

IMMACULATE CONCEPTION PARISH CCD

Parent Handbook

419-483-3417

“The parish community must continue to be the prime mover and pre-eminent place for catechesis.”
Pope John Paul II

The Catechism of the Catholic Church (# 2223) states:

Parents have the first responsibility for the education of their children...

Parents have a grave responsibility to give good example to their children.

The role of parents in education is of such importance that it is almost

impossible to provide an adequate substitute. (# 2221)

The catechists are here to assist you in your role as primary educator of your child. This handbook is intended to provide information about Religious Education of children in our parish and your role in that preparation. If you have any questions, please call the parish office at 419-483-3417 and leave a message for Mrs. Grace Middleswarth or send an email to gmiddleswarth@icbell.org.

Attendance

- Parents are expected to make a serious commitment to see that their children attend each scheduled class.
If an unforeseen situation occurs or your child is sick and must **miss a class, the parent should call the School @ 419-483-6066 Option # 4 and leave a message explaining the absence and what grade your child is in.**
- Please do not call the parish office to report an absence.
- You may also email me at gmiddleswarth@icbell.org

Parents will be contacted, by the Religious Education Director, if the child **misses three classes** during the year. In some cases, a test may be necessary to determine if the child is ready to move onto the next class year. It is your responsibility to contact your child's teacher to make up work.

Note: games, practices, scouts, etc... **are not legitimate reasons** for missing a class. Students are expected to come to class prepared. Please bring books, pencils, and anything that your teacher requires for class. Please complete all assignments.

Late for Class

The class time is 6:30pm until 7:45pm on Wednesday evenings. A late child disrupts the class and leaves the child at a disadvantage in the class. If you are late bringing your child, you must come inside and sign them in. They must then take a tardy slip to their teacher.

Emergency Closings

- Decision to cancel CCD classes will be made as soon as possible due to weather.
- **If the public school and ICS are closed, we are closed automatically.**
- If bad weather happens in the late afternoon, **everyone will be notified by email.** It is your responsibility to check your email if the weather is questionable. The decision to close will be made by 5:30pm.

Arrival and Departure

- **All cars must enter from the west side Center St. entrance of the church** and follow through behind the church to park. You will then exit back onto Center Street from the east side (school side) of the church. **All parents with children in grades 1-4 with no older siblings are to park and escort their child into the building.**

*****Dismissal**

The safety of your child is very important to us, therefore **all students will be dismissed from the school gym.** Parents will wait in the gym where the teachers will bring the students. Once all classes are present, our dismissal prayer, the Act of Contrition will be recited.

- Children in grades 5-8, who do not have a younger sibling in grades 1-4, will be dismissed first.
- Then children in grades 1-4 leaving with an older sibling in grades 5-8 will be dismissed.
- Last dismissed will be children whose parents are present in the gym.

For security reasons, please exit the school building only through the main entrance door across from the gymnasium.

Curriculum

The curriculum follows the guidelines set by the Diocese of Toledo and follows the course of study designed for each grade. The series being used is "*Christ Our Life*". Second and eighth grade use additional resources for Sacramental preparation.

Discipline

If a child becomes disruptive in class and then refuses to heed the teacher's charitable advice to correct this behavior, the student will be asked to meet with the Religious Education Director. On the second occasion of such disruptive behavior and refusal to cooperate, the parent(s) and student will be asked to meet with the Religious Education Director. If the disruptive behavior occurs for the third time, a parent will be asked to remain in the child's class during instruction.

