

**St. Colette Religious Education  
Faith Formation**

**2018-2019**

**POLICY BOOK**



**St. Colette Religious Education**

17600 Newburgh Rd.

Livonia, MI 48152

**734-464-4435**

Fax : 734-464-1694

E-Mail: [religouised@stcolette.net](mailto:religouised@stcolette.net)

Website: [www.stcolette.net](http://www.stcolette.net)



## Rite of Christian Initiation of Adults (RCIA)

(RCIA) is a process for :

- Adults who have never been baptized but wish to be.
- Adults who have been baptized in another Christian denomination but wish to become Catholic.
- Adults who have been baptized in the Catholic Church but never confirmed or catechized.
- **Children** over the age of Seven (7) years who have never been baptized, or older students who have been baptized but never catechized and therefore delayed in the reception of other sacraments.

Sessions for Adults take place on Monday evenings from 7 to 8:30pm. Preparation for children will be arranged through Director of Religious Education. Please contact the Religious Education office if you plan to attend.

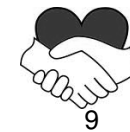


## Religious Education Commission

The St. Colette Religious Education Commission's purpose is to address the Christian educational and formational needs of the St. Colette community. The Commission includes nine at-large parishioners, a Parish Council representative, the Coordinator of Youth Ministry, and the Director of Religious Education. The Commission meets on the 1st Tuesday of the month (except July, August and December) from 7:00 – 8:30 p.m. in the Activities Center Library.

If you have a concern you wish to bring to the Commission, please call the Commission Chairperson 10 days in advance to be placed on the agenda.

If you are interested in becoming a member of the Education Commission, please contact the Director of Religious Education.



## Preparation for Sacraments



As Catholic Christians, we journey to God through the sacraments. As such we prepare the children in our program for full initiation: Baptism, Confirmation and Eucharist. These programs are family-centered which means that a parent attends sessions for the preparation with their child.

To accomplish this, preparation for the sacraments takes place in a series of sessions conducted outside of the regular class time. In grade 2, there will be three sessions scheduled, two that the parents must attend with their child. The celebration of this sacrament—or “First Communion” will take place in April/ May at weekend Masses.

We prepare students in grade 4 for the sacrament of Reconciliation in two parent/child sessions that concludes with a group celebration of the sacrament in January/February.

Students in grades 7 and 8 prepare for the sacrament of Confirmation. In addition to the Parent-Candidate sessions, students are required to attend a retreat, complete service activities and must write a letter of intent. Reception of the Sacrament of Confirmation is arranged for the late fall of the 9th grade year and is scheduled by the Archbishop’s office.

**IMPORTANT: Any changes in information such as phone number, email or home address must be communicated to our office as soon as possible.**

Students who need to prepare for sacraments out of grade level will meet with the Director of Religious Education to complete a personalized schedule to do so.

There is no fee to prepare for a sacrament. Fees listed cover only the cost of books, materials and/or retreats.

Dear Family,

**WELCOME** to the St. Colette Religious Education program for 2018-2019! We hope to provide an environment in which the “Good News” of Jesus Christ and the teachings of the Catholic Church are not merely taught but truly lived out in front of the students. Our faith teaches us that Christianity is more than doctrines to be learned, rules to be followed or prayers to be memorized—Christianity is a way of life and we would like to provide for each child entrusted into our care opportunities to grow in God’s grace and the way of life in faith.

All good religious formation programs are based in an understanding that we must work in *partnership* with our parents. Parish programs supply *supplements* to the teachings and practices that occur in the home. Together, home and parish, we create a strong structure of introducing children to Christ, His Church and a value system that will sustain them throughout their lives. As your partner, we the parish promise to guide your children through high quality, developmentally appropriate instruction and to provide first-rate experiences in our Catholic Christian tradition. Through systematic and regular evaluation our goal is excellence so that your children receive the best we have to offer.

That said, research and experience informs us that there is nothing the parish can do or provide that can be matched to ***faith being practiced and made a priority in the home***. Weekly attendance at Mass, helping your children learn prayers and at-home seasonal family practices during Advent/Christmas, Lent/Easter and throughout the year will ALWAYS have a greater impact on your children than anything we can do in a classroom. Ultimately, it is not what we say, but what YOU DO that counts the most.

