

# *QUEEN OF THE UNIVERSE*

## **PARISH RELIGIOUS EDUCATION PROGRAM PARENT HANDBOOK**



**SUMMER PREP/FAMILY FAITH FORMATION PROGRAM  
2017-2018**

## **MISSION STATEMENT**

The Mission of the Parish Religious Education Program of Queen of the Universe is to partner with parents and guardians to foster an environment in which each child in the program can build and develop a relationship with God through education, training, prayer and service.

Classes are held one week in the Summer for grades 1-6 from 9:00 AM to 3:00 PM in Holy Family Regional Catholic School and on 6 subsequent Sundays throughout the school year.

### **FAMILY FAITH FORMATION: GOALS AND PHILOSOPHY**

“The family is, so to speak, the domestic church. In it parents should, by their word and example, be the first preachers of the faith to their children; they should encourage them in the vocation which is proper to each of them, fostering with special care a vocation to a sacred state” (Second Vatican Council, *Dogmatic Constitution on the Church*, par.11). Family Faith Formation has many names: intergenerational catechesis, whole-community catechesis, and total community catechesis. It is rooted in the idea that faith formation is a lifelong pursuit. There is no graduation; there is no final exam. It cultivates a deeper relationship with Jesus Christ and His Church through participation in parish life, education in Scripture and the Catholic Tradition, connection with the Mass and other sacraments, development of prayer life, formation in the moral life, and engagement in social justice (*National Directory of Catechesis*, 20). Faith Formation begins with baptism, grows with formal education, and develops throughout life.

## **EXPECTATIONS FOR PARENTS**

At the Baptism of your child, you promised to accept the responsibility to train your child in the practices of the faith. We recognize that parents are the primary teachers of their children in the ways of faith. The Parish Religious Education Program is designed to assist you, the parents in that task. PREP does not take the place of parental involvement. And so we expect parents:

- To ensure that their children are present with the parish community at Mass on Saturday evening or Sunday.
- To participate fully in the Family Faith Formation Program (see pgs. 9 & 10) each year. This will require attendance at six meetings annually. In the year of sacramental preparation: if parents decline to attend the Family Faith Formation meetings, we may have no choice but to defer the Sacrament to a later year.
- To make up a sacramental retreat, the parent or guardian and the child will attend the make-up retreat, when scheduled.
- To impress upon their child the need to respect everyone in the Parish Religious Education Program including other children.
- To respect each person's possessions by not damaging the property of Holy Family School classrooms and desks they share. Parents will be responsible for all damage.

## **REGISTRATION POLICY**

A child entering PREP at the first level must provide a Baptism certificate. Parents are required to register each child every year.

Students begin PREP at the first level. Second level students prepare for First Reconciliation in March. Third level students prepare for First Holy Communion in May. Levels four and five are consecutive toward the preparation of the reception of Confirmation in the Spring of level six.

All time is consecutive. If a student leaves the program after level three and does not attend level four and five, that student cannot come back for level six and Confirmation preparation. On returning, that student will be placed in level four, continue to level five and after two years prepare for Confirmation in level six.

If a student enters PREP in the second level without attending level one, he/she will be placed into level one and move consecutively from level to level for reception of the sacraments.

## **FINDING GOD**

**Published by Loyola Press**

**approved by the Archdiocese of Philadelphia.**

**Level One: God Found Everything Good-  
God & Creation**

**Level Two: I am the True Vine-  
Eucharist and Reconciliation**

**Level Three: Fishers of Men-  
Church & Holy Spirit**

**Level Four: Blessed are the Poor-  
Beatitudes & The Ten Commandments**

**Level Five: The Bread of Life-  
Sacraments & Worship**

**Level Six: I Am Who Am-  
The Old Testament.  
&  
Decision Point**

## POLICIES

### ATTENDANCE

Faith Formation received in the Parish Religious Education Program of Queen of the Universe is ongoing in that each session builds upon the previous session. It is imperative that children attend their program sessions and remain in the program consistently from year to year.

If your child is unable to attend a session for any reason, a parent must complete the following:

1. Call 215-945-2704 or email [quprepadm@gmail.com](mailto:quprepadm@gmail.com) to report the absence. The child's name, PREP level and room number should be given.
2. If a child fails to report to a session, the absence will be recorded as unexcused unless a doctor's note is provided upon returning to the program. Death in the family or illness is excused absences. Sports events, dance classes and the like are not excused absences.
3. **A child CANNOT miss one day of the Summer classes held in June/July - no exceptions! A family must attend each of the 6 Family Faith Formation gatherings held on Sundays throughout the year. The students will attend class while the parents listen to a speaker.**
4. Extended absences due to illness may require a meeting with Mrs. Raffin as soon as possible.
5. Families are required to complete 5 hours of Devotional Practices and to participate in one Church Service Activity. Lists of these activities are available in the PREP office.

## **GENERAL**

### **ARRIVAL**

**For Arrival**, all students should enter the building either by the back door by way of Apple Road or the ramp into the Large Hall.

Parents (of younger children especially) should walk their child down to the Large Hall. If parents need to park, please use the lanes near the rectory. **Absolutely no stopping or parking in the fire lane or around the circle.**

**Be cautious when dropping off your children. Remember, your child is like any other child. The speed limit is 10 m.p.h. in the parking lot at all times.**

Students will meet their catechists in the Large Hall at 8:50 a.m. Students will sit with their grade level for morning prayer.

### **LATENESS**

**Classes begin promptly at 9:00 AM.** Students should be in the Large Hall by 8:50 AM. After 9:00 AM, students will only be able to enter the building by the main door off the main parking lot. Ring the bell to the right of the door for admission.

