



ST. MARGARET *of* YORK
CATHOLIC CHURCH

SMOY Sunday PRP Parent Handbook 2018-2019

Welcome to the new school year and Sunday PRP (Parish Religion Program) Classes! We are so blessed and grateful to be involved with your family in ongoing Faith Formation. I truly believe we catechize each other! Staff, Catechists, Volunteers, Parents and Students. We are all looking forward to partnering with your family as we move into this faith-filled year! Following are some important details for the upcoming year.

PARISH PRP MISSION STATEMENT: The St. Margaret of York Catholic Church Parish Religion Program assists the parents (the primary catechists) in the faith formation of their children to know, love and serve Jesus. We use The Graded Course of Study established by the Archdiocese of Cincinnati, which encompasses the 7 tasks of catechesis: Prayer, Knowledge of the Faith, Liturgical Life, Moral Formation, Communal Life, Missionary Spirit, and Theology of the Body.

PROGRAM SESSION DATES: PRP classes (grades 1-8) will be held on Sundays, beginning on September 9, 2018 and concluding on May 5, 2019. There will be three sessions of Catechesis of the Good Shepherd (ages 3- Kindergarten) this year, which begin the last week in September: Thursday mornings, Friday afternoons and Saturday mornings. (Schedules are on the parish website: www.smoy.org.)

PRP CLASS TIMES: 10:30 AM – 11:45 AM (*Please arrive in the MPR by 10:25 a.m. Thank you!*)

CHILD DROP OFF:



The safety of your child is important to us. Please walk your child into the school and have your child wait in line with other students in their grade level. Each line will be marked according to grade. Teachers will meet the students in the MPR and walk their students to the classroom. If your child arrives late and students are in their classrooms, please go to the PRP Office to sign in.

CHILD PICK-UP: After classes are finished, please meet your child in the MPR. Teachers will bring the students to the MPR at 11:45 AM for dismissal.

If you need to pick up your child early for some reason, please send a note to notify the PRP Office, and we will escort you to your child's classroom upon your early arrival.

BRING TO CLASS: All supplies (pencils, crayons, markers, glue) are provided. Students do not need to bring any supplies to PRP classes. Students will receive the Christ Our Life text from Loyola Press. These books will not come home until the last session.

WHAT NOT TO BRING TO CLASS: To limit distractions, we ask that students not bring cell phones, electronic music, or gaming devices of any type to class.

ABSENCE POLICY: Please call to notify us if your child is going to be absent (513) 697-3113.

We understand that an illness/emergency may arise resulting in an unforeseen absence. Any make-up work will be given to your child by his/her teacher and should be completed by the next PRP class. If the absence is prolonged, options will be discussed with you. If more than **three** classes are missed, it will be recommended that extra make-up work be done or the child repeats the grade level of catechesis. Again, options will be discussed with you. *In the event PRP is cancelled due to Snow or inclement weather:* An email will be sent to all families. Your child's Catechist may also try to call or text you to let you know.

COMMUNICATION: In order to efficiently communicate with you throughout the year, we will use email. Please notify the parish office of your most current and preferred email address.

DRESS CODE: Students should come in attire that promotes the virtues of modesty and respect. Clothing that is not permitted includes: items carrying messages that are derogatory or suggestive, halter tops, short shorts, etc.

Parents will be notified and asked to bring proper clothing for children who are not appropriately dressed.



PARENT MEETING: All families are encouraged to attend the Parent Meeting which will take place in the school classroom 251 on Thursday, September 6, at 7:00 p.m. Please be sure to sign in at this important meeting. We will detail our formation plans for the 2018-2019 year. Parents who are unable to attend will receive copies of the meeting hand-outs.



Please note there will be an additional Sacramental Prep Parent/Child Retreat for First Reconciliation on Thursday, January 17th in the Church from 7:00 – 8:00 p.m. with Mrs. Jeanne Hunt as our speaker. The Sacramental Prep Parent Retreat for First Communion will be on Thursday, March 21st. The Parent Meeting for Confirmation will be Sept. 13 at 7PM in Church.

PARENT RESPONSIBILITIES: Parents are the first and foremost catechists of their children. Parents catechize informally, but powerfully by example and instruction. Your active involvement in the Parish through Sunday Mass, through adult faith sharing groups, through serving others, and through family prayer all make meaningful your professions of faith.

