

# Mission San Luis Rey Parish

*2017 - 2018*

Religious Education  
Parent Handbook



## **I. STAFF:**

NATALIE IBARRA      [youthministry@sanluisreyparish.org](mailto:youthministry@sanluisreyparish.org) 760-547-0702  
High School - 9<sup>th</sup> thru 12<sup>th</sup> Grade (English)  
RCIA for Teens - 9<sup>th</sup> thru 12<sup>th</sup> grade (Baptism)  
Confirmation – Teens 15 to 17 years  
Youth Ministry and Young Adults Ministry

ELENA ZAVALA      [zavalaed@sanluisreyparish.org](mailto:zavalaed@sanluisreyparish.org)      760-547-0715  
Preschool thru 8<sup>th</sup> Grade English/Spanish  
RCIA for children 3<sup>rd</sup> thru 8<sup>th</sup> Grade English/Spanish  
First Communion 3<sup>rd</sup> thru 8<sup>th</sup> Grade English/Spanish

SANDRA DOMINGUEZ      [reassist@sanluisreyparish.org](mailto:reassist@sanluisreyparish.org)  
Administrative Assistant - Religious Education  
760-547-0716 - English/Spanish

## **II. OFFICE HOURS:**

The Religious Education office is located on the second floor of the Parish Center. It is open Wednesday through Saturday, 9:00 am to 4:00 pm. On Sundays office is open from 8am to 12 noon (hours may vary).

## **III. PROGRAM HOURS:**

### **SUNDAY English or Spanish (meet at different times)**

English – Preschool 10:00 am to 11:00 am.

English – Kindergarten thru 6<sup>th</sup> – 9:00 am to 9:50 am.

Spanish - Grades 1<sup>st</sup> through 6<sup>th</sup> – 10:40 am - 11:45 am.

Spanish - Preschool & Kindergarten – 12 Noon to 1:00 pm.

### **TUESDAY (English only)**

Middle School Grades 6, 7 & 8th evenings 6:30 pm to 8:00 pm.

High School Grades 9 thru 12 & Confirmation, 6:30 pm to 8:00 pm.

## **IV. AVAILABLE PROGRAMS FOR CHILDREN and TEENS:**

**Kindergarten** – introduction to God and his many gifts.

**Primary 1-8th** – curriculum developed by nationally recognized experts.

**RCIA Adapted for Children** – full initiation into the Catholic Faith for Children 7 to 17 years old that have not as yet been baptized.

**Children’s Liturgy of the Word** – age appropriate Sunday Liturgy in the Parish Chapel during the 10:00am Mass (no cost, open to all children).

**Home Study** – parents utilize nationally developed curriculum at home.

**Students with Special Needs** – instruction based upon the child’s abilities. Please be sure to share your child’s diagnosed condition with the program coordinator, all information will be kept confidential.

**Confirmation** – Sacramental Preparation for High School Students.

**Catholic Parents Community** – Parents meet for praise, worship and fellowship during class time, St. Francis Hall Youth Room (room 14).

**V. REGISTRATION AND TUITION:**

**Registration in the Parish** - All families who wish to register their children for Religious Education Classes must first be registered members of Mission San Luis Rey Parish. Registration forms are available in the Parish office and the Religious Education Office (second floor) of the Parish Center.

**Tuition** - We would appreciate receiving full payment of at the time of registration. Arrangements may be made to pay the tuition in payments, please contact Sandra at 760-547-0716. If you have financial concerns, please contact the appropriate program coordinator directly. Tuition covers all costs during the semester except when sacraments are requested. Please note; \$20 per student of your tuition is a non-refundable deposit.

**VI. FIRST COMMUNION:**

1. Call or email the appropriate program coordinator with your request.
2. Circle sacraments “has received” on the registration form see example.

PLEASE CIRLE THE SACRAMENTS YOUR CHILD <b>HAS RECEIVED</b> :			
NONE	BAPTISM	FIRST COMMUNION	CONFIRMATION

3. Be sure to attend the appropriate Parent Program Orientation meeting that has been developed for you and your child. We determine classroom placement based upon registration information provided.
  - a. Enable your child to regularly attending the scheduled classes.
  - b. Assist with weekly reading and/or homework assignments.
  - c. Verify your child’s name is on the appropriate eligibility list.
  - d. Attend the Sacramental Program for parents and children.