The staff in the Religious Education Office is here to serve. If you have any questions, comments or concerns, do not hesitate to contact any one of us. Together with our pastor, Fr. Gary Michalik and all of the St. Colette staff, we look forward to serving you and your family.

Theresa Lisiecki  
Director

Sera Lewan  
Coordinator

Suzanne Sims  
Registrar

Aileen Picano  
Secretary

## Parish Mission Statement

*We, the family of St. Colette, under the guidance of the Holy Spirit, are dedicated to celebrating the Good News of Jesus Christ through worship, education, fellowship and service to others.*

### Office Hours:

**Monday – Wednesday** 9 am until Noon and 1:00 p.m. - 5:00 p.m.

*\*Office Hours are extended past 5:00 p.m. on nights we have Catechism in the building.*

*\*Academic Year: Tuesday until 8pm; and June PM SCAP until 9pm*

### Tuition Schedule (per family):

\$ 100.00 - Active parishioners

**In Parish Tuition for Active Families** is determined by two things: Registered in our parish as members for at least three (3) months and regular use of envelopes.

*For further information on this matter, please contact the Director of Religious Education at (734) 464-4435 or [dre@stcolette.net](mailto:dre@stcolette.net).*

The programming provided for our children is based on strong religious curriculum and supported through the time, talent and financial commitment of our parishioners. Tuition and fees are required to supplement the financial investment of our generous parishioners.

### Materials Fee (per child):

Traditional \$35.00 each  
SCAP \$35.00 each

### Sacramental fees (per child):

Eucharist \$30.00  
Reconciliation \$20.00  
Confirmation \$50.00

### Registration Policy:

A valid baptismal certificate must be presented at the time of registration. If you do not have one, your registration will be pending until verification is received.

Previous year's tuition must be paid in full before current year registration can be processed. If you are in need of tuition assistance, please contact our Director, Theresa Lisiecki.

**IMPORTANT: Any changes in information such as phone number, email or home address must be communicated to our office as soon as possible.**

## Summer Catechetical Alternative Program (SCAP)

This program is for children in grades 1 through 8. Children attend classes for two weeks, Monday through Thursday and then again Monday through Thursday. SCAP is offered in the morning **or** evening—children are registered for one of the following sessions:

**Evening (June) – 5:30pm to 9:00pm**

**Morning (July) – 9:00am to 12:30pm**

The program's format incorporates a variety of learning techniques. It is designed to reinforce the child's faith learning experience through art, music, audio-visual, and traditional classroom experiences. The texts for this program are *Sadlier's We Believe*. The curriculum is completely compatible with the four pillars of the Catechism of the Catholic Church and in compliance with the guidelines as set forth by the Archdiocese of Detroit.

### SCAP Class Placement Requests

We will make every effort to accommodate requests to have your child placed in a class with another student or family member. These requests must be made at the time of registration.

Please be aware that the Director of Religious Education reserves the right to separate students into different same level classes should their combined presence become too disruptive. There will be no changes after the designated deadline date.

## Adult Education

There are ongoing opportunities for adults to continue their own faith formation in the form of scripture study, seasonal programs, discussion groups, a book club, and guest speakers.

*Watch the bulletin and our website for details!*



**Policies and Important Information**

**About Our Programs**

At Baptism, you as parents accepted the responsibility of training your children in the practice of their faith. The community, in return, promises to assist you in this duty as Christian parents. Because of busy schedules and diverse needs, St. Colette Church offers multiple religious education programs for children in grades one through eight.

**Traditional Religious Education Program (TRAD)**

**CLASS DAYS & TIMES**

**Tuesday: Elementary & Junior High 5:45 pm - 7:45 pm**

**Grades One through Six**

Grades 1 through 6 uses the text series, *We Believe*, which presents the basic teachings of the Catholic Church to the children in an age-appropriate format. Each grade focuses study on a particular aspect of the faith life of the Church, including Trinity, Sacraments, Church, Morality, Scripture, and Prayer. The curriculum of *We Believe* is completely compatible with the four pillars of the Catechism of the Catholic Church and in compliance with the guidelines as set forth by the Archdiocese of Detroit. Students at this grade level also participate in a faith-based craft of Bible time on alternating weeks.