Parents are expected to participate weekly in Mass with their children. We encounter the person of Jesus in the Word, in the Eucharist, in the Priest and in each other Community. Making this commitment to be a part of community and to be nourished in our relationship with Jesus is imperative in being formed as a disciple.



Parents are expected to give good example of their own commitment to the Catholic Faith. Participating in Adult Bible Study Groups or Family Formation Events shows children that a relationship with Jesus is a life-long endeavor and worth setting aside time. Serving others shows service to the poor and is not an option: it is an essential part of our faith. Giving of your time, talent and treasure shows that it is important to share your gifts with your faith Community. By living out your faith in these ways, you model for your child how to live their faith.

Parents are encouraged to help in our PRP Program as a Parent Volunteer!

Our program would not be possible without your support. Please prayerfully consider giving your time through helping out as a classroom assistant, a Confirmation Small Group Leader, helping in the office and more. There are plenty of opportunities to join in, and we would love to include you. Please contact Nancy Shula: (nshula@smoy.org) or call her office at 513-697-3113 to find a volunteer date and time that works with your schedule. Remember that all volunteers must have been VIRTUS trained. To register for the free VIRTUS training go to www.virtusonline.org.



BEHAVIOR POLICY: Respect, courtesy and Christian charity are essential elements in our PRP environments, and so we've established basic behavioral guidelines:



PRP Rules

1. Be safe.
2. Be responsible.
3. Be respectful.
4. Treat others as Jesus would treat others.

Consequences

1. Catechists will issue a warning, discussing the inappropriate/disruptive behavior with the student, and how to make better choices.
2. If the warning does not change the behavior, the Catechist will send the children to DRE who will remind the student of the importance of respect in the PRP community, discuss the problem and look for solutions with the student. The DRE will call the parent to follow up at home.
3. If the student is sent to the DRE a second time, the DRE will notify the parent and ask them to pick up their child immediately. A meeting may occur with the student, the parents, the catechist and the DRE.
4. Children sent to the DRE a third time will not be admitted to the classroom again without a parent or guardian as a chaperone for the remainder of the program.

The DRE retains the right to make exceptions to this disciplinary process, if needed. Any reports of harassment, intimidation, bullying or relational aggression will be investigated and handled on an individual basis. No child will be disciplined corporally or corrected with abusive language. Some parents may be inconvenienced by this policy, but it is our hope that they will see this as an investment in the future of their children and know that our PRP community respects your willingness to be firm and loving parents. Our goal is to work together to protect the dignity of all the members of our PRP community, to help all of our children grow in their ability to treat others with Christian charity and respect and to maintain an environment conducive to quality Catholic formation.

SACRAMENTAL PREPARATION- Children who would like to receive the sacraments of First Eucharist and Confirmation are expected to be in the Parish PRP Program for two consecutive years including the entire year they would like to receive these sacraments. Parents must attend all parent sacramental prep meetings or make an appointment with the DRE if the parent sacramental meetings are missed, in order to receive the necessary information. Parents and children are expected to attend all preparation activities listed on the sacramental calendar (parent meetings, retreats, rehearsals, etc). These opportunities are designed to prepare the whole family for full, active, and conscious participation in the community's sacramental celebration.



Baptism- Any child, under seven years of age, who has a parent who is practicing his/her faith and is willing to fulfill his/her baptismal promise to raise the child in the faith may be baptized. First time parents must attend a Parent Baptism Prep Session so you understand the Sacrament of Baptism and your role as parents in the Baptism of your child. Baptism Prep classes are scheduled with Mrs. Charlotte Sharon (baptism@smoy.org). Unbaptized children, past their seventh birthday, will be catechized to receive Baptism, Confirmation and Eucharist at the Easter Vigil.



First Reconciliation- Each child who has reached the age of reason (usually considered to be age 7), after receiving appropriate instruction, must receive the Sacrament of First Reconciliation (also called Penance or Confession) in order to be prepared to receive Jesus worthily in the Eucharist. Reconciliation is needed to maintain Sanctifying Grace in our souls and strengthen us to avoid sin.



First Holy Communion- Each child, after receiving Reconciliation and the appropriate instruction on Mass and the Eucharist, may receive First Holy Communion. God desires to give Himself to us as spiritual nourishment to assist us to become more like Him. This is necessary in order to be made ready for heaven. This preparation process also includes a Jesus Day Retreat, as well as rehearsals for the First Holy Communion Mass. See the First Communion Timeline for more information.