**Parent/legal guardian must request “in writing” the sacrament they want their child to receive, sacraments do not occur automatically by age or grade.**

**VII. PARENT PARTICIPATON:**

**The church in its practice and its teachings sees the parents as the primary educators in the faith. It is within the Catholic family that children first begin to learn their prayers, our faith traditions, and are made aware of the teachings of the Church.**

1. **First Communion** – A two year process. In order for a child to receive the Sacrament of Reconciliation (Confession) and First Eucharist (Communion), at least one parent/guardian and the child must attend our First Communion preparation process. Please provide the child’s Baptism Certificate at the time of registration. The process consists of several sessions for the parent, some of which the child must attend. Parents not attending or missing classes/sessions can and will cause a postponement of the child’s reception of sacraments until the following semester. **\$25.00** dollar fee is to cover expenses for mass, certificates and mailing.

2. **Orientation Meetings** - Our various Faith Formation Programs offer to families a faith filled experience for both parent(s) and students, it is imperative that parents attend the Orientation Meeting and read the Program Handbook for each respective program. Missing meetings can and will jeopardize the ability of their child to receive sacraments. **Confirmation** schedules and specific information for high school students will be distributed by our Coordinator of Youth and Young Adult Ministry.
3. **Helping when child is absent** – If your child is out due to a major illness or surgery, three sessions or more, please contact the program coordinator. Your child may complete missed classwork at home.
4. **Stewardship** – As a Franciscan community, we should incorporate good stewardship. “Stewardship” is the way that we take *care* of and *share* the things God has given us. We are asking the parent to help their child know how important it is to share their *time, talent* and *treasure* to serve God and others. We ask that the parents be living models of stewardship. Parents are asked to encourage their child to give weekly a proportionate amount of their allowance, cash gifts and/or “good works” to the parish or other charitable organizations in need.
5. **Liturgies** – regular Saturday or Sunday Mass attendance is crucial.
6. **Address, phone, legal status, custody change** - be sure to notify the Parish Office at 760-757-3250 or email Maricela@sanluisreyparish.org.

## **VIII. POLICIES:**

1. **Early dismissal from Class** – When it may be necessary for parents to take their children out of class early. Please be aware that the Parish is responsible for your children while they are in our scheduled Religious Education classes. PARENT or LEGAL GUARDIAN is required to come in person to the Office of Catechetical Ministries on the second floor to request an early dismissal of their child from class. The appropriate form must be filled out; the child will then be excused from the classroom by the program coordinator.
2. **Classroom Behavior** – Our parish has a policy for inappropriate behavior approved by the pastor. Please see page 5 for our Protocol of Disciplinary Behavior Actions policy.
3. **Classroom Arrival** – Our policy is that all elementary grade children must be accompanied to and from the classroom. Please do not to drop them off in the parking lot and have them walk by themselves to class. Use of the inner circle driveway for dropping off or picking up your children is against policy. Children are to be picked up at the classroom by an adult.

**Child Safety and Security – If you are delayed in picking up your child, the teacher/catechist will escort your child to the Religious Education Office at approximately 10 mins after class ends. The child will be supervised until your arrival. This policy is mandatory for grades preschool- 8<sup>th</sup> grade. If your child is not in their classroom, please proceed directly to the Office of Catechetical Ministry on the 2<sup>nd</sup> floor.**

#### **4. PORTABLE ELECTRONIC DEVICES:**

Cell Phone, iPad, Kindle, MP3 player, any battery powered portable device, is disruptive to the classroom learning process. Operation of such devices in the classroom and adjacent hallways during class time is prohibited.

If your child needs to utilize a cell phone for an emergency, please be sure to have your child notify the teacher and/or program coordinator prior to any cell phone use in the classroom or adjacent hallways.

#### **5. PROTOCOL FOR DISCIPLINARY ACTIONS**

- I. The behavior of students in the classroom is primarily the Catechists responsibility.
- II. If the student is becoming a problem by disrupting the class the Catechist must provide the following corrective actions (*please see III*). *In all cases Christian Charity must be the guiding principle.*
- III. Protocol for disciplinary action is the following procedure:
  1. First occurrence of inappropriate behavior such as being disrespectful to the Catechist and/or peers, or use inappropriate language, the Catechist or Aide will ask the student to correct his/her behavior. **Any serious behavior, such as use of illegal drugs, alcohol, tobacco, vandalism, sexual activity or participation in graffiti, the Catechist will contact the Coordinator immediately and will result in an automatic expulsion for the duration of the year with forfeit of semester tuition.**
  2. Second occurrence of inappropriate behavior, the Catechist or an Aide escorts the student to the Religious Education office for disciplinary action by the Coordinator that will include a telephone call to the parents to schedule a meeting to discuss the situation and to assist the student in correcting this behavior. The Coordinator might request the presence of the parent to attend class with the student to assist his/her behavior change.
  3. Third occurrence of inappropriate behavior, the Catechist or Aide escorts the student to the office for disciplinary action by the Coordinator that will include a telephone call requesting the parents come to the Office to pick up the student. The student will not be permitted to return to class until there is a meeting with the Associate Pastor, Director, student and parent.
  4. Fourth occurrence of inappropriate behavior, the Catechist escorts the student to the Religious Education Office. The child is expelled from the program for the year. The Pastor will be notified as soon as possible.

