

# Holy Cross Family of Parishes Coldwater Parishes

## Religious Education Program Parent/Student Handbook





# Basic Information to Note

## Contacts

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Religious Education  
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## Class Times

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*All classes take place Wednesday evenings between Sept. & Apr.*

### **Holy Trinity**

**Grades 1-6:**  
3:15pm - 4:30pm or  
6:30pm - 7:45pm

**Grades 7-8:**  
6:30pm - 7:45pm

**High School:**  
8pm - 9:15pm

### **St. Mary**

**Grades 1-6:**  
6:45pm - 8pm

**Grades 7-12:**  
8pm - 9:15pm

### **St. Anthony**

**All Grades:**  
6:30pm - 7:45pm

**Pre-K & Kindergarten:** Sunday mornings at Holy Trinity 8 am & 10 am masses

**Home School:** Lessons are available, please contact Sarah Klosterman



Dear Parents,

On behalf of Fr. Witt, Fr. Stechschulte, Fr. Moore, Fr. Pasala and all those involved in our parish Religious Education ministries, we would like to welcome you to our Religious Education program! Our Coldwater parishes include over 1900 families and approximately 800 students enrolled. We are one of the largest Religious Education programs in the Archdiocese of Cincinnati.

With the large number of students enrolled, it takes many dedicated people to help pass on our Catholic Faith. We have been blessed with over 75 catechists, classroom helpers, and hall monitors who volunteer many hours of their time and talent.

We want to thank you for enrolling your student(s) into our program and look forward to getting to know your family. May God bless you.

Regards,

*Sarah Klosterman*

Sarah Klosterman  
Religious Education Coordinator

## MISSION

With the Holy Spirit as our guide, the three Coldwater Parishes Religious Education programs are committed to working alongside families to educate children and youth in the Catholic faith while fostering a desire to truly be disciples of Christ. All programs recognize parents as “the first and foremost educators of their children” and strive to support families in growing together in faith. Utilizing scripture, prayer, the liturgy, sacraments, and study, we seek to instill a deep understanding of Church teachings while abiding by all policies and decrees promulgated by the Archdiocese of Cincinnati and her Archbishop. Through God’s love and friendship, we gain the confidence to be witnesses to others through our God-centered actions and words.

## FINANCIAL PROCEDURES

### **Tuition and fees:**

Preschool/Kindergarten: No Charge

Grades 1 - 12: \$65/child

Family Maximum: \$200

### **Optional Programs (not included in the family max.)**

Little Flowers / Blue Knights: \$10/child - *Family Max \$30*

High School Men’s / Ladies Lunch: \$50/child

### **No family will be turned away due to inability to pay the required fees.**

Please contact the Religious Education Office to make arrangements.

### **Discount available**

Catechesis volunteers qualify for a discount of \$65 from their registration fees. Please select that option when filling out the registration form or contact Sarah Klosterman.

## PENNIES FOR MISSION PROJECT

Holy Trinity students have been collecting pennies for the area missionaries since 1983. We collect the money throughout the year. All money collected is then divided among the local families that need assistance, as well as local organizations that help those in the area. Since 1983, we have collected and donated over \$100,000. This is not a mandatory project!

## ATTENDANCE PROCEDURES

**Attendance expectations** – Parent/students are expected to attend weekly sessions. Please contact your child's teacher or the Religious Education office if you or your child cannot attend their scheduled class.

**Attendance and CYO Eligibility** – Those students participating in CYO basketball are expected to attend Religious Education classes/small group sessions as scheduled. An unexcused absence will result in that student being ineligible to play in the next scheduled basketball game.

- A maximum of 2 absences due to homework/studying and work will be allowed. More than 2 absences will result in being ineligible to play. If a student misses more than 5 classes/sessions during the religion year, that student is no longer eligible to play CYO.
- The student or parent must notify the Religious Education Office for absence to be excused.

**Absenteeism** – Parents of students will be notified if their child misses more than one class without a phone call.

**Homework** – catechists have the discretion regarding homework assignments. Students are expected to complete assigned homework.

**Communication** – Catechists will inform parents of his/her preferred method of communication. The Religious Education office can be contacted via telephone and email. Where possible, and to promote efficient communication with multiple families, email addresses and text phone numbers will be requested on registration forms.

- **Procedures for filing complaints** – parents who have complaints regarding a particular catechist should attempt to resolve the issue with the catechist. If no resolution is forthcoming, the Religious Education Office should be contacted. If no resolution is forthcoming, the parent may then contact the pastor. All attempts should be first made to resolve any issue with the parties directly involved.

## ADMISSION POLICIES

**Statement of Nondiscrimination** -- No student will be discriminated against due to his/her race, sex, national origin, or special needs.

- Persons with special needs should be provided opportunities to participate in school and/or parish religious education programs to the fullest extent appropriate (Archdiocese of Cincinnati Religious Education Policy #2102.03)

**Non-custodial Parent Rights**—The Religious Education office needs to be informed by the custodial parent of the rights of the non-custodial parent.

## SACRAMENTAL PREPARATION

**Reconciliation & Eucharist** - The sacraments of Reconciliation and Eucharist are celebrated for the first time with students in the second grade. Parents are required to attend additional meetings and retreats for each of these sacraments.