Confirmation- Generally children in the 8th grade receive additional Sacramental Prep Sessions, choose a Sponsor, a Confirmation Saint name and report this saint, and go on a retreat as preparation for receiving the Sacrament of Confirmation. Confirmation gives us the courage and power to be a witness to Jesus and live as disciples.



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RCIA adapted for Children

Children, ages 7- 18, who are interested in becoming Catholic, need to meet with the Adult Faith Formation Director, the DRE, or the Youth Minister to determine the best preparation plan. Parents are invited to be a part of this meeting.

YOUTH MINISTRY: For all of our 7th and 8th grade students, Ms. Melissa Capella, our Youth Minister, offers fun, energetic games and snacks to build a joyful sense of community and faith in our middle school students. These events occur twice a month on Sundays from 3:30 pm-5:00 pm in the Youth Room.

HOMEWORK: Because PRP only meets once a week, homework may be assigned at the discretion of the catechist, in order to cover the material needed. Prayers will also need to be memorized at home. Make-up work must be completed for absences.

SAFETY: In case of fire, severe weather, or other emergencies, the catechists and staff have been trained in safety responses to protect your children. We will use phone calls, e-mails, or texts to keep parents informed about closings, early dismissals, emergency situations and important events. If weather conditions are such that parents wish to come the school and pick up their children early, they may do so, provided it is safe to do so, and provided they notify the DRE in the PRP Office. The absence will be excused.



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IN CASE OF ACCIDENT: For minor scrapes or injuries, the Catechist may apply bandages, ice packs, or other basic first aid measures. For other injuries, the Catechist will consult with the DRE, and will contact parents if needed. If parents cannot be reached, we will use common sense in addressing the injury, and contact emergency professionals if needed. Please make sure we have your up to date medical information and contact information.

CHILD PROTECTION: All Program Administrators and Catechists are required by the Ohio revised Code and the Archdiocesan Decree on Child Protection to report suspected or actual child abuse or neglect to the proper authorities.

ADMISSION POLICIES: All registered families at St. Margaret of York Catholic Church are eligible for admission. We do not discriminate on the basis of race, sex, national origin or handicapping conditions.

NON-CUSTODIAL PARENT RIGHTS: The DRE needs to be informed by the custodial parent of the rights of the non-custodial parent.

RECORDS: Attendance and performance records will be kept on file in the PRP Office. Parents may access these records by calling the DRE at 513-697-3113.



COMPLAINT PROCEDURE: Please contact your child's Catechist or the DRE if you have a concern or complaint. We are here to serve you, and we will be happy to address your concerns. If the matter is not resolved, then please request a conference with the Catechist and the DRE together. If a parent believes the matter is still not resolved after taking these steps, then we will contact the pastor.

REFUND POLICY: If a family is moving out of town, experiences illness or other family situations, a refund will be considered on an individual basis. The Pastor will make the decision.

HOME SCHOOLING: Parents have the option of enrolling their children in Sunday PRP classes, Summer PRP classes or home schooling. Arrangements can be made with the DRE to do religious education at home with parents as the catechists. The fee for the text, materials, individual planning and completion meetings, and administration will be half the cost of regular PRP fees.



CONTACT US: It is our sincere honor to partner with you in the faith formation of your children. Please never hesitate to call on us if we may be of assistance.

Pastor: Fr. Jason Bedel 513-697-3101 (receptionist@smoy.org)

Parochial Vicar: Fr. Maria Raju Pasala 513-697-3102 (receptionist@smoy.org)

Director of Religious Education: Mrs. Nancy A. Shula 513-697-3113 (nshula@smoy.org)

Director of Youth Ministry and Confirmation: Ms. Melissa Capella 513-397-3105 (mcapella@smoy.org)

Receptionist: Mrs. Kathy McGaughy 513-697-3109

Parish Website: www.smoy.org.

