

St. Timothy Catholic Church

13807 Poplar Tree Road
Chantilly, Virginia 20151
(703) 378-9143



Religious Education Program
Parent/Student Handbook
for
Academic Year 2010 – 2011

A Parents' Prayer

Most loving Father, the example of parenthood, You have entrusted our children to us to bring them up for You and prepare them for everlasting life. Assist us with Your grace, that we may fulfill this sacred duty with competence and love. Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us gentle and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity. Give us the courage to be disliked sometimes by our children, when we must do necessary things which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day, with them, may we enter into the joys of our true and lasting home with You in Heaven. Amen!

Dear Parents,

The purpose of our program is to teach the Catholic faith to our children. Our aim is to develop in them an understanding of the mystery of Christ in the light of God's World... "so that they may imitate Him in every part of their lives." It is our goal to fulfill the desire in our students to know "Jesus who is called Christ." (Mt. 1:16)

Our curriculum is designed to meet the directives of Pope John Paul II when he says "...care must be taken that the education of Catholics in the Catholic Church should be well ensured in matters of doctrine and Christian living. (Catechesis Tradendae IV, 33)

"The person who becomes a disciple of Christ has the right to receive 'the word of faith'...whole and entire." Therefore, we at St. Timothy CCD strive to ensure integrity of content and suitable methods of teaching.

The content is drawn from the Word of God transmitted in the Scriptures and Tradition. Instruction will be systematic, deal with essentials yet be complete, and open to all factors of Christian life.

We must note that, "it is in the Sacraments, especially in the Eucharist, that Jesus Christ works in fullness for the transformation of human beings." In other words, the Sacraments and catechesis must go together.

It is in the spirit that the CCD staff, and I ask your prayers and cooperation in this great work.

Sincerely yours in Christ,

Fr. Gerald Weymes
Pastor

ADMINISTRATIVE STAFF

Sister Emelita Sobrepena, S.N.D.S., *Assistant DRE*

Mrs. Maria Ho, *DRE*

OFFICE HOURS

Monday through Thursday – 10:30a.m. – 5:30p.m.

CCD Office Phone: 703-378-9143

(Note: This number is equipped with an automatic answering device to take your calls at any time.)

REGISTRATION

CCD students returning to the program must re-register each year. This registration takes place in the Spring of their previous CCD school year.

A copy of student's **Baptismal Certificate** **MUST** be included for grades 2nd, 7th/HS-I, RCIC/Missing Sacrament students even if they were baptized at St. Timothy's Church.

Be sure to register by June 1st to assure your child a place in the Fall. A late fee of \$10.00 will be charged after August 1st.

The deadline for students new to the program is June 30th.

Because we have almost 1,000 children in our program, we must adhere to these deadlines.

PROGRAM SCHEDULE

Grades PK/K through 8/HSII: Monday 4:30-5:45p.m.

Monday 6:45-8:00p.m.

Tuesday 4:30-5:45p.m.

Tuesday 6:45-8:00p.m.

Wednesday 5:15-6:30p.m.

Special Education: Sunday 12:15-1:15p.m.

All High School/CYO students already confirmed: Monday 6:45-8:00p.m.

ST. TIMOTHY CATHOLIC CHURCH

RELIGIOUS EDUCATION PROGRAM

MISSION STATEMENT

The mission of St. Timothy's Religious Education Program, which is rooted in and derived from the Roman Canon of the Mass, *is simply and always to hold and teach the Catholic Faith that comes to us from the Apostles.* We acknowledge the one Teacher, Jesus Christ, and remain steadfastly united to the Catholic Church He founded on the rock of St. Peter. Therefore, we expect unwavering fidelity to the Successor of Peter from all teachers and teacher assistants who volunteer in this program.

At St. Timothy's Parish, each child is seen as created in the image and likeness of God and as a reflection of His goodness. Realizing that God has created all things for His glory and our benefit, the challenge of being a living witness to the Gospel is central to the development of each student. Therefore, at St. Timothy's, an understanding of Jesus and His message is essential to knowing Him, loving Him, and serving Him always.

The core elements listed below form the foundation and strength of St. Timothy's Religious Education Program. With these elements we seek to cultivate the hearts, minds, and souls of our students to their fullest potential.

