

GUIDELINES AND POLICIES

These general guidelines and policies are given in the spirit of love and care for our children making us faithful to our sublime mission. We desire to carry out affectively and effectively the task given to us forming our children in the *Gospel* and in the *Life of Jesus Christ*.

I. Admission

Students must be at least four years of age to be enrolled in Pre-K classes. Generally, students enroll in the same grade they are in at school, unless they are undergoing a special sacramental preparation. Parents enrolling children in sacramental preparation classes should present a copy of their *BAPTISMAL CERTIFICATE* at the time of registration for classes. The deadline is *October 24, 2010*. If baptismal certificate are not turned by the deadline, the student WILL NOT be permitted to receive the sacrament.

II. Enrollment for Special Circumstances

It shall be the policy of the St. Elizabeth's CCE program that there be an evaluation of any students entering grades 2 through 8 who were not associated with a religious education program or Catholic school in prior years. It shall be the responsibility of the Director of Religious Education to conduct the evaluation of each applicant to determine the student's level of religious formation and explain the process for completion of the sacramental preparation.

III. CCE Registration Fees

The CCE registration fee is \$20.00 per child, \$30.00 for those in 1st Communion class (2nd grade and older communicants) and \$50.00 per family (with 2 or more children). The registration fees collected help pay for books, class supplies, teacher training, etc. No child will be refused CCE classes. If parents genuinely cannot pay the tuition, please contact the Director of Religious Education or Pastor to discuss payment assistance.

IV. Spiritual Growth

New this year will be a monthly *CCE Mass at 11:00 a.m. on the 3rd Sunday of each month* with the following exceptions (also noted on CCE calendar) All CCE children, parents and families are encouraged to attend together.

V. Parental Involvement

The Church recognizes the supreme responsibility of parents as the first and foremost teachers of their children in the matters of faith. Your example, prayer life and participation in the weekly Sunday liturgy and other sacraments speak volumes to your children. There are many ways to be formally involved in the religious education program. As a parent, you are welcome to visit your child's classroom at any time. Please help your children learn their prayers and review any papers or materials they may bring home.

VI. Absences

The religious education program should be given priority by parents and students alike. Students are expected to attend class regularly. Upon a child's *third* absence, a note will be sent home with student requesting a written excuse. The note is to be turned into the teacher who will forward it to the CCE office. When a student has many absences, the parents will be notified concerning that child's continuation in the CCE program and may not be considered for promotion (please refer to Section II regarding special circumstances).

VII. Punctuality

Parents are asked to bring their children on time for their religion class. Tardiness is very distracting to a class. Our class schedule should allow sufficient time to get your child to class on time following early Mass and time afterwards to attend later Mass. Please note new times this year: 9:40 a.m. – 10:40 a.m. Please see attached schedule of CCE classes for the 2010-2011 school year.

VIII. Communication with CCE Office

Since Catholic education is our common mission, parents and guardians are strongly urged to communicate with us on any compliments, complaints or concerns. Your prompt action can mean so much to our children and our ministry. It is also very important that you inform your catechist about any learning differences your child may have.

IX. Change of Address/Telephone Number

Please notify the CCE office of any changes of address, telephone number and/or e-mail address.

X. Accidents and Illness

If your child becomes ill or has an accident during religious education classes, the parent or guardian or emergency reference will be notified immediately. An accident report will be filed and basic first aid applied.

XI. Health Information

Please inform the CCE office regarding any health concerns that may affect your child during religious education classes. This information will be shared with your child's catechist.

XII. Weather

In case of inclement weather, the Parish will notify local media by 10:00 p.m. on Saturday evening. Please check your local television/radio stations for any delays or cancellations.

XIII. Discipline and Problem Solutions

All students are expected to share in the faith learning experiences in our program. If a child's behavior disrupts that learning process for him/herself or for others, the steps listed below will be followed to ensure that class participation may continue.

- At the first incident, the student will be reminded of expected behavior and the consequences of misbehavior by the classroom catechist. *(Parents must be notified.)*
- After the second incident, the student will be sent to the CCE Office for discussion of appropriate behavior with the Director of Religious Education. *(Parents must be notified.)*
- If the student's behavior continues to disrupt learning and cannot be handled by the catechist or DRE, parents/guardian will be contacted.

XIV. Field Trips

Any field trip taken by a class is intended to support and enhance classroom instruction. Appropriate permission forms will be sent home prior to the date of the field trip.

CCE Teachers/ Catechists 2010-2011

Pre-K = Cissy Mendoza, America Garza, Melissa Barthold, Alexis Berry, Corey Acker & Maggie Nolan

Kindergarten = Janis Vaughn, Kathryn Miller, Cindy Griffin, Angela Luna & Derek Birkenfeld

1st Grade = Myrna Castillo, Michelle Davis, Amber Martin, Ann Callahan & Sabrina Hernandez

2nd Grade = Amy Duggan, Shannon Duggan, Pam Lloyd, Tara Lloyd & James Yanes

Older Group = Maria Shehan, Monica Beltran, & Teresa Grimaldo

3rd Grade = Katrina Giittinger, Jerry Giittinger, Esha Lukose & Chizzy Nwogwugwu

4th Grade = Sylvia Gonzalez, Katie Allen, Adeline Albiar & Francis Atore

5th Grade = Patty Berry, Melissa Canale, Erina Lukose, Tiffany Gonzalez & Jessica Puthenparampil

6th Grade = Maria Deleon, Eva Gutierrez & Sonia Comacho

7th Grade = Rhea Brock, Karen Marsh, Angela Sena & Josh Thekkiniath

8th Grade = Sue Graves, Joseph Anselmi & Melissa Zuniga

= Kirstie Cantu, JR Brock & Joey Giittinger – DRE office volunteers