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Admission

Admission to Mary, Queen of Heaven's CCD Program is open to all families in the parish. If you are not a registered member of the parish, you will be contacted and invited to join MQH.

Exceptions to this policy may be made for those, who for a good reason which is beyond their control cannot attend the CCD Program within their own parish. A letter must be obtained from the Pastor of the child/children stating that he is aware of your child/ children attending CCD at Mary, Queen of Heaven and that this arrangement is acceptable to him. According to Diocesan guidelines for reception of the Sacraments, out-of-parish students return to their home parish to receive the Sacraments of Initiation.

Fee

The tuition rates are determined by the Pastor in conjunction with the advice of the Parish Finance Council. Please refer to the back pages of this handbook for the rates and the criteria for determining your status per parish guidelines. In light of these assigned rates it is understood that no child will be denied a Catholic education caused by financial hardship. This fee is payable at the time of registration or payable through EFT. Arrangements are made at the time of registration.

Class Times

Classes will meet every Tuesday evening from **6:30 PM to 8:00 PM** Parents are asked to bring their children to the class room no **earlier than** 6:20 PM At the same time, it is just as important that the students should arrive on time and **be seated by 6:30 PM** Arriving late causes a delay in instruction and is a distraction to others.

For the safety of all children, including the older students, **parents/guardian must go to the class room to pick up their children! We will not dismiss any child without the parent/ guardian's presence.** If you will be more than 10 minutes late picking up your child/children please make other arrangements for pick up. It is extremely important that your child's catechist be made aware of any change in who normally transports your child/children. This will help to prevent undue concern and embarrassment to your child. In the event that you do not pick up your child at the required time, we will make every attempt to locate you through the emergency contact number you listed on your registration form.

Attendance

In order for your child to get the most from their religious education classes, regular attendance is absolutely necessary. The children learn through catechetical instruction, interaction with others, class discussion, group activities and shared prayer. If a student cannot attend class for any reason, a parent/guardian is asked to call Mrs. Bonnie Hampton or Deacon Tom Dushney (numbers listed in directory of parent handbook) some time during the day to inform them of your child's impending absence. **We ask that parents/guardians take personal responsibility for making us aware of any impending absence.**

Three or more "unexcused" absences during one Program year are considered excessive and may be a cause for repeating the same grade level the following year. If a student misses class due to sickness or an emergency (this should be an exception not a norm), the child in cooperation with the

catechist and the parent/guardian, must show that the class lesson has been learned and the assigned homework turned in. If this is not done, the absence will be considered “unexcused”.

For the sacramental years, preparing for First Holy Communion, Penance and Confirmation, a certain minimum knowledge must be learned. Excessive absenteeism (2 or more absences in one program year) may mean that the child will be asked to prepare for the Sacrament the following year.

Cancellation of Classes

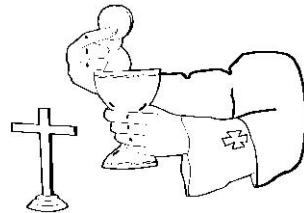
If classes are cancelled due to inclement weather or other emergency, you may call 525-6904 to receive a voice message to that effect. **Do not** assume that because the public schools have closed for their day or evening classes that our parish CCD classes will be cancelled as well.

Emergency Evacuation of the Building

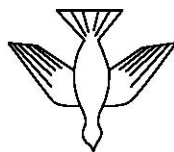
Guidelines will follow that of Mary, Queen of Heaven School. Parents will be contacted in the event of an early closing of the CCD program.

Diocesan Sacramental Policy

Students preparing for the Sacraments of First Holy Communion, First Penance or Confirmation must satisfy the requirements as stated by the Diocese of Covington and the Parish Board of Total Catholic Education.



1. Formal religious education for one and one half consecutive years directly prior to reception of First Communion is necessary. Mary, Queen of Heaven’s CCD Program accepts second graders only if they have already completed one full year of formal religious education. Proof of previous year’s attendance is required if a student did not attend MQH’s CCD Program. Otherwise, they must start in the Grade 1 CCD class.
2. Candidates preparing for the Sacrament of Confirmation must complete a minimum of 2 years of formal religious education prior to reception of this Sacrament and have already received the Sacraments of Baptism and First Holy Communion. Reception of the Sacraments of First Holy communion and Confirmation will be celebrated at Mary, Queen of Heaven Parish in May of each year and **preparation begins two years prior.**
3. The student must also show active participation in MQH’s Church community, foremost of **which includes regular attendance at Sunday Mass or the Saturday evening vigil.**
4. According to Diocesan guidelines for the reception of the Sacraments, out-of-parish students must return to their own parishes to receive the Sacraments of Initiation, unless written permission from their pastor is given to receive them at Mary, Queen of Heaven.