- ✠ The Parents are recognized and respected as the primary educators of their children.
- ✠ The dignity of the individual, as a unique child of God, is nurtured and developed.
- ✠ The doctrine of the Catholic faith is presented in its fullness and entirety as both knowledge to be learned and a life to be lived.
- ✠ The Sacramental life is central to developing and sustaining the Catholic Faith.
- ✠ The Holy Sacrifice of the Mass and the Real Presence of our Lord in the Eucharist is the "source and summit" of our faith.
- ✠ The promotion of frequent reception of the Sacraments of Penance and Holy Eucharist.
- ✠ The Gospel values which teach moral life as expressed in the Ten Commandments, Beatitudes, Corporal and Spiritual Works of Mercy are professed, cultivated and practiced.
- ✠ The Word of God is revered.
- ✠ Our Blessed Lady's example, as the first disciple of Jesus, is our model
- ✠ The virtues are fostered and practiced in everyday life.
- ✠ Reading and studying the lives of the saints as an example for our lives.
- ✠ The importance of prayer is stressed as a source for growth in the spiritual life. Holy Hours, Rosaries, Novenas, personal prayers, and Mass attendance are stressed and encouraged.

PARENT'S ROLE

Parents are the primary religious educators of their children. The home is the domestic Church and the place where a child first experiences the Catholic faith. You teach primarily by the example you set. It is extremely crucial for children to experience the love of God in their homes. The Religious Education Office intends to work in partnership with parents in order to assist them in living their vocations as educators of their children. This program should merely complement, *not replace*, the catechesis children should receive in the home. The Religious Education Program assists parents in their God-given role as educator.

All Christian education finds its source within the sacramental life of the Church. Therefore, it is of utmost importance that children are given the opportunity for frequent participation in the Sacrament of Penance and weekly Sunday attendance at Holy Mass. Knowledge of the Catholic faith that is not upheld by the practice of the sacramental life is empty knowledge. Please ensure that your child(ren) is able to participate in the life of the Church by attending Mass on Sundays and Holy Days of Obligation, and if possible on Wednesday evenings at the Parish Holy Hour and Mass.

Finally, parents, please make every effort to have your child in class at least five (5) minutes before class begins. This is particularly important because of the ten minutes Holy Hour that has been added to our curriculum for all students. Students will take turn to go to the Chapel for a visit with Jesus in the Most Blessed Sacrament. Hence your child should be in his/her seat and ready to begin class at the starting time. Students should arrive no earlier than 15 minutes prior to the start of class.

STUDENT'S ROLE

Students are expected to be punctual and prepared for class. Students should arrive no earlier than 15 minutes prior to the start of class. *Each week, students should bring their textbooks, writing utensils, and completed homework assignments.* Students should conduct themselves in a manner appropriate to a classroom environment.

CURRICULUM

Special Education

Special Education classes are available for students with severe cognitive disabilities. Students are between 6 and 21 years old. The program focuses on doctrine, sacraments and prayer made concrete through media and activities designed for special religious education. These classes begin in October.

Preschool Program

The Preschool program is for children who are 4 or 5 years old by September. We combine these two age groups together as the PK/K classes. Since we are combining the PK/K students, the kindergarten level textbooks “Who Am I?-Image of God” and “Christ Our Life-God loves Us” will be alternated every other year. Therefore when the 4 year old students return to the PK/K program, they will have a new different textbook to use. **These classes begin in October.**

Focus in on learning how to pray as a child of God. Hearing His Word in Bible stories, and acting as His child within the home and school environment. Children must be capable of being left unaccompanied by the parents in order to participate.

Textbooks - Grade One through Eight use the Faith and Life series published by Ignatius Press

Grades 1 through 6

A well-organized presentation of the Catholic Faith characterizes the curriculum. Children are expected to attend regularly during the school year and continuously from year to year. CCD is a SCHOOL. To interrupt a child’s religious schooling does serious harm to the education process and growth in the spiritual life.

Confirmation Classes - 7/HS-I through 8/HS-II

Confirmation preparation normally consists of two years of classes beginning in the Seventh grade. Study of Catholic doctrine, sacramental life, moral life and prayer are included. These necessarily focus on being fully initiated into the Catholic Faith through the fullness of The Holy Spirit in Confirmation.

