

**SAINT RITA PARISH
CONTINUING CATHOLIC EDUCATION
(CCE)**



PARENT HANDBOOK

Parish Mission Statement

St. Rita Parish is a welcoming and diverse Roman Catholic community who celebrates and rejoices in the love of God and each other. Our Mission to the Parish and the larger community is to:

- *Nurture personal and spiritual growth.*
- *Provide the highest standards of education.*
- *Worship and pray together*
- *Always reflect the face of Jesus Christ*

CCE Vision Statements

- The CCE program provides faith formation, learning experiences and service experiences for the children and parents of St. Rita.
- The St. Rita Continuing Catholic Education Program exists to assist parents in their task of passing on the Catholic Christian faith to their children.
- It strives to promote a faith that is conscious, living and active among the participants.
- The program uses as its example Jesus as model teacher.

Admission Policies

The Religious Education Program enrollment is open to any registered member of the parish. Enrollment is open to nonmembers at an additional fee.

Registration will begin in the Spring of each year, registrations will need to be returned before the summer break. This will allow us to plan for materials, catechists, etc. Registrations returned after August 1st will be charged a late fee. New students will need to provide a copy of their baptismal certificate. Families will be asked to complete a Student Emergency Information form each year.

The Director of Religious Education needs to be informed by the custodial parents of the rights of the non-custodial parent. This needs to be done in writing.

Parish Sacrament Policy

Active participation in CCE sessions is necessary preparation for the reception of the sacraments of Reconciliation, Eucharist, and Confirmation. Therefore, those who desire to celebrate these sacraments and are the appropriate age for formation are required to participate in two continuous years of religion classes in Catholic school or CCE including the year in which the sacrament is celebrated.

Parents are a vital part in the formation process to prepare their child for a sacrament and are given the opportunity to become more familiar with our program during meetings held during the year. Notification of these parent meetings will be made through the mail, Sunday bulletin announcements, or notices sent home with the students.

CCE Fees

The preschool fee is \$40.00 per child. There is a fee of \$65.00 per child for CCE grades 1 through 12. Non Parishioner is \$65.00 per child for all grades. Parishioners receive a break in fees for multiple children:

2 students: \$105.00

3 or more students: \$150.00

Home school fee: \$25.00 per child.

Late fee: \$10.00 per child.

Fees are to be paid at the time of registration unless arrangements are made with the Director of Religious Education. All arrangements for payments will be considered on an individual basis and will be kept in strict confidence. Fees for students whose parent/guardian are serving as a Catechist in the Sunday morning program will be waived.

Attendance / Absence

The Religious Formation Program builds year upon year and lesson upon lesson. Therefore, it is important for students to attend regularly. Please notify the Religious Education Office at 278-5815 ext. 105 if your child will be absent. For planned absences make arrangements with the class teacher.

Students are required to attend class punctually and regularly. Please do not send students to class late on a regular basis as this disrupts the class. Also we can not assume responsibility for students dropped off more than 15 minutes before schedule class times, or picked up more than 15 minutes after class times. It is your responsibility as a parent to make sure that your child makes it safely inside the building.

Class Times

Classes are scheduled from 9:40 – 10:50 a.m., unless notification in writing is made. Students are asked to report directly to their classrooms. Parents are welcome to attend any class session they wish.

Please make every effort to be timely in picking up your children. Our teachers are volunteers and their time is valuable, please be respectful of this.

Snow Days and Emergency Cancellations

In the event of a snow day or another emergency cancellation you will be notified before 9:00 a.m. the morning of class. Every effort will be made to make the decision to cancel and notify you the night before.

Code of Conduct

It is expected that all person in the CCE program will respect the rights, privileges, dignity and property of others. We believe the Gospel is the foundation of our Ministry and Community both within and outside the program.

Therefore, in order to assure each person their rights, dignity and property are maintained, we have created the following guidelines:

1. All persons will be treated with love, charity and respect at all times.
2. Students and Catechists are expected to refrain from gum chewing, smoking, eating or drinking while in the CCE sessions. Snacks will be allowed in the early grades as long as the classrooms are cleaned after the sessions. Exception: Classrooms which are identified with food restrictions, you will not under any circumstance be permitted to bring identified food items into that classroom.
3. No child is permitted to leave parish property without written and dated permission from their parent/guardian. If an early dismissal is requested or transportation will be provided by someone other than parents or established car pools, written permission should be given to the teacher at the beginning of the class session.
4. No one is permitted in any undesignated area of the parish buildings for any reason unless specifically requested by the Teacher or DRE.
5. All property of the parish and participants is to be handled with care and respect. Accidental damage is to be reported to the Teacher and DRE immediately.
6. No person is permitted to smoke or be under the influence of alcohol or nonprescription drugs on the premises.

7. In the event that a student has in their possession any item that is causing a distraction or disruption to class, the Teacher will take possession of the item and return it to the student or their parents at the end of the class session.

Discipline

If the Code of Conduct is broken the Teacher will remind the student of the expected behavior. Breaches that are more serious or causing disruption to the class will be handled in the following manner:

1st Offense: Student temporarily removed from the classroom to meet with the DRE. Notice will be given to the parent or guardian.

2nd Offense: Student removed from class and parent or guardian will be called to pick student up. A meeting must occur between the DRE, student, parent or guardian and the Teacher before the student may attend further classes.

3rd Offense: Student removed from class and parent or guardian will be called to pick student up. A meeting must occur between DRE, student and parent or guardian to discuss possible changes in the student's Faith Formation.

Should the incident be severe in nature, the student will be removed immediately and placed in the care of the DRE. Parent or guardian will be called and a meeting must occur between all parties and the DRE.

Field Trips

Field trips are used to enhance the learning experience of the students. Such field trips should be an extension of the subject matter taught in the classroom. The Catechist has the responsibility of planning the outing with the approval of the DRE. Parents will be informed through a Field Trip Permission Form of the nature of the field trip,

departure time to and from church, method of transportation and the fees to be charged. The classroom catechist carries the main responsibility for the students while on the field trip. In compliance with the Decree on Child Protection there must be at least one adult other than the Catechist. Every student on the outing must have a permission form signed by a parent or guardian.