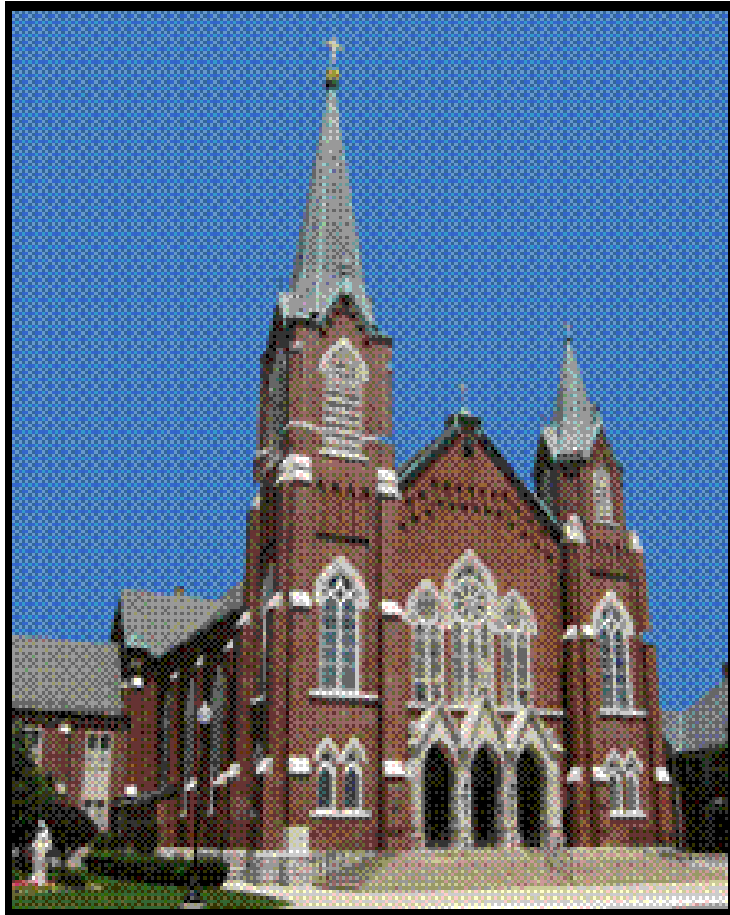


Holy Trinity Parish CCD Program

Parent Handbook



HOLY TRINITY
CATHOLIC CHURCH

RESOURCES

Holy Trinity CCD Office:

419-678-3328

Charmaine Bettinger:

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H: 419-678-2160 or

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HOLY TRINITY CHURCH

116 EAST MAIN STREET + COLDWATER, OHIO 45828

Phone: 419-678-4802 + Fax: 419-678-4803 + coldwatercluster.org

Dear Parents,

On behalf of Father Walling, Father Witt and all those involved in our parish catechetical ministries, we would like to welcome you to our Religious Education program! Our parish includes over 1600 families and our CCD Program has approximately 800 students enrolled. We at Holy Trinity are the third largest CCD Program in the Archdiocese of Cincinnati.

With the large number of students enrolled, it takes many dedicated people to help pass on our Catholic Faith. We have been blessed with over 75 catechists, classroom helpers, and hall monitors who volunteer many hours of their time and talent.

We want to thank you for enrolling your student(s) into our program and look forward to getting to know your family. May God bless you.

Regards,

Charmaine Bettinger

Charmaine Bettinger
CCD Administrator

MISSION

Holy Trinity Parish will strive to become a truly Christian Catholic Community. Working together with our families, we will utilize scripture, prayer, the liturgy, sacraments and study to educate our children and grow in our faith. Through the guidance of the Holy Spirit, we as Holy Trinity Parishioners will share in God's love and friendship as we gain the confidence necessary to be a witness to others by our God-centered actions and words.

CCD Class Times:

High School	Wednesday evening from 8:00 – 9:30 p.m.
Grades 1-8	Wednesday Evening Classes 6:30 – 7:30 p.m.
Grades 1-6	Wednesday Afternoon Classes 3:15-4:30 p.m.
Preschool & Kindergarten	Sunday Morning Classes 10:30 – 11:30 a.m. Families are asked to attend 10:30AM mass. Students will be released from Mass.

ADMISSION POLICIES

- **Statement of Nondiscrimination** -- No student will be discriminated against due to his/her race, sex, national origin, or handicapping conditions.
 - Persons with disabilities should be provided opportunities to participate in school and/or parish religious education programs to the fullest extent appropriate (Archdiocese of Cincinnati Religious Education Policy #2102.03)
- **Non-custodial Parent Rights**—The CCD office needs to be informed by the custodial parent of the rights of the non-custodial parent.