CCD Classroom Rules

1. Fighting or any sort of rude behavior is prohibited (talking during class time **is rude behavior**).
2. Gum, pop, candy, or food is prohibited. (Exceptions are made for special class activities approved by the teacher, but the student must help in clean up. The rooms should always be left clean!)
3. Students are not to go into the desks in the classroom for any reason. Any supplies needed for class will be supplied by the teacher or by yourself. The items in the desks in the classroom are the personal property of the students attending ICS during the day and must be respected.
4. If anything is broken or vandalized by a student in a classroom, the student must write a note of apology and **replace the item**.
5. **Students are not to go into any classroom where a teacher or an adult is not present.**
6. Nothing is to be brought into the classroom except the supplies needed for CCD classes. Please do not bring cell phones, other school work, headphones, video games, comic books, etc. These items will be taken from the students and held in the CCD office until the student's parent comes to get them. It will be the responsibility of the student to tell the parent about said items and if left, they will not be accessible until the next class.

Dress Code

While there is no dress code, we ask that the students dress respectfully. **No** baseball caps or hats of any kind once in the classroom or church. **No** short shorts, cut offs, pajamas, muscle shirts, spaghetti strap tops, halter tops, any sort of revealing blouses or offensive words or pictures on clothing are to be worn. If coming from a sports practice, no cleats or muddy shoes shall be worn into the building.

Parent Meetings

Meetings are scheduled for parents throughout the period of preparation of Sacramental grades. The purpose of these meetings is to provide parents with the necessary background and information to help their children prepare to receive these sacraments. It is **mandatory that at least one parent (or legal guardian)** attend these meetings and the child attends the retreat.

Attending Mass

All children enrolled in the program are required to attend Mass each Sunday and on Holy Days of Obligation. Parents who are Catholic are also required to attend Mass each Sunday with their children. This aspect of the program is very important and must be taken seriously.

Role of the Parents

As well as ensuring that their children attend Mass and the scheduled classes, parents are expected to assist their children by reviewing what they learned each week and help them memorize their prayers.

Role of the School

Our catechists and Religious Education Director work closely with the teachers and Principal of Immaculate Conception School. It is with joint effort that the children of the parish each receive the best religious education possible. However, it is strongly encouraged to prayerfully consider sending your children to Immaculate Conception School. While we do our best in the CCD program, we do only have your children for a little over an hour one day a week. If they attend ICS, their Catholic faith would be expressed all day in each class. Please check out the benefit of ICS and the impact of a faith based education could have on their future.

Memorization

The students will be expected to memorize certain prayers, such as:

- The Lord's Prayer (Our Father)
- Hail Mary
- Doxology (Glory Be)
- Act of Contrition
- Grace before Meals
- How to pray the Rosary

Parents are asked to give the assistance needed to help your child at home. Copies of the prayers will be available if needed.

Parish Registration

Please note that filling out registration forms for your child does not automatically register your family in the parish. It is very important that you fill out a registration form for Immaculate Conception Parish. Registering is the best way to acquire a sense of belonging in our Parish Community.

Catechetical Team

All members of the Catechetical Team have been screened according to Diocesan protocol and pledge to be faithful in the commitment to teaching and forming your children in the Catholic faith. We thank you for sharing your children with us. It allows us the privilege of sharing, teaching and learning more about our Catholic faith.

Director: Mrs. Grace Middleswarth Administrative Assistant: Mrs. Bethany Arp

8th Grade: Mr. Walter Sberna

7th Grade: Ms. Hannah Koechley, Mr. Jeremy Cherry

6th Grade: Mrs. Marie Strayer, Mrs. Lori Wolfe

5th Grade: Mr. Mark Kessler

4th Grade: Mrs. Lori Koechley

3rd Grade: Mrs. Lana Marbaugh

2nd Grade: Ms. Hannah Wilson and Mrs. Eva Cherry

1st Grade: Ms. Hannah Wilson and Mrs. Eva Cherry

Student Aide: Audra Wilson

We feel honored and privileged to teach our Catholic faith to your children. With a joint effort, on the part of you the parents and us, your children will learn of the love and generosity of the Lord that will carry them all through this life to eternal life with Him who is the ultimate source of love.

Any questions, concerns or comments please don't hesitate to call or email.

Sincerely in Christ,

Mrs. Grace Middleswarth
Immaculate Conception Religious Education Director
Parish office: 419-483-3417
gmiddleswarth@icbell.org