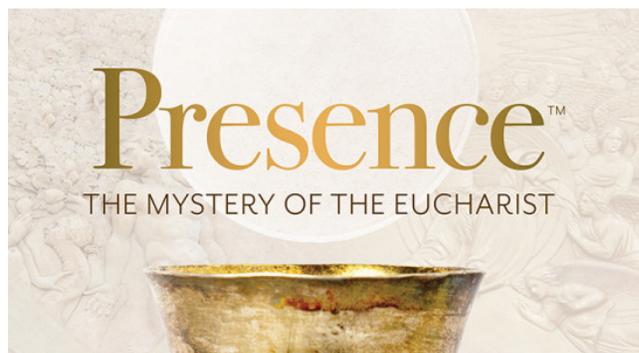
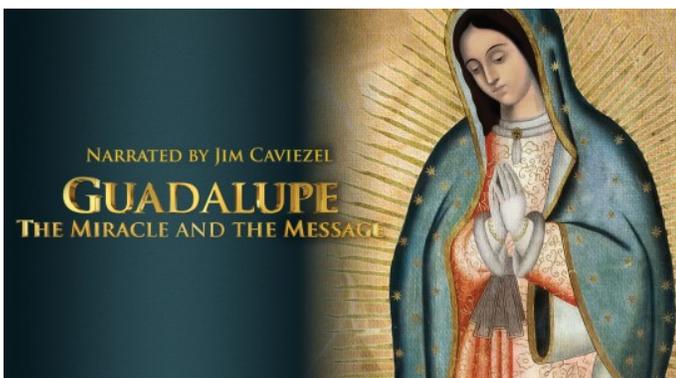
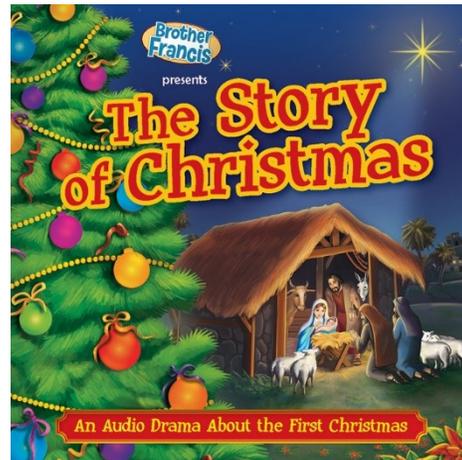
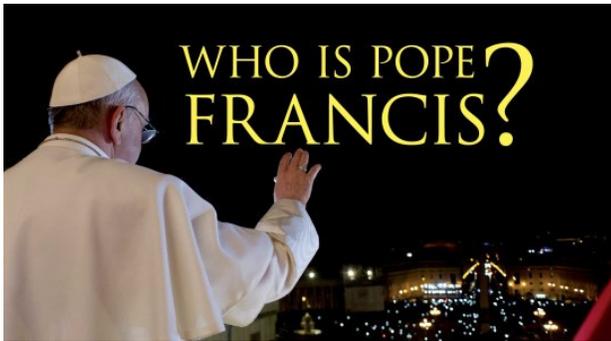
We're also on Facebook, go to smoy.org and click on the Facebook icon at the top of the page.

Our Twitter handle is @smoyparish.

Has your family signed up for FORMED?

It's a free library of movies, cartoons, books, audiotapes and studies!

There is something for everyone in the family!

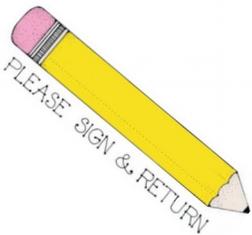


Here's how easy it is to get FORMED: Go to www.FORMED.org. You should see the registration box for parishioners. Type in our parish code: ff611d. Now set up a username and a password. Now you are all set to use all the great programs on FORMED.org anytime by simply logging in!

Thank you for enrolling your child for religious education!
We are looking forward to a holy year together!
Faith formation is so important for your child during these formative years. Your child is creating his/her own view of the world, and we want a loving God to be a part of that view. The faith formation staff is here to support you and help you and your family to have a great year. Please let us know if you have any questions or concerns about PRP. Together, we are a team to help bring our children to come to know the person of Jesus and to fall in love with Him. May God bless you as you share your faith with your children!



Please sign below showing you have read, understood and accepted the terms specified in this Parent Handbook. Please share pertinent information (such as Drop off/Pick up routines, what not to bring, dress code, behavior, etc.) with your children, so they can sign that they understand as well. You may return this form to the Formation Office before PRP begins or bring it to the 1st class. Thank you!



Parent Name Printed: _____ Date _____

Parent

Signature: _____

Child Name Printed: _____

