE (All scholarship requests are kept in confidence). Tuition fees set up in two categories:

1. Active Contributing Parishioners
  - ❖ Registered members of the parish community
  - ❖ Regular attendance and participation in Church functions
  - ❖ Regular contributors to the parish
2. Non-Contributing Parishioner

# ATTENDANCE

Children are expected to attend each class. We strongly discourage regular early dismissal or late arrival. Please make every attempt to be prompt.

## **ABSENCE:**

A parent or guardian **must call the Religious Education Center** to report the absence of a child. The REC number is (847) 358-2386. Our concern is always for your children.

# ILLNESS OR ACCIDENT

Every child must have a Medical Release Form on file in the Religious Education Center. When a child becomes ill or is injured during a religious education class, the office will immediately make every attempt to contact the parent or guardian.

# POLICY GUIDELINES

## BEHAVIOR:

To create a climate where students can learn and enjoy their time in the religious education classes, certain guidelines are necessary. Our goal in setting these standards is to help students develop a sense of self-discipline and responsibility to themselves and others.

1. All students are expected to be on their best behavior at all times, both **in and outside** the building. As a young Christian, they should show respect for all catechists, REC personnel, and other students.
2. Respect for school and other personal property is expected. Damage that is caused by a student to a room personal property WILL be paid for or replaced by the student(s) causing the damage.
3. Students are expected to follow all specific rules in their classroom or group, as set down by their catechist or other person in charge.
4. Appropriate dress promotes good behavior.
5. Rollerblades and skateboard are not allowed in the building.

## DISCIPLINE:

If a student fails to meet the above explanations and his/her behavior disrupts the education process for themselves and others, the following action will be taken:

1. A verbal warning will be given to the student.
2. If the student's behavior does not improve and he/she continues to be disruptive or uncooperative, parents will be notified by the DRE/CRE.
3. If necessary, a meeting between parents, student(s) and DRE/CRE will be arranged to discuss the child's continuation in the Religious Education Program.
4. After repeated attempts are made to remedy the situation, parents will be asked to consider alternatives to classroom instruction (i.e. home study, tutor, etc.).

# SUPERVISION

- ❖ Students should not arrive more than 10 minutes before class begins. They are not allowed into the classroom until their catechist arrives. **There is no supervision before this time.**
- ❖ Parents are responsible for the prompt pick-up of their children. Students not picked-up by five minutes after class is dismissed will be supervised in the Religious Education office for a reasonable length of time. Please contact the office (847-358-2386) if, due to an emergency, you are unable to pick-up your child on time.
- ❖ All parents should discuss **common sense** safety rules with their children.
- ❖ A parent should notify the office (847-358-2386) if an ex-spouse **is or is not allowed** to pick-up students. Specific notice of custody arrangements should be on file with the Religious Education Center.
- ❖ The Religious Education Program may periodically include such activities as a visit to the parish church (corner of Anderson Drive and Williams Drive), nature walks on parish property or other limited outdoor activities.

# EMERGENCY PROCEDURES

- ❖ In the events of severe weather or other emergency situations, we will make use of the computerized **Storm Information Center** which will notify you through the following media outlet: WGN, WMAQ, WCLR, WGN-TV (CH 9), WBBM-AM & FM, WFLD-TV (CH 32), WFYR and WUSM

Please tune in to one of these stations to receive word of cancellation. Catechists will also **attempt to contact their students by phone** if class cancellation is necessary.

- ❖ In the event a tornado warning or civil defense alert is in effect at the normal dismissal time, children will be held at the school until an all-clear is signaled. Children will then be released to parents/guardians only.
- ❖ Fire drills will be held early in the year to familiarize students and catechists with safe procedures for such possible occurrences.

# MISCELLANEOUS INFORMATION

**PARENT CONFERENCES:** Optional conferences for grades 1<sup>st</sup> through 8<sup>th</sup> will be held at mid-year. Families will be notified by letter of the time and dates of these conferences, at which time they will receive a written evaluation of their son or daughter.

**STUDENT RECORDS:** All parents have access to student records kept on file in the Religious Education Center, unless specifically restricted by court order.

**MEDICATION:** Except in extraordinary circumstances (which must be approved by the DRE/CRE) the Religious Education Center personnel will not maintain, supervise, the taking care of, or administration of medication.

**AMENDMENTS:** Statements in this handbook are subject to amendment by the decision of the REC staff. The Religious Education Center will attempt to keep you informed of changes as soon as is practical; however, some changes might be made immediately due to unforeseen circumstances.

**RELIGIOUS EDUCATION/ YOUTH MINISTRY ADVISORY COMMITTEE:** Is a group of interested parishioners who meet monthly to work with, advise and support the administrators of Religious Education, Youth Ministry and Vacation Bible School.

**STATEMENTS/ POLICY OF NON-DISCRIMINATION:** St. Thomas of Villanova is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

St. Thomas of Villanova admits students of any sex, race, color or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in this Religious Education Program.

St. Thomas of Villanova admits students of any sex, race, color or national and ethnic origin in administration of its policies, supplementary programs or any other program-based function.

