



ST. CLARE PARISH SCHOOL OF RELIGION ELEMENTARY PARENT HANDBOOK SEPTEMBER 14, 2019

We welcome you to our Parish School of Religion! It is our goal to share with your children our Catholic faith, beliefs, prayers, as well as help them deepen their friendship with God that proves itself in love and service to others, especially with Jesus in the Eucharist in our liturgical thanksgiving celebration of Mass and Holy Communion. **We introduce your children to a lifelong process and ongoing relationship with God, and not a program that is passed through and eventually completed.** The year ahead holds many opportunities to continue this journey of faith. We as catechists are not just teachers of our Catholic faith and tradition but are also called to share our own ongoing faith journey in the discipleship of Christ. This sharing, echoing, of our faith is called *catechesis*.

The United States Conference of Catholic Bishops (USCCB) theme this year is **Stay With Us**. This theme focuses on the importance of creating opportunities to encounter God through Christ and accompaniment of the young people we serve in order to nurture their spiritual desire so that they may grow in fraternal love, community life and service as missionary disciples. (Pope Francis. Apostolic Exhortation, *Christus Vivit!* 213-214). What a grace-filled year of faith in which we have the opportunity and challenge to share with the children and families of our Saint Clare community!

Here at Saint Clare we are privileged to have an excellent and gifted staff of background checked, trained and certified volunteers. The people listed below are **wonderful individuals** who have **answered God's call** and **volunteer their time** each week to help your children grow in their understanding of their Catholic faith. We hope that you will support and encourage these catechists in their ministry. Please pray for them and for your children throughout the year. Your children need people who care about them and are willing to take the time to train them in their faith. Don't let them down! We assure all parents of our prayers for YOU in your primary role as religious educators of your children. May God's love and peace be in your hearts and homes and may the Holy Spirit guide you in this most important vocation!



ELEMENTARY PSR STAFF

Director of Faith Formation & Religious Ed. ~ Ms. Lori Mascia
Assistant to the Director ~ Miss Mary O'Neill
Grade 1 - Room 33 ~ Mrs. Mary Kay Jones
Grade 2 - Room 16 ~ Mrs. Bridget Snider
Grade 2 - Room 16 ~ Miss Daisy Sirk
Grade 3 - Room 9 ~ Miss Holly Piazza
Grade 4 - Room 14 ~ Ms. Julie Wittreich
Grade 5 - Room 5 ~ Mr. Nick Ambrogio
Grade 6 - Room 7 ~ Mr. Jeff Gross

Teacher Aides: Grace Allen, Ava Ambrogio, Hannah Daedelow, Miles DeSantis, John Engoglia, Monica Iammarino, Makayla & Marissa Palko, Ivy Puhalla

Office Aides/Hall Monitors: Dominic Engoglia

Office Assistant: Ms. Darlene Dula, Ms. Connie Hassing

Liturgy Assistants: Mrs. Michelle Allen, Mrs. Michelle Palko & Mrs. Gina Parrotta



FAMILY ACTIVITIES

December 7th, Advent Family Night ~ for families, friends & relatives ~ 5:30pm in the Academy Gym

March 7th, Lenten Family Night ~ for families, friends & relatives ~ 5:30pm in the Academy Gym

RSVP: Ms. Mascia, 440-449-4242 Ext.119 or lmascia.stclare@att.net



**“The family is the fundamental cell of society,
where we learn to live with others despite our differences and to belong to one another;
it is also the place where parents pass on the faith to their children.”**

Evangellii Gaudium (Joy of the Gospel) #66. Pope Francis. 11/24/13.

GENERAL POLICIES FOR ELEMENTARY PARISH SCHOOL OF RELIGION

- 1) **ATTENDANCE & ABSENCES** - It is extremely important that children attend PSR classes on a regular basis. **If your child will be absent, please call 440-449-4242 Ext. 119 or email lmascia.stclare@att.net with the child's name, class room teacher and reason for absence.** We realize that there will be times when children are ill or there is a family conflict or special occasion, but we ask that a child miss no more than 5 classes throughout the year. Children missing more than 5 classes without making up the material will be asked to repeat the year. This is the only way to ensure that the children are receiving the basics of their faith on each grade level. The teacher will inform you of the material your child needs to do to make-up for the missed class and ensure that they not fall behind in their religious studies. If a child will be missing a number of classes for any reason (extended illness, participation in a sport, etc.) the **parents must make arrangements with the particular teacher and in writing to the office to do work at home and make up the lessons missed** so that the child will be up to date when returning to class. These notes will be kept on file in the office. It is the parent's responsibility to contact the office or teacher. **If all work is kept up and completed properly in accordance with the teacher's requirements, then the child will not need to repeat the year.**
- 2) **CLASS TIME, DROP OFF & PICK UP** - **Classes begin promptly at 9:00am on Saturdays** and all children are expected to be in their classrooms by that time. Classes are concluded at 10:15am. **For their safety, no child will be allowed to leave the building except with their parent/guardian or authorized adult.** Pick Up Authorization forms are online at: <https://saintclare.net/religious-education#>
- 3) **BOOKS & FOLDERS**- Each child receives their own books and folder. These are to be used at home throughout the week but **must be brought to each class.** **Please check both the books and the folder weekly for newsletters and notes.** If a child forgets their book repeatedly, the parents will be called and asked to bring the book to the child's classroom. It is extremely difficult for a child to follow a lesson without a book. If a book is lost at any time, a new one will have to be purchased.
- 4) **DISCIPLINE** - If a child is sent out of the classroom because of a discipline problem, the child will finish their lesson under office supervision and you will be called to inform you of the nature of the discipline problem. We then ask the parents to talk to the child about the problem when returning home from class that morning. If a child is sent out of the classroom a second time during the year, the child again completes the lesson in the office but this time when the parents are called, they are asked to come to the school after class to talk to the child's teacher.
- 5) **REPORT CARDS** -Simple evaluation records are sent home with the children three times a year **November 9th, February 8th, & April 4th.** This is not meant to be an evaluation of a child's faith, but merely a tool to find out a child's basic understanding of the doctrines taught in the classroom. **The first two report cards are to be signed by the parents and returned to the teacher the next class.**
- 6) **LITURGIES** -Parents and other family members are invited and encouraged to join these Eucharistic Celebrations of the Mass. **Mark your calendars to join us at 9:15am in the Church on October 26th and April 4th** to show your children the importance of community prayer.
- 7) **MASS ATTENDANCE** - As a Catholic community we believe in teaching our children that the centrality of our faith lies in the celebration of the Sacraments, particularly the Eucharist. We teach the children that as Catholics we have the privilege and responsibility to attend Mass each week. **THIS IS NOT AN OPTION.** Parents who have children enrolled in our PSR process are expected to show their children by example of **faithfully attending Mass each week.** Because we feel so strongly about this, the parish staff considers it an utmost priority. We hope that if you are choosing to send your child to PSR, you are serious about your responsibility to take your children to Mass each week.
- 8) **PRAYERS** - Because of limited class time, it is not possible for us to teach the children their prayers by memorization, therefore we ask you as parents and the primary religious educators of your children, to gradually teach them basic prayers. A list of prayers that your child should know by the conclusion of the year can be found in the back of their text book. In addition to memorizing a prayer, it is far more important that the child understand the meaning of the words they recite. As parents you are the primary catechist to share our faith with your children. **Please take time each day to pray with your child to help them develop a prayerful attitude and regular prayer habits;** such as morning prayers, grace at meals, bedtime prayers and blessings. This will teach them to look for and see God in the world around them.

