



PSR Handbook

2011 - 2012

WELCOME to the Saint Nicholas Catholic Church's **Parish School of Religion, PSR**. The purpose of our religious education program is to assist parents in their responsibility to hand on the faith. Our program invites each student to experience, understand, and grow in the knowledge and love of God.

PARTNERSHIP: By choosing to enroll your child in the PSR, you are agreeing to a partnership with the parish and yourself, as the primary educator. The religious formation of your child is dependent upon an active faith life within your family. Participation at the Sunday liturgy and family prayer are essentials for faith development. The parish provides well-planned liturgies, the source and high point of religious experience. The PSR offers religious instruction consistent with the *Catechism of the Catholic Church*. Our catechists are people of faith who volunteer their time and talent. They prepare lessons with care and use a curriculum approved by the Diocese of Belleville. Your support and cooperation with the program plays a vital role in our success. By working together in a spirit of love and concern for the needs of the children, we hope to create a positive experience of church in the process of passing on the faith.

REQUIREMENTS: PSR families must be registered, contributing, and participating members of St. Nicholas Parish. A copy of the child's baptismal certificate is to be kept on file.

CLASSES for students in Grades 1-8 will be held at St. Clare School, 214 West Third, from 9:00 - 10:00 on Sunday mornings according to the enclosed schedule. Students will not be allowed in the building prior to 8:50. They are to go directly to their classroom. No one is allowed in the classroom when the catechist is not present. Please be sure your child arrives for the class to begin promptly at 9:00. The children need to be picked up exactly at 10:00 because the staff needs the opportunity to be able to attend the 10:30 liturgy at St. Nicholas.

SPECIAL NEEDS: To provide the best educational experience for your child, please make us aware of any physical, emotional, behavioral or educational needs your child may have. Classes will be structured for the good of the child and within the capabilities and limitations of our program.

SACRAMENTAL POLICY: A child must have regularly attended class for one year prior to being accepted into a sacramental preparation program. Regular attendance consists of a maximum of 3 absences.

ATTENDANCE: Regular attendance at class is essential for your child to benefit from the program. PSR meets 26 hours in a year, which underscores the importance of attendance and our partnership. Attendance records are kept on a permanent file. If your child must miss a class, please call and let the teacher know. Arrangements can be made for make-up material. Each student will be given a folder with the catechist's name and phone number on it. Please make a note of the name and number for reference. When necessary, PSR will cancel for weather conditions. You will receive a phone call if we are not meeting. Call Barb Furdek at 624-5949 if you are in doubt.

TEXTBOOKS: The first through seventh grade use textbooks from the Legacy edition of *Faith First*, published by Recourses for Christian Living. The 6th and 7th grades use supplemental texts from the *Discovering Series* and the *Catholic Connection Handbook* from St Mary's Press. The 8th grade uses Sadlier's *The Spirit Sets Us Free* with additional materials from Ligouri Press and St Mary's Press. Information on the books is available on their web sites, www.FaithFirst.com and www.smp.org.

EDUCATION IN HUMAN SEXUALITY: The United States Bishops have mandated that sex education be offered in all religious education programs. St. Nicholas' program reinforces Catholic teachings and values. Every grade level has moral values and family life material included in their education. Every child must have written permission to take part in this program. All materials are available for reviewing.

RACIAL or SEXUAL HARASSMENT: Anyone who believes he or she has been subjected to racial or sexual harassment must submit a written complaint. A thorough investigation will be made. Anyone found to have engaged in racial or sexual harassment will be subject to appropriate corrective action, up to and including termination or expulsion. The person who reported the incident will be advised of the findings and action taken.

CHILD PROTECTION POLICY: In compliance with diocesan policy all personnel and volunteers who are directly involved or in contact with the children will undergo the relevant state and federal Criminal History Record Checks and receive training to prevent, recognize and appropriately report child abuse.

DISCIPLINE: Please discuss the importance of showing respect and good conduct in class. If a child is disruptive during class, the catechist will correct him or her. If the behavior persists, you may be asked to attend class with your child. A meeting may be arranged between the DRE, the catechist, and the parents with the child at any time. A child may be asked to leave the program if the parents have to be called more than twice.

Students must take care of school property and equipment. Parents will be expected to pay for any damage to school property done by their child.

SAFETY: The diocesan policy requires safety and crisis plans be in place. St. Clare School and our program are in compliance with the policy. Emergency response procedures are published. Parents are asked not to accompany their children to the classroom after the first day.

