



ST. CLARE PARISH SCHOOL OF RELIGION ELEMENTARY PARENT HANDBOOK

September 2020

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 Bishop's (USCCB) theme this year is ***I received from the Lord what I also handed on to you.*** This theme focuses on the role of the catechist passing on the faith through an encounter with Christ. 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 Remote ~ Mrs. Mary Kay Jones

Grade 2 - 3 In Person ~ Miss Daisy Sirk

Grade 2 - 3 Remote ~ Mrs. Bridget Snider

Grade 4 - 6 In Person ~ Mr. Nick Ambrogio

Grade 4 - 6 Remote ~ Mrs. Rachel Chase & Ms. Julie Wittreich



**“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.”**

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

GENERAL POLICIES FOR ELEMENTARY PARISH SCHOOL OF RELIGION

- 1) **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.
- 2) **TUITION** - The tuition for each child enrolled in PSR is as follows:
 - \$80 One Child
 - \$125 Two Children
 - \$150 Three Children or more children per family
 - \$150 per child for those not active, registered or participating members of St. Clare

Payment is to be made at the time of online registration at: <https://www.osvhub.com/st-clare-church/forms/psr-registration-form> Payment is needed to pay for our book & 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, select Offline Payment at time of registration and contact Ms. Mascia 440-449-4242 Ext. 119 or lmascia.stclare@att.net

3) **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 (either in person or online)**. 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.

4) **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 their Catechism Handbook under Treasure of the Catholic Faith. 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.

IN PERSON FAITH FORMATION POLICIES & GUIDELINES

1) All families must acknowledge reading and their commitment to adherence of **PSR In Person Guidelines** regarding health and safety before attending In Person PSR; only persons wearing face coverings & sanitizing their hands will be allowed into the building. Health is to be monitored at home – children, catechists and staff are to stay home when sick. This document was emailed to parents upon registration and can be found on our parish website <https://saintclare.net/religious-education> or click here: https://virteomdevcdn.blob.core.windows.net/site-saintclare-net/uploaded_media/saintclare_net/PSR_In_Person_Guidelines_1600203371.pdf

2) **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.**

3) **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#>

4) **BOOKS & FOLDERS**- Each child receives their own folder and each week will receive a Learner Leaflet with their lesson. These are to be used at home throughout the week and especially for Sunday's liturgy but folders **must be brought to each class.** **Please check their folder weekly for newsletters and notes.**

5) **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.

6) **REPORT CARDS** -Simple evaluation records are sent home with the children three times a year **December 5th and March 27th.** 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 report card is to be signed by the parents and returned to the teacher the next class.**

7) **LITURGIES** - We hope to be able to celebrate Mass together in the Spring to show our children the importance of community prayer and encountering Jesus in the Liturgy of the Word and Eucharist. Until then, please commit to celebrating Mass with your children either in person or online.

8) **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.

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

REMOTE FAITH FORMATION POLICIES & GUIDELINES

1) **RESOURCES**: Parents are to pick up materials 4 times a year (September, November, January, March), with additional supplements (Rosary, Advent, Christmas, Winter, Lent, Easter) and weekly online check in using Flip Grid, at your convenience, for your child to share their faith as part of a group with a catechist as your coach (not a virtual classroom).

2) **PARENT CHILD FAITH FORMATION COVENANT**: Parents and children must read and commit to the Parent Child Faith Formation Covenant. This document was emailed to parents upon registration, uploaded to Flip Grid and can be found on our parish website <https://saintclare.net/religious-education> or click here: [https://virteomdevcdn.blob.core.windows.net/site-saintclare-net/uploaded media/saintclare net/Parent & Child Faith Formation Covenant 1601506909.pdf](https://virteomdevcdn.blob.core.windows.net/site-saintclare-net/uploaded_media/saintclare_net/Parent%20&%20Child%20Faith%20Formation%20Covenant%201601506909.pdf)

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.