**Confirmation** - The sacrament of Confirmation is celebrated with students in the 11<sup>th</sup> grade. The sophomore year is the preparation period for the reception of this sacrament. Parents and students are required to attend additional meetings and retreats for this sacrament.

- It is important to remember that one's learning with regards to the Catholic faith does not stop once one has been confirmed. In fact, it is when we are being "sent out" to share the Gospel to others. Parents must continue to encourage their children to participate in the Religious Education Program through their senior year.

## OUTSIDE ACTIVITIES RELATED TO PROGRAM

**Field Trip Procedures** – Field trips will generally be limited to students in 6<sup>th</sup> through 12<sup>th</sup> grades. Field trips should be educational in nature. A cover letter stating the educational purpose of the trip should accompany each permission slip. The permission form of the Archdiocese of Cincinnati will be utilized for all field trips and must be signed by the parent for a student to participate. No form = no field trip.

## CHILD PROTECTION

The Religious Education Coordinator is 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.

## DISCIPLINE

Discipline will be conducted in a 4-step process with the parent being informed either by the catechist or the CRE at step two.

1. If a student continually causes a disturbance in class, the catechist will first try to resolve the matter with the individual student.
2. If improvement is not forthcoming, the Catechist will inform the parent, the Religious Education Office, and Pastor to ask for their assistance in remedying the situation.
3. Parents may be asked to sit in class with their student.
4. If the situation persists or the parent refuses to sit in class, the student will be removed from the class, and the parents will be requested to do home instruction for Religious Education.

*The Religious Education Office retains the right to make exceptions to the disciplinary procedures as necessary.*

*No child may be disciplined corporally or corrected with abusive language (Policy C.4 in the Decree on Child Protection)*

## PARENT CATECHESIS PASSPORT (1-6)

Parents with students in grades 1-6 will be asked to complete a Family Passport again for the 25-26 school year. This passport is a way to help parents grow more in their own faith, as well as a way to take that growth home with them to their families.

Parents can fill their passports by attending Parent Catechesis sessions. These sessions will take place once a month in Coldwater in The Grotto during your child's CCD class (6:45-7:30pm), and once a month in Ft. Recovery. The Coldwater session is typically the first Wednesday of the month and Ft. Recovery on the second Wednesday. In these sessions, parents will learn more about what their children are learning, ways to catechize at home, different ways to pray with their families, and more!

We understand that Wednesdays do not work for everyone, so we have also included some alternative events, such as: Theologically Thirsty Thursdays, Faith Fueled Fridays, Cana Family, and Iron Sharpens Iron. If you have questions about another qualifying event, send Sarah an email!

## SAFETY AND EMERGENCY PROCEDURES

**Facilities** – Religious education classes will be held both on parish grounds (Fr. Yauss Building, St. Anthony & St. Mary School Halls, St. Anthony Rectory, The Grotto, and Parish Offices) as well as in the public-school classrooms based on need. Occasionally, classes will participate in activities in the church or at the park.

**Cancellation Policy** -- If Coldwater Schools are closed due to icy or snowy conditions, religious education classes that evening will be cancelled. Other conditions that may result in classes being cancelled will be on a case-by-case basis. We will communicate cancellations via text and email through OneCall and via social media

**Parking/student drop-off & pickup**— Parents are directed not to drop off children earlier than 15 minutes prior to the start of classes in order to ensure that an adult is present on the premises to supervise. Please also be cautious of children running across a parking lot at any of our parishes.

**Holy Trinity**—Please enter the driveway between the church and Fr. Yauss. We ask that you do not stop to drop off your children until you are at the elevator entrance. This will keep traffic moving and prevent a traffic jam on Second Street. When you pull out of the parking lot, you must turn right or go straight. NO LEFT TURN. For pick-up, we ask that you park in the parking lot. Again, do not wait in the driveway, as this causes a traffic jam.

- Coldwater Middle School—Please enter the parking lot on the south side of the school (Rusty parking lot) using the entrance on North street. Drive up along the building in the lane marked on the parking lot and exit through the exit on Market street. For the safety of all students and drivers, please do not pull out of the curbside lane early, wait your turn to avoid any accidents. Students will enter through doors 23 & 25 only. Parents of 1<sup>st</sup> graders, we ask that you walk your child into the school and come into the school to get your child at the end of class.
- Release time procedures:
  - High school students will walk to the church grounds and report directly to their classroom. Students will be released from church grounds in time for their next scheduled class.
  - Middle school students are to meet in the Auditoria where church representatives will take attendance and walk the students to the church grounds. Church representatives will walk the students back to school in time for their next scheduled class.

**St. Mary** - Please enter the driveway on Tangeman Rd and pull around next to the church. Please only stop to drop off your children on the paved portion of the drive. For pick-up please first park in an open space and only park on the drive once other parking spaces are filled. Please do not use the drive between the school hall and the church for either pick up or drop off.

**St. Anthony** - Please enter the school hall parking lot and proceed along the east end next to the road. Then circle around to face north next to the building before dropping your children off. For pick up, we ask that you park in the parking lot. Do not use the cemetery lane next to the playground for pick up or drop off.