FINANCIAL PROCEDURES

- **Tuition and fees** – fees are as follows:
 - **Pre-School & Kindergarten** \$ 50.00
 - **Grades 1-12** \$ 60.00
 - **Limit per family** \$200.00
- **No family will be turned away due to inability to pay the required fees.** Please contact the CCD Office if there are any difficulties in paying fees to make arrangements.

ATTENDANCE PROCEDURES

- **Attendance expectations** – students are expected to attend class weekly. Parents should contact their child's catechist if their child will not be in class.
- **Attendance and CYO Eligibility** – those students participating in CYO basketball are expected to attend religious education classes each week. An unexcused absence will result in that student being ineligible to play in the next scheduled basketball game.
 - A maximum of 2 absences due to homework/studying and work will be allowed. More than 2 absences will result in being ineligible to play. If a student misses more than 5 classes during the religion year, that student is no longer eligible to play CYO.
 - Student or parent must notify the catechist and/or CCD Office for absence to be excused.
- **Absenteeism** – parents of students will be notified if their child misses more than one class without a phone call.
- **Records** – attendance and performance records will be kept by the catechists. Performance reports will be sent to parents twice each religious education year (Dec. and April).

- **Homework** – catechists have the discretion regarding homework assignments. Students are expected to complete assigned homework.
- **Communication** – Catechists will inform parents of his/her preferred method of communication. The CCD Office can be contacted via telephone and email. Where possible and to promote efficient communication with multiple families, email addresses will be requested on registration forms.
 - **Procedures for filing complaints** – parents who have complaints regarding a particular catechist should attempt to resolve the issue with the catechist. If no resolution is forthcoming, the CCD Office should be contacted. The CCD Office will inform the pastor of any issue requiring his attention. Complaints regarding the religious education program should be directed to the CCD Office. If no resolution is forthcoming, the parent may then contact the pastor. All attempts should be first made to resolve any issue with the parties directly involved.

SACRAMENTAL PREPARATION

- The sacraments of Reconciliation and Eucharist are celebrated for the first time with students in the second grade. Parents are required to attend one meeting for each of these sacraments.
- The sacrament of Confirmation is celebrated with students in the 11th grade. The sophomore year is the preparation period for the reception of this sacrament. Parents and students are required to attend one meeting for this sacrament.
 - It is important to remember that one’s learning with regards to the Catholic faith does not stop once one has been confirmed. Parents must continue to encourage their children to participate in the religious education program through their senior year.

PENNIES FOR MISSION PROJECT

- Holy Trinity students have been collecting pennies for the area missionaries since 1983. We collect the money throughout the year. All money collected is then divided among the missionaries. Since 1983, we have collected and donated over \$100,000. This is not a mandatory project.

DESIGNATION OF MISSION MONEY.

The following Missionaries receive donations through our “Pennies for Missions” Project.

International

Holy Childhood

Our Lady of Victory Missionary Sisters-Bolivia

Sisters of the Precious Blood-Chile

Comboni Missions-Father Raymond Pax-Africa

Society of the Precious Blood-Father Donald Thieman-Chile

Domestic

We donate to local families that need assistance, as well as local organizations that help those in the area.

OUTSIDE ACTIVITIES RELATED TO PROGRAM

- **Field Trip Procedures** – field trips will generally be limited to students in 7th through 12th grades. Field trips should be educational in nature. A cover letter stating the educational purpose of the trip should accompany each permission slip. The permission form of the Archdiocese of Cincinnati will be utilized for all field trips and must be signed by the parent in order for a student to participate. No form = no field trip.

DISCIPLINE

- If a student continually causes a disturbance in religion class, the catechist will first try to resolve the matter with the individual student.
- If improvement is not forthcoming, the Catechist will inform the parent, the CCD Office, and Pastor to ask for their assistance in remedying the situation.
 - Parents may be asked to sit in class with their student on a weekly basis.
- If the situation persists, the student will be removed from the class, and the parents will be requested to do home instruction for religious education.
- The CCD Office retains the right to make exceptions to the disciplinary procedures as necessary.
- No child may be disciplined corporally or corrected with abusive language (Policy C.4 in the *Decree on Child Protection*)
- All Students and Parents will be asked to sign a Discipline Policy form at the beginning of the year stating that they have read, understand and agree to follow the discipline policy.