Homework

Students will bring work home each week. We ask the parents to assist their child in understanding the lesson and **sign** the homework after it is completed. Your attention given to this important task shows your response to the Church's teaching that the parents are the primary educators of their children in the ways of faith. All homework assigned on a day the child was absent must be completed. **Books and student folders must be brought back to class each week!** Any student books that are misplaced or lost must be replaced **at the parent's expense**.

Student Progress Reports

Twice a year parents/guardians will be sent a student progress report. This will help you, as the primary teacher of your child in the faith, to review the progress your child is making in their religious education. This report will also reflect whether or not your child is attentive and responsive in class, and if they have properly memorized their prayers.

Discipline Policy

1. Any student who interferes with a teacher who is teaching or interferes with other students who are learning will be notified by the catechist of their inappropriate behavior...this constitutes a warning.
2. Any student who continually interferes with a teacher who is teaching or continually interferes with other students who are learning will be removed from the situation.
3. If there is a third occurrence, the Director of Religious Education will be notified. The student will be removed from the classroom environment and the Director will speak to the student. A discipline referral sheet will be given to the student to take home. The parents may be called to pick up the child.
4. If, after this, the behavior is repeated, the parent/guardian will be asked to sit in class with their child until the behavior is corrected.
5. If the child is removed from the class a third time, the child will be suspended until the parent/guardian, child, catechist and Director can meet and mutually agree on a plan for behavioral development. All lessons missed during this time will require completion before the student can be readmitted to the classroom environment.

Behavior Guidelines:

- show respect to the catechist and fellow students
 - show respect for the school building and campus grounds
 - respectful behavior while in Church and appropriate reverence shown to the Blessed Sacrament
 - self-control in words and actions
 - **no** food, drinks, or chewing of gum in the school building or in the Church *
 - **no** toys or games are to be brought to CCD
 - attentiveness to the lesson being taught - focus upon the teachings of Christ (not on classmates, clothing items, unfinished homework)
 - participation in the class
- * Parents are asked **not** to send snacks or drinks with their children at any time unless specifically requested by letter from the CCD Director or Coordinator

Dress Code

Contents

Students **must** come to class attired in a manner that promotes the virtue of modesty and expresses Christian **Page#**. Improper attire, such as clothing with messages promoting derogatory, suggestive or defamatory statements are strictly disallowed. Clothing such as cut-off shorts, short-shorts, bare midriffs, halter tops etc. will not be permitted. Deviation from this code may require the child to be removed from the class and the parents will be notified immediately for the reason for such action. The parents will be asked to provide appropriate attire for their child before that child can resume classes. If the parents cannot comply at the time requested, then the child will remain out of the class for that evening. The child will be responsible for the missed class lessons, and the assigned homework made up before returning to class. We ask the parents to instruct their children not to bring or chew gum in the Church or school at any time.

Admission 1

Fee 1

Role of the Parents

Attendance 1

Parents are the first and foremost catechists of their children. They catechize informally but powerfully by example and instruction. NCD #212

Cancellation of Classes 2

Emergency Evacuation 2

The Church has always recognized the grace given to parents and commits herself to providing assistance to parents in their role as teachers of the faith to those children God has entrusted to their care. Our dearly departed Pope John Paul II has stated that:

Homework 3

Student Progress Reports 3

The family's catechetical activity has a special character, which is in a sense irreplaceable. This catechesis is more incisive when,

in the course of family events...care is taken to explain in the home the Christian or religious content of these events. CT #68

Dress Code 4

Role of Parents 4

Parents are actively teaching the faith to their children by:

- regular attendance at Sunday Mass with the children

CCD 2005-2006 Schedule 5-7

ensuring that reconciliation is part of daily life in their homes

- building a feeling of trust in their children by modeling unconditional love

Monthly CCD Themes 8

seeing that the family celebrates the Sacrament of Penance at regular intervals during the Church year

Sequence of Study by Grade Level 9-13

helping children name and accept responsibility for actions which are unloving and harmful to their ability to relate to others

Catechist's Names and Phone #'s 14

praying as a family before meals and at bedtime

ensuring that there would be consistent attendance and participation in regularly scheduled religious education classes and sacramental preparation classes,

Active Parishioner Policy

retreats, etc.

Tuition Rates

Parents/guardians are encouraged to become familiar with their child's religion text book and student activity book so they will know what is being presented to their child and what the child is expected to understand. Your children will also have certain prayers they must memorize. Praying these before meals (selecting just one of the prayers) will make for quicker memorization. You can continue to select another prayer from their list each month until your child can say their prayers unassisted. We ask that parents sign their child's completed home-work assignment and be sure that they have all their religious materials with them when they are brought to their next class. We also ask that parents acknowledge the child's progress and inquire if the child has received any rewards from their teacher for their efforts.