9) **PARISH REGISTRATION** - Parents of children attending our PSR process must be registered in St. Clare Parish. If you are not registered, you will be contacted to complete a parish census form. If you wish to have your children attend our PSR process and are registered at another parish, we must have a letter of permission from the pastor of the parish in which you are presently registered in order for your children to attend classes here.

10) **TUITION** - The tuition for each child enrolled in PSR is as follows:

- \$100 One Child
- \$150 Two Children
- \$200 Three Children or more children per family
- \$150 per child for those not active, registered or participating members of St. Clare

Checks should be made payable to: St. Clare PSR. We ask that you pay the tuition within the first month of classes in order for us to pay our book and supply bills. Every child is welcome into PSR. If the tuition payment poses a hardship for you and you are not able to pay within the first month or would like to make other arrangements, contact Ms. Mascia 440-449-4242 Ext. 119 or lmascia.stclare@att.net

11) **VISITATION** - **Anyone wishing to visit a classroom can do so only by coming to the office in Room 22 and receiving permission from the Director of Faith Formation and Religious Education.** We need to be aware at all times of persons who are in the building for safety of the children.

12) **ALL cell phones, hats & sport shoes with cleats and/or mud are to be off in the building.**

DIOCESAN POLICY FOR SUSPECTED CHILD ABUSE

If you know, believe or have a reasonable cause to suspect that a child under eighteen years of age or a mentally retarded, developmentally disabled, or a physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound injury, disability, or condition of a nature that reasonably indicates abuse (Examples include, but are not limited to, physical abuse, sexual abuse, and emotional abuse) or neglect of the child you SHALL immediately report that knowledge or reasonable cause to suspect to:

Cuyahoga County 216-696-5437 (KIDS)
Diocesan Resource 216-334-2999

You SHALL also: Immediately notify your parish catechetical leader, principal or program coordinator that a report has been made, or jointly make that call together. That person (the one you notified) must then report the same to the Bishop's Office.

RITE OF CHRISTIAN INITIATION FOR ADULTS (RCIA)

Want to know the #1 reason why people haven't joined the Catholic Church? . . . They haven't been INVITED yet! Jesus is calling all of us to invite someone we know who may be interested in joining us in the Catholic Church.

The Rite of Christian Initiation of Adults (RCIA) is the exciting & life-changing journey in which people of any background explore, study & pray together with anticipation of entering into the Catholic faith & community at the Easter Vigil. RCIA is right for you if you:

- ~ Have never been baptized
- ~ Are baptized in another Christian denomination & would like to become Catholic
- ~ Are baptized Catholic but never received Confirmation and/or Holy Communion



RCIA meets every Sunday 9-11am in the Harvest Room of the Sister Lucy Center beginning Sunday Sept. 22nd

Any questions? Fr. Cosgrove is eager to talk with you!

Please contact him at 440-449-4242 Ext. 107 or email frcosgrove@gmail.com

We ask all students & their families to join us to take time to pray the following prayer.

Please consider making a commitment to pray throughout the year ahead:

Official Family Prayer for World Meeting of Families

God, our Father,

We are brothers and sisters in Jesus your Son, One family, in the Spirit of your love.

Bless us with the joy of love.

Make us patient and kind, gentle and generous, welcoming to those in need.

Help us to live your forgiveness and peace.

Protect all families with your loving care, especially those for whom we now pray:

I We pause and remember family members and others by name!

Increase our faith, strengthen our hope, keep us safe in your love,
make us always grateful for the gift of life that we share.

This we ask, through Christ our Lord, Amen.

Mary, mother and guide, pray for us.

Saint Joseph, father and protector, pray for us.

Saints Joachim and Anne, pray for us.

Saints Louis and Zélie Martin, pray for us. Amen.

<https://www.worldmeeting2018.ie/en/About/Official-Prayer>