CHILD PROTECTION

- The CCD Coordinator is required by the Ohio Revised Code and the archdiocesan *Decree on Child Protection* to report suspected or actual child abuse or neglect to the proper authorities.

SAFETY AND EMERGENCY PROCEDURES

- **Facilities** – religious education classes will be held both on parish grounds (Fr. Yauss Building, Church Basement, and Parish Offices) as well as in the public-school classrooms based on need. Occasionally, classes will participate in activities in the church.
- **Schedule** -- Classes begin the first Wednesday after Labor Day and conclude with May Crowning Mass in May.
- **Class times** -- Students should not be dropped off any earlier than 15 minutes prior to the start of classes, as there may not be an adult present to supervise them.
 - **Wednesday Afternoon**—Wed. 3:15-4:30PM (Grades 1-6)
 - **Wednesday Evening**—Wed. 6:30-7:30PM (Grades 1-8)
Wed.8:00-9:30PM (Grades 9-12)
 - **Sunday Morning**—Sun. 10:30-11:30AM (Pre-School & Kindergarten)

- **Cancellation Policy --** Religious education classes will be **automatically** cancelled if Coldwater Schools is closed for the day. (Holy Trinity only)
 - If school is dismissed early, due to inclement weather, the afternoon session will be cancelled and students will be dismissed from the school grounds.
 - Should inclement weather set in late in the day or after school is dismissed, emails/text message will be sent, notifications will be put on facebook and local radio stations WKKI or WCSM will be informed of cancellations.
- **Parking/student drop-off & pickup**—Please **drive slowly** around the church and school when dropping off and picking up children.
 - **Fr. Yauss**—Afternoon session we ask that all parents picking up their children park in the church parking lot. Do not wait in the driveway area, as this will cause a traffic jam. If you park in the bank parking lot across from the school, we ask that you walk to the Fr. Yauss to get your child. We will dismiss children who are being picked up out the back doors of the Fr. Yauss and those that are walking out the front.
 - **Fr. Yauss**—Evening sessions. You enter the driveway between the church and Fr. Yauss. We ask that you do not stop to drop off your children until you are at the elevator entrance. This will keep traffic moving and prevent a traffic jam on 118. When you pull out of the parking lot, you must turn right or go straight. **NO LEFT TURN.** For pick-up, we ask that you park in the parking lot. Again, do not wait in the driveway, as this causes a traffic jam.
 - **Middle School**—Student drop-off/pick-up is on Market Street, with the entrance to the school being the West Doors. (other doors will be locked, except in case of emergency) If you are going to park, you may park in the parking lot South of the school (Rusty Parking lot). **PLEASE DO NOT** park on Market Street, in the Methodist Church parking lot, or in the parking lot West of the school (religion staff will be parking there). Parents of 1st graders, we ask that you walk your child in to the school and come into the school to get your child at 7:30pm.
- **Emergency Medical Information --** Emergency medical information on each student enrolled in the religious education program will be obtained via the family registration form. Any necessary information will be given to the catechist.
- **Snacks --** Occasionally the catechist may provide a snack for the students. Students should not bring snacks in for the class.

POLICY CHANGES

- Parents will be notified in writing when polices are to be added or amended.

Holy Trinity Curriculum

PRE-SCHOOL & KINDERGARTEN

The Pre-School and Kindergarten programs will have two 8-week sessions (October-December; February-April)

Pre-school will use Loyola Press “God Made the World” and will cover creation, birth and life of Jesus, and Easter/new life. Various resources, activities and crafts will be utilized in teaching these lessons.

The Kindergarten program uses the Pflaum Gospel Weeklies. Which will coincide with the Sunday gospel. Various activities and crafts will be utilized in teaching these lessons.

Students/families will start out in church. Students will be released by the priest and will be walked over to the Fr. Yauss for the remainder of the Mass. Parents are asked to pick up the students in the Fr. Yauss. Pre-School students are asked to be 4 by end of September of the religion year.. Kindergarten students are to be enrolled and attending the Kindergarten grade level.

FIRST GRADE

The first graders use the Sadlier textbook, “God Loves Us”. Their course of study focuses on Jesus, savior, teacher, son, etc. We will also introduce the sacraments.

Learn the beginning prayers starting with the Sign of the Cross, Our Father, Hail Mary, Glory Be, Prayer to Guardian Angel, A Simple Morning Offering, Grace Before & After Meals.

