

***ST. THECLA
RELIGIOUS EDUCATION
PROGRAM***

**POLICY HANDBOOK
2011-2012**



St. Thecla Church

6725 W. Devon Ave.

Chicago, Illinois 60631

(773) 792-3077 ext. 211

Email: lhaley@saintthecla.org

Go, therefore, make disciples of all the nations; baptize them in the name of the Father and of the Son and of the Holy Spirit, and teach them to observe all the commands I have given you. And know that I am with you always; yes, to the end of time.

Matthew 28: 16-20



Welcome to St. Thecla!

Pastor: Rev. Gene Dyer

Associate Pastor: Rev. Artur Marat

DRE: Mrs. Mary Louise Hanley

Parents are the primary catechists of the children. It is in the family that the children first learn of God's love.

The catechesis program content is governed under the Magisterium of the Catholic Church. The theological teachings on Faith, Hope and Charity confirms that the actual content of the catechesis is more than just the factual material and religious literacy. Our faith in action is shown through the liturgical events and the practice of the faith under the guidance of the Six Precepts of the Catholic Church.

- 1. Mass Attendance*
- 2. Confession; 3. The Eucharist;*
- 4. Holy Days of Obligation;*
- 5. Fasting and Abstinence*

The religious education program at St. Thecla assists the parents in their primary responsibility of evangelizing their children.

The Catechists teach the concepts of the faith and guide our children in the growth of their personal prayer life and spirituality. The children with their families become active and visible participants in the parish family.



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I. ADMISSION

Our Religious Education Program is from 1st through 8th grade. Class levels usually correspond to a child's grade in school and are determined by continued participation in the program. It is not possible to advance to the next level, if the grade is not completed or the student has not been regularly attending the classes

The grade level of the student transferring in from another parish program will be determined by the Director of Religious Education (D.R.E.) and through the records of the previous program.

A copy of the baptismal certificate is required.

II. REGISTRATION

Pre-registration starts in the month of May and through the summer months. Open House / Registration will be held sometime in the last two weeks during the month of August.

Transferees from another parish program must have the Baptismal and Sacramental certificate copies and any class records from the previous program at the time of the registration. It is necessary to re-register your child/children every year.

III. DROP-OFF and PICK-UP

Entering the School

Parents are to drop-off and pick-up their children at the Palatine entrance to the school. The late arrivals must use the parking lot entrance to the school. Children should cross the street at the corner to avoid passing between cars. We ask that parents comply with these instructions for the safety of their children. We request you do not double park on Newcastle or Palatine when your child is being dropped off or picked up. Always drive with caution and be alert for the other children.

Dismissal

Pick-up the students at the Palatine entrance or the parking lot entrance. No child will be allowed to wait outside in front of the school. The student must have the parent's telephone or cell phone number written on their St. Thecla student folder which the student should have with them for every class.

Early Dismissal

Please send a signed note addressed to the D.R.E. if your child has to leave early and the class catechist will be notified. Your child must be picked up from the inside of the school, either from the class room or waiting in the office. A child will not be allowed to wait outside in front of the school building or the parking lot entrance.

IV. ATTENDANCE

Attendance is important for the child to acquire the continuity of the teachings of the faith and the building of familial community with their fellow classmates.

Absentees

Only two absentees are allowed when enrolled in a sacramental preparation class.

The Archdiocese allows six absences for your child to qualify for the advancement to the next grade level.

When you know your child will be absent, please call the parish office during the week @ (773) 792-3077 ext. 211, or email to lhlanley@saintthecla.org.

If your child is going to be absent due to sudden illness on a class day, please call the school @ (773) 763-3380 before or during class time.

Security

The outside doors will be locked during class time. You may enter the school from the parking lot entrance. The doorbell is located on the right side of the double door entrance.

Entering the Class Room

The children will gather in the hallway outside of the classroom until the catechist or aide arrives. No child should enter an empty classroom!

V. SCHEDULE

Classes are held on Sunday morning. The Religious Education schedule is set up around the public school schedule for the holiday weekends. Please plan your trips for these weekends.