**If your child is going to be late**, call or e-mail the PREP office. Upon arrival, students who are late are required to come to the PREP Office with their parent or guardian for a note to be given to their classroom teacher.

### **DISMISSAL**

**At 2:50 PM** the catechists will bring their classes down to the Large Hall for dismissal. The students will sit with their class until a parent arrives. Children of catechists or volunteers will report to the PREP office to be picked up there after their parents have completed their volunteer assignments.

### **EMERGENCY CLOSINGS**

Emergency cancellations for power outages, excessive heat, etc. will be handled through the e-mail addresses we will have on file for the child/children. If your family e-mail or phone numbers have changed, please notify the PREP office immediately.

## **DISCIPLINE**

**There is a NO TOLERANCE POLICY** for behaviors that are contrary to Catholic faith and morals. Parents and guardians will be contacted immediately. Weapons or any sharp objects whether real or a facsimile which can inflict harm to another are forbidden.

## **ARCHDIOCESE OF PHILADELPHIA SAFE ENVIRONMENT GUIDELINES FOR CATECHISTS AND VOLUNTEERS IN THE PARISH RELIGIOUS EDUCATION PROGRAM**

PA State Police Criminal Record Check; PA Child Abuse Clearance Check; (every five years). There is no charge for this clearance, if you are a volunteer. Federal Criminal Background Check for those who live outside of PA. There is also no charge for this clearance, if you are a volunteer

Required Training: (One time only)

Safe Environment: Protecting God's Children; Mandated Reporter

## **PERTINENT MEDICAL HISTORY**

It is essential for the good of your child that pertinent medical history is made known to the PREP office at the time of registration so that we can better place your child. Permission for the child's name and/or picture to be used in Church publications is also required on the registration form.

## **PRIMARY CUSTODY**

It is the responsibility of both biological parents to provide the Parish with the latest, most up to date Custodial Order or Custody Agreement. If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

## **TRANSFERS**

If a family is preparing to move from Queen of the Universe Parish, parents should notify the PREP office. Student records of attendance and levels completed will be forwarded to the new Religious Education Program upon the request of the parents.

## **MOVING INTO QUEEN OF THE UNIVERSE PARISH**

If a student is moving into Queen of the Universe Parish and has attended PREP in another parish a note from the director of the previous PREP must be provided stating he/she has successfully completed the previous levels. A child's baptismal certificate is also required.

## **CELL PHONES**

All cell phones must be turned off and out of sight between 8:50 AM and 3:00 PM. If the phone becomes a distraction during class time, the catechist will take the phone and return it at 3:00 PM.

## **REPORT CARDS**

Report cards will be issued in May, 2017. Report card grades are determined by tests, home assignments, attendance and classroom participation.

## **FAMILY FAITH FORMATION PROGRAM**

Sacrament Preparation – designed for families with children who are receiving a sacrament during the upcoming academic year.

Sacrament meetings begin with a large general meeting to introduce the outline of sacrament preparation. A subsequent meeting will focus on the individual sacraments and be more intimate.



## **REQUIREMENTS FOR SATISFACTORY PARTICIPATION**

It is required that all families of Queen of the Universe who have children in PREP or in Holy Family Regional School, in 2<sup>nd</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> grades, participate in Family Faith Formation activities. At least one parent must attend each event. However, all parents and others interested in the child's religious education (i.e., Confirmation sponsors, grandparents, or other close relatives) are cordially invited and strongly encouraged to attend. The parish is the primary source and means of catechesis (*General Directory*, no.158).

## **FAMILY FAITH FORMATION AND PARTICIPATING FAMILIES**

While the family is the first teacher of the faith, it is the Church's grave responsibility to determine the suitability of a candidate for receiving the sacraments. Parents must participate in Family Faith Formation in order for their children to be able to receive the sacraments.

At the same time, Queen subsidizes the religious education of its children from participating families. Participation is gauged by attendance at Mass and Family Faith Formation events. Failure to participate satisfactorily in Family Faith Formation may result in loss of subsidy.

## **CHILDCARE**

Qualified childcare is available at each meeting for families with younger children who are not yet in school. Please come early to register your child with our childcare coordinator. No children should remain in the parish hall during the Family Faith Formation meetings.

## **REGISTRATION FEES**

### **If paid by May 8, 2017:**

**One Child... \$200.00      Two children...\$225.00**  
**Three or more children ...\$275.00**

### **If paid after May 8, 2017:**

**One Child...\$240.00      Two children...\$265.00**  
**Three or more children ...\$315.00**

**No registration fees for 2017-18 will be accepted unless all previous years' fees have been paid in full. Future registration fees may also reflect a family's active participation and contribution to the church.**

**All fees including sacrament fees must be paid in full. If all fees are not paid, your child will not be admitted to a classroom. If a payment plan is needed because of hardship, you are required to speak with Fr. Wackerman.**

## **LEVEL SIX ACTIVITY FEE**

**Confirmation - \$60.00**

## **PARISH RELIGIOUS EDUCATION PROGRAM (PREP) DIRECTORY**

**Coordinator of Religious Education: Mrs. Susan Raffin**  
**[quprepadm@gmail.com](mailto:quprepadm@gmail.com)**

**Religious Education Assistant: Mrs. Gerry Fedor**  
**[quprep341@gmail.com](mailto:quprep341@gmail.com)**

**2443 Trenton Rd.**  
**Levittown, PA 19056**  
**215-945-2704**