# RELIGIOUS EDUCATION CURRICULUM

- Preschool** God Made People, God Made Holy Things, God Made Earth, God Made Living Things.  
God Made the World, Loyola Press.
- Kindergarten** Learning About God's Love, Growing in God's Love, Sharing God's Love,  
Celebrating God's Love.  
God Loves Us, Loyola Press.
- 1<sup>st</sup> Grade** God Loves Us, Jesus Loves Us, All Are Welcome, Meeting Jesus, Living Like Jesus.  
Finding God, Loyal Press.
- 2<sup>nd</sup> Grade** Preparation for Celebrating the Sacraments of Reconciliation and Eucharist.  
Finding God, Loyola Press.
- 3<sup>rd</sup> Grade** The Miracle of Jesus, The Holy Spirit, Prayers, Parts of the Mass, Liturgical Season, Our Call  
to Share the Good News of Jesus.  
Called to Faith, Harcourt Religion.
- 4<sup>th</sup> Grade** The Ten Commandments, The Beatitudes, Our Covenant with God, God's Role in Our  
History, Making Responsible Choices, Understanding of Sin, Virtues.  
Called to Faith, Harcourt Religion.
- 5<sup>th</sup> Grade** Jesus' Mission on Earth, Prayer and Worship, Seven Sacraments, Respect for Life,  
Peace and Justice in our World, Spiritual and Corporal Works of Mercy.  
Called to Faith, Harcourt Religion.
- 6<sup>th</sup> Grade** Old Testament, New Testament, Pentecost, Prayer and Worship, Paschal Mystery,  
The New Covenant, Following Jesus, Development of a Good Conscience.  
Called to Faith, Harcourt Religion.
- 7<sup>th</sup> Grade** Jesus: Jesus as God and Man, as Savior, Prophet and Teacher, The Paschal Mystery,  
Establishment of the Church, Disciples of Christ.  
Called to Faith, Harcourt Religion.
- Church History: Early Christian Communities, East and West, Middle Ages, Protestant  
Reformation, Church in the Americas, Challenges of the Third Millennium.  
Living Our Faith, Harcourt Religion.
- 8<sup>th</sup> Grade** Confirmation, RCL-Benzinger.
- Morality: Challenges and Choices, Teachings from Scripture, Freedom, Responsibility and  
Conscience, Sin, Forgiveness, issues teens will face in high school.  
Living Our Faith, Harcourt Religion.

# PRAYERS AND CATHOLIC PRACTICES

As a family you might have the opportunity to pray together and learn more about the traditions of our Catholic faith. Including prayer as part of a morning, meal-time or bed-time ritual gives you a way to share with your child about the day's events and the opportunity to learn some prayers by heart. The following prayers and practice will be part of our program and information about them can be found in the "My Catholic Faith" booklet for kindergarten through 6<sup>th</sup> grade.

**First Graders** practice the Sign of the Cross, Our Father, Hail Mary, Glory Be and the Grace before meals.

**Second Graders** learn the Act of Contrition as part of preparation for Reconciliation and Mass responses as they prepare for First Eucharist.

**Third Graders** learn to say the Rosary and study the Apostles and the Nicene Creed.

**Fourth Graders** study the Seven Sacraments and the Holy Days of Obligation.

**Sixth Graders** learn about the Stations of the Cross.

**Seventh Graders** discuss the Spiritual and Corporal works of Mercy as guidelines to life today.

**Eighth Graders** study the Gifts and Fruits of the Holy Spirit as they prepare for Confirmation.

Many parents and catechists comment on how much they learn each year through involvement in children's religious education.

## GOALS OF OUR RELIGIOUS EDUCATION PROGRAM

- ❖ The primary goal of St. Thomas of Villanova's Religious Education Center is to support and expand upon the positive faith growth and value information of the home.
- ❖ The children will prepare themselves for an adult faith commitment to Jesus Christ and His Church.
- ❖ The children will experience prayer and liturgy as part of the Christian community of St. Thomas of Villanova Parish.
- ❖ The children will encounter the need for charity, justice and peace through service opportunities.

# SPECIAL INFORMATION FOR PARENTS

The following are dates for required meeting regarding the reception of the sacraments.

## **Sacramental Meetings for Parents:**

### **Reconciliation**

For all parents/guardians of Second Graders

Wednesday, September 29<sup>th</sup> at 7:00 p.m. in the Church

**OR**

Friday, October 1<sup>st</sup> at 10:00 a.m. in MR1

### **First Communion**

For all parents/guardians of Second Graders

Wednesday, January 26<sup>th</sup> at 7:00 p.m. in the Church

**OR**

Friday, January 28<sup>th</sup> at 10:00 a.m. in MR1

### **Confirmation**

**Parents *and* 8<sup>th</sup> Graders plan on attending:**

Retreat            Monday, January 17<sup>th</sup> at 9:30 a.m. – 3:00 p.m. in Rowley Center

Rehearsal        Wednesday, February 16<sup>th</sup> at 7:00 p.m. in Church

Confirmation    Saturday, February 19<sup>th</sup> at 10:30 a.m. in Church

**Please note that all sacramental meetings are planned as a step toward our goal to better communication and involvement between the Religious Education staff and parents. We welcome your participation in your child's journey and look forward to walking with you in this process. It is important to note that our parish policy states that these are mandatory meeting, and parents/guardians **MUST** attend if they intend for their child to receive a sacrament.**

***GUIDE FOR LEADING MY CHILD TO GOD***

Lord, help me to walk  
Ahead of my child  
So I may point the way  
That leads to Your truth.

Lord, help me to walk  
Behind my child  
That I may support and encourage  
And be there to take up  
A part of the load when I should.

Lord, may I always walk  
Beside my child  
So that, hand-in-hand  
And side-by-side  
We may follow in Your way  
Live in Your light and grown  
In your love together, forever.....