Important Dates 2011-2012

<i>Confirmation Retreat</i>	<i>Thursday</i>	<i>November 3</i>	<i>8:00 am–4:00 pm</i>
<i>Confirmation Celebration</i>	<i>Friday</i>	<i>November 4</i>	<i>7:00 pm</i>
<i>7th Grade Conf. Meeting</i>	<i>Tuesday</i>	<i>November 15</i>	<i>7:00 pm</i>
<i>Confirmation Enrollment</i>	<i>Saturday</i>	<i>January 21</i>	<i>5:00 pm</i>
<i>*Sacramental Meeting</i>	<i>Tuesday</i>	<i>March 6</i>	<i>7:00 pm</i>
<i>*2nd. Grade Retreat</i>	<i>Saturday</i>	<i>March 24</i>	<i>8:30 pm</i>
<i>First Reconciliation</i>	<i>Tuesday</i>	<i>April 17</i>	<i>12:30 pm and 6:30 pm</i>
<i>First Communion</i>	<i>Saturday</i>	<i>May 5</i>	<i>To be announced</i>



Religious Class Calendar 2011 / 2012

<i>September</i>	<i>11</i>	<i>Class</i>	<i>Ψ</i>
<i>September</i>	<i>18</i>	<i>Class</i>	
<i>September</i>	<i>25</i>	<i>Class</i>	<i>Ψ</i>
<i>October</i>	<i>2</i>	<i>Class-Family Mass</i>	
<i>October</i>	<i>9</i>	<i>No Class</i>	
<i>October</i>	<i>16</i>	<i>Class</i>	<i>Ψ</i>
<i>October</i>	<i>23</i>	<i>Class</i>	
<i>October</i>	<i>30</i>	<i>Class</i>	<i>Ψ</i>
<i>November</i>	<i>6</i>	<i>Class-Family Mass</i>	
<i>November</i>	<i>13</i>	<i>Class</i>	<i>Ψ</i>
<i>November</i>	<i>20</i>	<i>Class</i>	
<i>November</i>	<i>27</i>	<i>No Class</i>	
<i>December</i>	<i>4</i>	<i>Class-Family Mass</i>	
<i>December</i>	<i>11</i>	<i>Class</i>	<i>Ψ</i>
<i>December</i>	<i>18</i>	<i>Class</i>	
<i>December</i>	<i>25</i>	<i>No Class</i>	

Thanksgiving



Blessed Christmas!

Happy New Year January 1, 2012!!!

January	8	Class-Family Mass	Ψ
January	15	Class	
January	22	Class	Ψ
January	29	No Class	
February	5	Class-Family Mass	
February	12	Bring Palms!! Class	Ψ
February	19	No Class	
February	26	Class	Ψ
March	4	Class-Family Mass	
March	11	Class	Ψ
March	18	Class	
March	25	Class	Ψ
April	1	Class-Family Mass, Palm Sunday	
April	8	Easter!!! No Class	
April	15	Class	Ψ
April	22	Class	
April	29	Class	Ψ
May	6	Class-Family Mass	
May	13	No Class! Mothers Day	
May	20	Last Class!!!!	Ψ



VI. CLASS TIMES

Ψ = 9:15 – 11:15 Longer Class Day

1 st . Sunday, 9:15/9:50	2 nd . Sunday, 9:15/11:15	Ψ
3 rd . Sunday, 9:15/9:50	4 th . Sunday, 9:15/11:15	Ψ

VII. NON-DISCRIMINATION

St. Thecla Parish does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its policies, supplemental programs or any other program-based functions. Every effort will be made to have the catechetical programs accessible for persons with disabilities.

VIII. DISCIPLINE

The participation of your child of the ongoing formation learning of the faith is the primary task of the parish catechesis program. It is necessary that your child is cooperative while attending class. Any continual behavioral problem will be brought to the parents' attention.

X. HOME STUDY

Parents are the primary catechists of their children. You can help pass on your faith to the children by talking with them about real life events and how your faith is related to your experiences. Reviewing their class work and homework assignments tells your child how important their religious education is to you.