High School

Our High School curriculum is designed to follow a four year cycle. A more advanced and detailed study of Christ, His Church, virtues and prayer is offered in a lecture format. Outside reading and related projects supplement the curriculum. High School students who have been confirmed may register for Sunday evenings.

Home Taught

The home taught program is for those parents who want to teach their children in the home environment with our assistance. This can be done from PK/K through 8th grade.

Parents are provided texts, tests and resource material for teaching their children the Catholic faith in a consistent, structured manner. Parents are responsible for record keeping and are kept informed of activities that might enhance the doctrinal and devotional development of their child.

Students should be registered indicating “Home Taught” as their first choice.

RELIGIOUS EDUCATION POLICIES

ATTENDANCE

CCD classes meet approximately 26 -28 sessions during the school year, the equivalent of about one full week of regular schooling. Contrast that one week with forty weeks children spend acquiring their public school education and you can appreciate our concern for REGULAR attendance at CCD.

Each absence must be reported. Call the CCD office during office hours at 703-378-9143 or leave a brief message on the answering machine.

Parents of primary school students may send a note of excuse with your child when he/she reports to the next class. After two consecutive of unexplained absences, or any pattern of irregularity of a primary aged student, parents will be called.

Absentees must cooperate with their teachers, by making up missed work. A list of current homework assignments will be kept in the CCD office. Excessive absence or failure to meet the program's standards may prevent promotion to the next grade.

Tardiness can be a serious disruption to the class and is harmful to the individual student as well. There is limited time allotted each week for classes, so please help us to help you by getting your child(ren) to class ON TIME each week.

Our gratitude is expressed to all those diligent parents who conscientiously comply with these policies and request homework!

IMPORTANT: If a parent or guardian needs to pick up a child early, he/she must check in with the religious education office first to receive an early release form which will be handed to the teacher. This is extremely important for the safety of your children.

STUDENT DECORUM

- ✠ Students are reminded that all property and possessions found in the classrooms are to be left untouched.
- ✠ Gum is not permitted in the building! No food or drink should be brought to class.
- ✠ Items that could in anyway cause injury to a student or others (including dangerous toys) are not permitted in the building.
- ✠ Every student has the right and privilege to learn in a classroom where students are well behaved. Similarly, every teacher and assistant has the right to teach in such an environment. In the event that a student finds it difficult to exhibit proper behavior, the teacher will call upon the Religious Education Office for assistance. Every attempt will be made to integrate the child into the classroom prior to contacting his/her parents. If this is unsuccessful, the Religious Education Office will enlist the support of the parents to rectify the situation. If this process fails, a parent **MUST** accompany the student to class and sit with him/her until the student demonstrates that he/she is able to behave in a manner suitable for classroom instruction.

DRESS CODE

Students will take turns to go to the Church or Chapel for a visit with Jesus in the Most Blessed Sacrament. Therefore this policy applies to boys and girls alike. “*No Shorts*” are to be worn to Religious Education classes for students in grades 2 and above. Articles of clothing which depict drugs, alcohol, profanity, weapons, and sexual innuendo are forbidden. No student is permitted to wear excessively baggy pants, or pants with rips. All pants must be worn at the waist. Hats, for gentlemen, must be removed upon entering the building.

Girls must not wear tight-fitting clothes, halter tops, tank tops, midriff shirts, spaghetti straps, or clothing that may be considered immodest. Boys are not permitted to wear tank tops, shorts, or any other articles of immodest dress. Dress code violators will be warned and will be sent home on the second offense.

NO CELL PHONE POLICY

Students are **NOT** permitted to bring cell phones to class because they are very disruptive. The staff will collect any cell phone and parents will need to pick them up in the CCD office. In case of an emergency, students can use the phone in the CCD office to call home.

LEARNING DISABILITIES/HEALTH RELATED PROBLEMS

If your child has a learning disability or health related problem that would necessitate special consideration while attending religious education classes, please notify the Religious Education Office in writing by sending us a letter, email, or by entering the information on the registration form. All information will remain confidential but may be passed on to the teacher or assistant to assist them in teaching your child.

POLICY ON CLASS ASSIGNMENTS

We do **NOT** take any request to place your child in a class with his/her best friend. Once the registration is in the computer, it will automatically put your child in a class according to your first and second choice. If you decide to carpool with neighbors and friends, you just have to make sure that you and your carpool choose the same class time.