**IX. Consent Form for the Use of Photographs and/or Video (Parents and Children).**

Child's Full Name: \_\_\_\_\_

Age: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

I hereby consent to Mission San Luis Rey Parish using images of my child, caught in video recordings and/or photographs during any liturgical events, for the use of promoting the Religious Education Ministry.

I understand that:

- Their images will be held in accordance to the Data Protection Act
- That the images of my child captured in video recordings and/or photographs will be the copyright of the Mission San Luis Rey Parish.
- My child and I hereby agree to irrevocably assign all property rights to my child's performance and/or recordings to the Parish.
- My child and I hereby agree to waive all moral rights in their performance in film and/or recordings to the Parish.
- I can ask the Parish to stop using my child's images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation.

Signed by Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

**X. CLASS ROOM LOCATIONS: three general areas.**

**Parish Center:** 1<sup>st</sup> Floor – Room 1, 5, 6, 7,8, 9 and Chapel (children’s liturgy).  
2<sup>nd</sup> Floor – Room 201, 205, 207, 209, 211, 260, 268, 271, 272, and the multipurpose room.

**St. Francis Hall:** Room 12, 13, and 21.

**XI. CATECHISTS/TEACHERS: Our Volunteer Church Ministers**

**Training and Certification** – It is of utmost importance that our teachers become certified by the Diocese of San Diego. This certification consists of completing the 48 hour Basic Catechist course of study. They have also been trained to respond regarding the following:

- a) Student Threats** - Any and all student threats of harm to self or others will be taken seriously. The catechist will report such threats to the Coordinator immediately. Reports and response will follow established Diocesan policy.
- b) Reporting Physical Abuse** - The sequence of reporting is from teacher to coordinator to civil authority and Child Protective Services.
- c) Sexual Abuse** - An immediate report to the Bishop or designated Diocesan office(s). The report then will follow the designated legal procedures and Child Protective Services.

Each reported incident will be investigated with a high level of confidentiality, as well as concern for alleged victims, alleged perpetrators and others affected.

**Any and all adults that will be alone with a child in the classroom or on parish property as a teacher/helper or catechist must submit to a background check by the Diocese of San Diego. Forms are available from the appropriate program coordinators. Parents must request authorization from the Program Coordinator prior to participating in any classroom activities.**

**XII. CALENDARS:** Meeting/class calendar dates are available in this booklet, at the Religious Education office and on line [www.sanluisreyparish.org](http://www.sanluisreyparish.org).

- A. Elementary Religious Education – **Sunday Classes.**
- B. Middle School & Confirmation Prep. – **Tuesday Evenings.**
- C. First Communion Process – **Tuesday Evenings.**
- D. RCIA for Children & Teens – **Tuesday and/or Sunday.**

Dear Parents of Religious Education Students,

The Diocese of San Diego is committed to providing a safe environment for all who worship, work, or participate in education and formation opportunities in our parishes and schools. The problem of child sexual abuse is a serious one; a child suffers sexual abuse somewhere in our country every thirteen seconds.

As the primary educators of your child, you are entrusted with the responsibility of providing appropriate information regarding how to keep your child safe from sexual abuse. Empowered parents can develop and maintain an environment of trust in the home that allows children to discuss any topic, any fear, and any experience they are having. Potential abusers will avoid children who have such an open and honest relationship with their parents because abusers depend upon secrecy to avoid suspicion.

In compliance with the Charter for the Protection of Children and Young People, the topic of safe environments will be introduced to your child on **Sunday November 12, 2017 and again on Tuesday November 14, 2017** in the following manner:

Your child's teacher/catechist will emphasize in class:

- That we are all created in God's image.
- Our bodies are special and sacred.
- Because our bodies are sacred
  - No one has the right to touch our bodies in a way that makes us feel weird, uncomfortable, scared or worried.
  - No one has a right to hurt us or tell us they will hurt someone we love
  - No one has a right to ask us to keep a secret about our bodies from our parents or teachers.
- If someone has touched us in a way that makes us feel weird, uncomfortable, scared or worried, we should use the **NO-GO-TELL Rule** (included on the following page)

Your child will be told that you will continue this discussion with him/her at home. Included in this packet are materials that will help you with that conversation.