**High School Students that drive themselves** are required to follow the same guidelines as a parent for whichever parishes they attend classes. They are also reminded that when entering a parking lot a speed no more than 10 mph is expected.

**Emergency Medical Information** -- Emergency medical information on each student enrolled in the Religious Education program will be obtained via the family registration form. Any necessary information will be given to the catechist.

**Snacks** -- Occasionally the catechist may provide a snack for the students. Students should not bring snacks in for the class without confirming with the catechist.

*The Holy Cross Religious Education Program is not responsible for supervision of students or accidents to students that may occur **prior to or after class time**. In the event of an emergency or accident the administrator will promptly try to contact the parent and contact appropriate medical or emergency personnel.*

# Curriculum

## **PRESCHOOL/KINDERGARTEN**

We will be using the Children's Liturgy of the Word during the 8 am & 10 am Masses on Sundays September-November & February-April. Students will be dismissed prior to the Liturgy of the Word to the church basement. They will return to church prior to the Liturgy of the Eucharist.

## **FIRST THROUGH EIGHTH GRADES**

We will be using Sophia Institute Spirit of Truth. Based on the Catechism of the Catholic Church the lessons are designed to connect with students of diverse backgrounds and differing familiarity with the Catholic Faith. It emphasizes the importance of students to understand the Faith and is designed to help them apply everything they are learning to their own lives.

## **FRESHMAN**

Our freshman religious education classes focus on Moral Issues and Relationships for a large portion of the year. We use the program: You: Life, Love and the Theology of the Body. The other portion of the year focuses on bible basics and the 7 covenants. A variety of resources are used between our 3 parishes to cover these topics.

## **SOPHOMORE**

Our sophomore class is preparing for the reception of the Sacrament of Confirmation by using the Decision Point by Matthew Kelly. Twelve sessions are covered over the year including but not limited to; Life Choices, The Holy Spirit, Prayer, Jesus, Confirmation, etc.

In preparation for Confirmation students will be required to complete various confirmation assignments that will help them grow spiritually in their faith, including choosing their confirmation name and sponsor. They are also required to attend a Confirmation Retreat. All of this will be listed in a packet they will receive at the beginning of classes.

## **JUNIOR AND SENIOR**

Our junior and senior classes have a varied program, focusing on keeping God at the center of their lives and preparing them for their futures as they plan to graduate from high school. A variety of outside speakers and resources are utilized.

# Online Resources

## **Lifelongcatechesis.osv.com**

- Readings and background
- Activity of the week
- Saint of the week

## **Pillarandfoundation.com**

- Videos

## **Bustedhalo.com**

- Videos
- Sacraments 101 and 201
- You Don't Know Jack
- In 2 Minutes

## **Catechistsjourney.loyolapress.com**

- Webinars
- Articles

## **Jesuitresource.org**

- Printable prayer cards and prayer posters

## **Thereligionteacher.com**

- Activities, lesson plans, worksheets

## **Looktohimandberadiant.com**

- Printable resources & activities

## **Formed.org**

- Set up an account by clicking "Formed for Parishes" then looking up Holy Cross Family of Parishes. This is like Netflix for Catholics.

## **Catholic toolbox**

<http://catholicblogger1.blogspot.com>

- Awesome ideas for games, puzzles, skits, and more.

## **Ascensionpress.com**

- use the following login in to view studies.
- Email:
- Password: religion

## **Holyheroes.com**

- Geared towards kids
- Mass quiz
- Short videos

There are so many more, just always remember to put "catholic" before anything you search.



## **PARENT'S PRAYER**

God, You are parent to us. You have made us in your image and likeness. Help us to become more like you in our relationships with our children.

God, you are always there for us. Even when we turn away from your love, you stay with us always. Teach us to be good parents.

Help us to be present to our children in good time and in bad times. May we support them and love them as you have loved us—unconditionally.

God, give us the strength and determination to be just and honest in our relationships with our children. Give us the patience and perseverance to face each day, knowing you are with us, as we try to become the parents we must become for our children.

## **PARENTS CREED**

I will teach my child, by my example to actively participate in the liturgy of the Catholic Church by regularly attending and actively participating in Sunday and Holy Day Mass and by regularly receiving the sacraments of my church

I will prepare myself for my role as primary religious educator of my child by attending program, by reading and keeping updated on issues and concerns of my faith, and by prayerful reflection on my role as a Christian parent.

I will help my child understand that religious education and faith development are life-long processes of the utmost importance.

I will do my best to support learning in the religious education program by developing a Christian spiritual life at home. This will include family prayer, sharing, service to others, etc.

I will teach my child that religion is more than their classes each week by becoming involved, to the best of my ability, in the activities of my parish and by living a committed Christian lifestyle.

I will encourage my child to do their homework; to arrive at class on time; to pay attention in class; and to behave in a manner that will not interfere with the teacher's work or classmates' attention.

I will encourage my child by my willing attendance at parent meetings that pertain to their religious education class.

I will support our religious education staff, catechists, and students through prayer and cooperation.