

# CCD Parent Information Packet

St. Monica Parish

Grades 1- 5

September, 2018

On behalf of Fr. Farrell, our Catechists and myself, I would like to welcome back all CCD students and their families. I hope that the information contained in this Parent Information Packet will be useful to you as we proceed throughout the school year. If at any time you have any questions or concerns about our CCD program, I invite you to give me a call at 345-1658. We are looking forward to another successful year of learning the wonders of the Catholic Faith.

--Anne Fackler

--CCD Coordinator

**CCD Teachers for 2017-2018**—Below is a list of our CCD teachers, aides and subs for this year. Once your child is assigned a classroom, please take a moment to introduce yourself to your child's teacher(s). The teachers all want to know their students' parents. Our student to teacher ratio is very low, as usual. We hope this will provide us with a very pleasant learning atmosphere for all.

Teachers – Kathleen Hess, Danielle Foley, JoAnna Lanka, Philip Schichtel, Janet Wheeler

Aides & Subs—Joe Clift, Matt Fackler, Jessie Farrer, Tobias Foley, Debbie Garofola, Jan Gerl, Julie Kulpa, Mary Mick, Michelle Moynihan, Gail Shannon & Rosalie Wright

**Virtus Training for Parents**--Any parent who wishes to attend class with their child must complete the Virtus Touching Safety Program conducted by the diocese. This is necessary if you attend just one or all of your child's classes. Please see Anne Fackler to register for this class and to file the necessary paperwork.

**Sacraments require 2 Years of CCD**--Confirmation and First Communion are now 2-year programs typically starting in the 7<sup>th</sup> and 1<sup>st</sup> grade. You must attend our program for both 7<sup>th</sup> & 8<sup>th</sup> grade to be confirmed at the end of 8<sup>th</sup> grade. You must attend our program for both 1<sup>st</sup> & 2<sup>nd</sup> grade to receive 1<sup>st</sup> Penance & 1<sup>st</sup> Communion at the end of 2<sup>nd</sup> grade.

**Brand new program for 6<sup>th</sup> graders this year**. If you have a 6<sup>th</sup> grader this year they will be a part of a new 3-year program for Confirmation. Please see Anne Fackler for an information sheet about this new and exciting program.

**Sacraments occur at Home Parish, Only**—In order to receive the sacraments of First Penance, First Communion or Confirmation with the other CCD and school students at St. Monica Parish during the spring of 2019, your family must be registered members of the parish by September 30, 2018. Later parish registrations will result in private celebrations of the sacraments or will occur during the fall of 2019.

**Textbooks**—You should have received your textbooks at CCD registration. Please be sure to bring your books to the first evening of class, Monday, September 17, 2018. If we ran out of books at registration, we have ordered you a copy. You should receive your books no later than the second week of class, depending on the speed of the publisher.

**Cellphone number**—If you have an emergency and need to contact either Anne Fackler or your child during CCD, please call my cellphone at **779-3804**. This is the CCD cellphone line. If you call the school you will get their voicemail, only. If you need to reach me anytime other than Monday evenings, please call me at 345-1658. Thank You.

**Dismissal**—Parents or a designated adult must pick-up their children **personally** from their classrooms, not from the parking lot or hallway. No students, regardless of their age, will be released to the parking lot or the hallway alone or with their older siblings. Please take this opportunity to go into the classroom and meet your child's teacher personally. They would love to meet you. The diocese has mandated a new section on our registration forms to keep your child safe. Please let us know if anyone is **not** allowed to pick-up your child and inform us of any custodial rights. If someone else is picking up your children, please be sure to tell the catechist when you drop your child off for CCD. If someone else drops off your child, please have them introduce themselves to your child's teacher, too.

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**Safety Policy**—For safety reasons, we must keep the building locked during CCD classes. Doors will be unlocked at 5:45 p.m. and will be locked again at 6:15 p.m. They will remain locked until 7:05 p.m. If you need to enter the building between 6:15 and 7:05 p.m., please call Anne on the cellphone (779-3804) and I will meet you at the door and let you in. You may also take your chances by knocking on the front lobby door and hope we are close by enough to hear you.

**St. Monica Classrooms**—We would like to remind students and parents that we are guests in St. Monica's School classrooms. Please remind your children not to open or touch anything inside the desks or lockers. Writing on the boards is forbidden, except for the teachers!

**Discipline Policy**—Each teacher will set individual rules for their classroom. If your child has trouble following classroom rules, they will receive a verbal warning. If their behavior continues, they will be sent to Anne Fackler. After a chat with Mrs. Fackler they will return to class. If they still are unable to behave without disturbing the class, their parents will be contacted. A parent would then need to attend CCD classes and sit with their child to ensure proper discipline for the rest of the year. Unless it is a situation of safety, the child will always be welcome at CCD. However, discipline will now be the job of the parent and teaching will be the primary task for the catechist.

**Doors**--The west entrance near the rectory will be unlocked each evening for pick-up, only. Because the school needs to use this as a secured exit until 6:15 p.m., it should not be used for dropping off CCD students. However, both the north and south entrances to the front school lobby will be unlocked each evening for drop off and pick-up.

**Inclement Weather**--To see a copy of our Snow Day and Tornado Policy, please visit our website at [www.stmonicachurchkzoo.com](http://www.stmonicachurchkzoo.com). Please Note: We will **not** call you if class is cancelled.

**Please use our Website**—You will find information about CCD for grades 1-5 or grades 6-8, as well as information about the sacraments of First Penance, First Communion and Confirmation. Our web address is [www.stmonicachurchkzoo.com](http://www.stmonicachurchkzoo.com).

**Absences**—Of course we hope you will attend every class. However, illnesses and other emergencies do occur. If you miss class, please speak to your child's teacher. They will give you any missed material so your child can catch up with your assistance at home. Getting too far behind can be very discouraging for your child.

**Sacrament of Marriage**—Again this year, in addition to our regular classes, grades 1 - 5 will receive some specific catechesis about the sacrament of marriage. This will be one lesson taught by Anne Fackler during the year. If you have any questions about this lesson or its content, please feel free to contact Anne Fackler at CCD or at 345-1658.

**Touching Safety Program**—As always, we will be offering Touching Safety during our regularly scheduled CCD classes. On Mondays, November 5<sup>th</sup> and March 11<sup>th</sup>, a portion of our class time will be dedicated to teaching Touching Safety. If you wish to change the "opt-out" choice you selected at CCD registration, please contact Anne Fackler at 345-1658 or during CCD. All changes must be on an official opt-out form. A verbal request and those written on plain paper will be denied! Opt-out forms will always be available from Anne Fackler during CCD. If you have any further questions, you may refer to your Touching Safety Memo received at registration or call Anne Fackler at the number above to obtain a copy of the Touching Safety Guide. Additional information may be found at [www.virtus.org](http://www.virtus.org).

**Restroom Breaks**—Each teacher handles restroom breaks differently. It can be terribly disruptive if a student cannot make it 20 minutes before they, and then suddenly 6 other students must use the bathroom. We encourage you to have your children use the restroom before they enter the classroom for the evening. Thank you.