TUITION is \$75.00 per student per year. Monthly payments are possible. Late fees of \$25.00 per child will be assessed after August 31. Parents are also expected to volunteer for one PSR activity and attend parent meetings. There is a \$10.00 sacramental preparation fee for grades 2 (First Communion) and 8 (Confirmation).

PHONE NUMBERS: St. Clare School Cafeteria/ PSR phone # 632-2514
St. Nicholas Church 632-1797
Barbara Furdek, DRE wk 632-1137 hm 624-5949 cell 604-2090
dre@stnicholasofallon.org

**St. Nicholas
Parish School of Religion
2011 - 2012**

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|--------------|-----------------|---------------------------------------|
| September 11 | Class Begins | |
| September 18 | Class | parent meeting |
| September 25 | Class | |
| October 2 | Class | <i>Life Chain</i> |
| October 9 | No Class | <i>Walk for the Poor</i> |
| October 16 | Class | |
| October 23 | Class | <i>Trunk or Treat Oct 29</i> |
| October 30 | Class | |
| November 6 | Class | Daylight Savings Time Ends |
| November 13 | Class | |
| November 20 | Class | 7 th Cosgrove's Kitchen |
| November 27 | No Class | Thanksgiving |
| December 4 | Class | |
| December 11 | Class | Christmas Program 6 th |
| December 18 | No Class | Christmas Vacation |
| January 8 | Class | child protection All |
| January 15 | No Class | |
| January 22 | Class | |
| January 29 | Class | |
| February 5 | Class | |
| February 12 | Class | |
| February 19 | No Class | President's Day |
| February 26 | Class | |
| March 4 | No Class | Casimir Pulaski Ash Wed March9 |
| March 11 | Class | |
| March 18 | Class | |
| March 25 | Class | Stations 7 th |
| April 1 | Class | |
| April 8 | Class | |
| April 15 | Class | Last Day of PSR |
| April 22 | EASTER | |
| | Confirmation | To Be Assigned by the Bishop |
| April 29 | Class | First Communion 12:30 |
| May 6 | Rosary | |

**SAINT NICHOLAS PARISH SCHOOL OF RELIGION
REGISTRATION FORM**

First grade registration will be on the weekend of Aug 20/21 after each liturgy.

Please print form, fill out and put in collection basket or mail with payment.

Family last name as registered in the parish:

Father's Name: _____ **Mother's Name:** _____

Maiden: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____

Please complete the following for each child entering the St. Nicholas PSR program. A copy of his/her baptismal certificate must accompany this registration form to be enrolled in a class. Registration in the parish is a prerequisite.

****Child's Name:** First _____ Middle _____ Last _____

M/F _____ Date of Birth _____ Grade _____ School _____

Name and year of last religious education program _____

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M/F _____ Date of Birth _____ Grade _____ School _____

Name and year of last religious education program _____

****Child's Name:** First _____ Middle _____ Last _____

M/F _____ Date of Birth _____ Grade _____ School _____

Name and year of last religious education program _____

Do any of your children have any learning, behavioral, physical, or emotional difficulties? If yes, please describe:

Emergency name and number

Human sexuality education is part of the PSR program. If your child is entering the 7th grade, please check and sign below. The curriculum is available for review upon request.

___ My child **has** permission to take part in the human sexuality education section of the PSR program.

___ My child **does not have** permission to take part in the human sexuality education section of the PSR program.

Tuition: Fee is \$75.00 per child. After Aug 31 a \$25.00 late fee for each child is required. A \$10.00 sacramental preparation fee for grades 2 and 8 is also required. A payment plan is available upon request.

Parish School of Religion 2011-2012

VOLUNTEER FORM

Please print form, fill out and put in collection basket with registration.

Everyone is expected to participate in some capacity to make the program function. Please indicate the areas of your interest. Thank you.

NAME _____ PHONE _____

Catechist/Teacher -- weekly commitment from 8:50-10:00 _____

Aid/Teacher -- weekly commitment from 8:50-10:00 _____

Substitute Teacher-- called when needed _____

Hall Monitor -- weekly commitment from 8:50-10:00 _____
insure safety, classroom deliveries.

One on One -- work with a youth with special needs usually a ½ hour
lesson at your convenience _____

Office -- help as needed to organize, list, mail etc. _____

Trunk or Treat -- Saturday, October 29 trick or treating is done in the church
parking lot after the 5:00 liturgy. Help in the kitchen, arranging the parking lot, setting up
and cleaning up. _____

Grade Level Service or Liturgical Project – once a year effort to support
classroom projects. _____

Teen Volunteer – High school students willing to assist in the classroom by making
up games for class review, listening to prayers, assisting a special needs child, willing to
share insights into faith and living the Christian life are needed in various grades. _____