SECOND GRADE

The second graders use the Sadlier textbook, “Jesus Shares God’s Life” and receive two Sacraments during this year. The first Sacrament received is Reconciliation and the second Sacrament is Eucharist.

Review of the prayers learned in first grade, as well as learn an Act of Contrition, and an introduction to the Rosary.

THIRD GRADE

The Sadlier text, “We Are The Church”, is incorporated in our third grade classrooms. Their course of study deals with Being Disciples of Jesus, Learning What is Church, Our Parish Community and the Marks of the Church.

Review the prayers from grades one and two as well as learn the Apostles Creed and the mysteries of the rosary.

FOURTH GRADE

The Sadlier text, “Gods Law Guides Us”, is incorporated in our fourth grade classrooms. The course study deals with Growing in Jesus Christ.

Review the prayers from grades one through three and learn the Ten Commandments, Corporal and Spiritual Works of Mercy and Liturgical Seasons.

FIFTH GRADE

A brief summary of the contents of our fifth grade religion text by Sadlier, “We Meet Jesus In The Sacraments”, addresses the study of the Sacraments, the Liturgical Seasons, the Theological Virtues and the One, Holy Catholic, and Apostolic Church.

Review the prayers from grades one through four and learn the Holy days of obligation, and different parts of the mass.

SIXTH GRADE

The main study in the sixth grade is the Bible. The Sadlier text, “We Are God’s People”, contains four units namely: Forming the Covenant, Building the Covenant Nation, Redefining the Covenant People, and The Covenant Fulfilled in Jesus.

Review the prayers from grades one through five and learn the Beatitudes

SEVENTH GRADE

The seventh grade religious education uses the Sadlier text, “We Live Our Faith As disciples of Jesus” and addresses the following themes: Who is God? Who is Jesus? How is Jesus Alive in Our Church Today? How does the Church Live as the Body of Christ?

Review the prayers from grades one through six and learn the prayer to the Holy Spirit and the Church Laws.

EIGHTH GRADE

The eighth grade religious education uses the Sadlier text, “We Live Our Faith As Members of the Church: and addresses the following themes: How Do We Nourish God’s Gift of Faith? Who Are Our Ancestors in Faith? How Can the Church’s Heritage Give Us Hope? What Does it Mean to Be Catholic?

FRESHMAN

Our freshman religious education classes focus on three areas: Moral Issues and Relationships. We use the program: You: Life, Love and the Theology of the Body.

SOPHOMORE

Our sophomore class is preparing for the reception of the Sacrament of Confirmation by using the Decision Point by Matthew Kelley. Twelve sessions are covered over the year including but not limited to; Life Choices, The Holy Spirit, Prayer, Jesus, Confirmation, etc.

In preparation for Confirmation students will complete various confirmation projects that will help them grow spiritually in their faith, including choosing their confirmation name, and ministry.

JUNIOR AND SENIOR

Our junior and senior classes have a varied program, focusing on keeping God at the center of their lives and preparing them for their futures as they plan to graduate from high school. A variety of outside speakers are utilized.

PARENT'S PRAYER

God, You are parent to us. You have made us in your image and likeness. Help us to become more like you in our relationships with our children.

God, you are always there for us. Even when we turn away from your love, you stay with us always. Teach us to be good parents.

Help us to be present to our children in good time and in bad times. May we support them and love them as you have loved us—unconditionally.

God, give us the strength and determination to be just and honest in our relationships with our children. Give us the patience and perseverance to face each day, knowing you are with us, as we try to become the parents we must become for our children.

PARENTS CREED

I will teach my child, by my example to actively participate in the liturgy of the Catholic Church by regularly attending and actively participating in Sunday and Holy Day Mass and by regularly receiving the sacraments of my church

I will prepare myself for my role as primary religious educator of my child by attending program, by reading and keeping updated on issues and concerns of my faith, and by prayerful reflection on my role as a Christian parent.

I will help my child understand that religious education and faith development are life-long processes of the utmost importance.

I will do my best to support learning in the religious education program by developing a Christian spiritual life at home. This will include family prayer, sharing, service to others, etc.

I will teach my child that religion is more than their classes each week by becoming involved, to the best of my ability, in the activities of my parish and by living a committed Christian lifestyle.

I will encourage my child to do their homework; to arrive at class on time; to pay attention in class; and to behave in a manner that will not interfere with the teacher's work or classmates' attention.

I will encourage my child by my willing attendance at parent meetings that pertain to their religious education class.

I will support our religious education staff, catechists, and students through prayer and cooperation.