IX. MAKE-UP WORK

The student who has been absent because of illness or for any other important reason must assume the responsibility for making up the class work. It is up to the student to see their catechist about past assignments. The parent must assume this responsibility when their child is enrolled in the primary grade levels.

XI. TEXTBOOK

*The student is required to come to class prepared with the textbook and any other necessary materials required by their catechist. It is the responsibility of the parents/guardian to purchase another text book if it is lost .
The Bibles are provided beginning in the 4th level.*

XII. RECEPTION OF SACRAMENTS

Students must have been attending the classes for at least one full year prior to enrolling in the Sacramental Preparation classes. The project work assignments must be completed satisfactorily before reception of the Sacrament. Parents will be notified if additional time will be required. The Sacraments of First Reconciliation and First Communion are celebrated in the 2nd grade level.

The Sacrament of Confirmation is celebrated in the 8th grade level.

XIII. LITURGICAL

Families are invited to gather with their children at the Sunday Mass. This is represented on the class calendar in bold print. You can volunteer to participate in the Family Mass serving as a reader or gift bearer. You may also like to become a Eucharistic Minister. If you are interested, please contact Mrs. Marialice Wagner @ 773-792-2338 or the Parish Office.

Children's Choir: Students in the 3rd through 8th grade levels are invited to join the Children's Choir. Practice is held once a week, on Tuesday mornings starting at 7:15 till 8:15 AM to accommodate various school hours. The children will sing for the Family Mass and other special liturgical celebrations, including Christmas and Easter. Contact Robert Shack @ 773-631-5892.



XIV. MEETINGS

Parents of students enrolled in the sacramental programs are required to attend the sacramental parent meetings.

Personal Conference may be scheduled with the DRE, please call 1-773-792-3077 ext. 211. Leave your name, number, a short message, and we will return your call to schedule a time.

XV. PARENTAL INVOLVEMENT

The most important role of the parents/guardian is given by their example, knowledge and the practice of their faith shown through receiving the sacraments at the attendance of the Sunday Mass. Families who attend church together are nourished by the Body and Blood of Christ.



THE HOLY FAMILY.

Joseph, Mary, and Joseph, collected by the Holy Spirit on the Ark.

XVI. CORRESPONDENCE

Correspondence between families and the catechist staff will primarily be through the parent bulletins and flyers sent home with the children.

Please check your child's folder after every class for individual or general information from the catechist or DRE.

XVII. FINANCES

Pre-Registration payment of 50% is accepted up to the month of August. Open House/ Registration is usually held sometime in the last two weeks of August. Full payment is due, including the balance due from the pre-registration tuition payment. Please call the office to speak to the DRE @ 1-773-792-3077 ext. 211 if a payment plan is necessary.

XVIII. TUITION AND FEES

*Tuition for 2011/2012
Grade enrollment is 1st thru 8th.*

<i>One child</i>	<i>\$140.00</i>
<i>Two children</i>	<i>\$190.00</i>
<i>Three or more</i>	<i>\$240.00</i>

Sacramental Fees:

<i>Reconciliation with</i>	
<i>First Communion</i>	<i>\$40.00</i>
<i>Confirmation</i>	<i>\$60.00</i>

TO THE PARENTS/GUARDIANS:

- *Please read this handbook carefully and review the material with your children.*
- *If you have any questions, feel free to contact the Director of Religious Education at 773-792-3077 ext. 211.*
- *Please sign the agreement on the following page.*



Parent Policy Agreement

WE, THE MEMBERS OF THE ST. THECLA RELIGIOUS EDUCATION PROGRAM, HAVE READ AND AGREED TO THE POLICIES SET FORTH IN THIS POLICY HANDBOOK.

Parents/Guardians:

Signature

Date

Children

CUT OUT AND RETURN

Catechesis is the development of one's initial conversion to the mystery of Jesus Christ, leading to the lifelong deepening of a personal relationship with Christ.*

*Catechetical Leader Handbook. (1997).
Archdiocese of Chicago, Office for Religious
Education, p. II-1.