We are very blessed to have so many wonderful people who volunteer their precious time to help with our CCD program. It is their love for God and dedication to their faith that they offer their time, talent and energy. With all respect to our teachers, we would like you to understand this policy.

We are here to teach our children the value of virtues. Detachment from being with friends for one hour is one of the virtues, which they can learn. This will also provide them an opportunity to meet new friends in the CCD class.

In order to save the high cost of postage, class assignments will be sent via **EMAIL** near the end of August.

REQUIRED PRAYERS

Primary Grades: Sign of the Cross, Our Father, Hail Mary, Glory Be

Upper Grades: All of the above, plus The Apostles' Creed, Acts of Faith, Hope and Charity, Come, Holy Spirit, Hail, Holy Queen; Memorare, Angelus, Corporal and Spiritual Works of Mercy

Basics: Ten Commandments, Holy Days of Obligation, 6 Precepts of the Church, 20 Mysteries of the Rosary, Prayers of the Mass, Seven Sacraments and the Beatitudes

Additional material specific to each grade level will be assigned in class.

COMMUNICATION

Location: The Religious Education Office is located in the old rectory building/Parish Office. Enter by the side door at the far end of the building, near the St Timothy school gymnasium.

Snow Days: CCD classes will be cancelled when public schools close due to inclement weather, or after school activities are cancelled.

Notices: THIS IS OUR MOST VITAL AND ORDINARY LINE OF COMMUNICATION.

Notices are occasionally sent home with your child.

After each session, ask your child if he/she has any papers for you.

REPORT CARDS

Reports will be issued TWICE during the school year, in January and at the end of the school year. Children are expected to know the basic prayers; demonstrate their knowledge of Catholic Doctrine and the practice of Christian life. We expect them to cooperate and participate in class. Parents are expected to assist with homework, as teachers only have time to introduce the material in class. Children have been provided with text books and class syllabus and are expected to come prepared.

REGISTRATION AND BOOK FEE

Text book, activity book, and material costs are covered in registration fee. Books are for the students to keep. The fees are:

\$85 for one child

\$120 for two children

\$150 for three or more children

Registration fee applies to all students (Home-taught or otherwise).

\$25 Sacramental Fee is due with the registration fee for grade 2, grade 8/HS-II and RCIC/Missing Sacrament classes.

Please pay all fees at registration or by Aug. 1st.

Make checks payable to St. Timothy CCD.

\$10 late fee for returning students will be added after Aug. 1st.

*If the fee presents a financial hardship, please contact the DRE to have it waived.

MASS ATTENDANCE

CCD is NOT a substitute for Sunday Mass obligation. All students are expected to attend Mass each Sunday and each holy day of obligation:

Jan. 1st – Solemnity of the Mother of God;

Aug. 15th – the Assumption;

Nov. 1st – All Saints' Day;

Dec. 8th – the Immaculate Conception

Dec. 25th – Christmas.

For grades 1 and up, it is MASS AND CLASS!

CALENDAR OF CCD CLASSES 2010-2011

	<u>M</u>	<u>T</u>	<u>W</u>			<u>M</u>	<u>T</u>	<u>W</u>
September	13	14	15		January	3	4	5
	20	21	22			10	11	12
	27	28	29			24	25	26
						*31		
October	4	5	6		February		*1	*2
	18	19	20			7	8	9
	25	26	27			28		
November	8	9	10		March		1	2
	15	16	17			7	8	9
	29	30				14	15	16
						21	22	23
December			1			28	29	30
	6	7	8					
	13	14	15		April	4	5	6
						11	12	13
					May	2	3	4
						9	10	11
						16	17	18

HOLIDAYS 2010-2011

October	11, 12, 13	Columbus Day
November	1, 2, 3 22, 23, 24	Fairfax Teacher's Workday Thanksgiving
December	20, 21, 22 27, 28, 29	Christmas New Year
January	17, 18, 19	Martin Luther King
February	14, 15, 16 21, 22, 23	*Retreat Week for CCD Staff President's Day
April	18, 19, 20 25, 26, 27	Spring Vacation Easter

**Fairfax Teacher's Workday (Jan.31st, Feb. 1st and 2nd) – CCD Classes are in session in order to make up the holidays during the Retreat Week on Feb. 14th, 15th and 16th. Thank you for your understanding.*