**Grades Seven and Eight**

Students in the 7th and 8th grades continue studies in the *We Believe* series. Our students move through a two step Confirmation prep beginning in the seventh grade with studies on the person of Jesus Christ. Eighth grade moves into a conversation focusing on what it means to be a member of the Catholic faith community. Families are invited in the fall of the Seventh grade year to prepare for the reception of the Sacrament of Confirmation. Seventh and Eighth graders are also invited throughout the year to be involved in parish Christian Service projects.

Junior High students are invited to attend our Junior High Youth Group as well as events planned through Catholic Youth Trek—a junior high youth ministry. Information about these opportunities and registration forms will be sent via email or to your child’s classroom.

**Protecting God’s Children:**

St. Colette’s Religious Education Program adheres to Archdiocesan policies relating to creating safe environments for our children. All adult volunteers are required to submit permission for a Criminal History Background Check before beginning their duties and attend a “Protecting God’s Children” workshop within the first six months of volunteering.

Teens are required to sign a Background Certification form disclosing any misdemeanor or felony convictions and are also required to attend an age appropriate workshop entitled, “Called to Serve.” It is our intention to provide the safest environment possible for our young people. We are grateful to our volunteers who partner with us in these efforts.

Lack of compliance by any volunteer will result in termination of services.

**Attendance:**

Regular attendance is critical to our children’s faith formation and understanding of the teachings of the Church. Missing a class means missing important information creating holes in understanding the faith. All students missing classes **MUST** make up lessons missed.

- Parents are asked to call the office if their child will not be attending class.
- If a child does not arrive at class and the office has not been notified of their absence by the parent, we will call the child’s home to ensure the parent is aware that the child is not on property.
- Work missed while absent will be sent home and it is the responsibility of the student, with their parent’s help, to complete and return it to class.

SCAP—Because missing one day means missing three lessons, parents should make every possible arrangement so that attendance at SCAP during all 8 days is a priority.

**Tardiness:**

Parents are asked to make every effort to get their children to class on time. It is very distracting for the Catechist and other students when children walk in after class has begun, not to mention confusing your student who has missed the first part of the lesson. (*Please see pages 6 & 7 for class times.*) Students will be considered tardy if they report ten (10) minutes past start time. Families with consistent absences and/or tardies will be addressed by the Director of Religious Education.

## Policies and Important Information

### Cancellation of Classes:

If the Livonia Public Schools are closed or close during the day **due to weather conditions only** - St. Colette classes will also be cancelled.

If dangerous weather should occur in the course of the day which brings with it the need to cancel classes, please be aware that our primary course of informing families is through email. Please make sure the Religious Education Office is updated on your current email address should it change.

**IMPORTANT: Any changes in information such as phone number, email or home address must be communicated to our office as soon as possible.**

### Medications:

The Religious Education office is not responsible for dispensing medication to children. If a child brings medication for self-administration to class, such as an epi-pen, the office **must** be notified in advance with a copy of the directions on how to administer the medication.

Children who need inhalers are permitted to bring them, and no advance notice to the office is required. However, if a child is experiencing difficulties and must use the inhaler, the child should inform his/her catechist or aide, who will inform the Session Supervisor immediately. Also, children with severe allergies that require an epi-pen must notify the office.

### Drop-Off and Pick-Up Procedures:

**Grades 1 – 6:** Parents of children in grades first through sixth, you may do a curb side drop-off *or* you may walk your child to his or her classroom. **At no time should they cross the parking lot alone.** Pick-up is in his or her classroom: it is eye to eye dismissal only.

**Grades 7 – 8:** Parents of children in grades seventh and eighth do not require parent supervision during drop-off or pick-up. However, we do expect appropriate behavior as they move to and from the parking lot and building.

### Early Dismissal:

If your child must leave class early, a parent **MUST** come into the building and sign their child out at the Session Supervisor's desk. The Session Supervisor will then collect the child from the classroom escorting the child back to the parent who has arrived to pick them up. This procedure applies whether or not the child presents a note in advance to the catechist.

## Policies and Important Information

### Non-Custodial Parents:

If a court order exists specifying that a child is not to be released to a non-custodial parent, it is the responsibility of the custodial parent to provide the Religious Education office with an official copy of the court order.

### Changes to Transportation:

Please advise your child never to walk home or accept a ride from a neighbor or friend unless the parent/guardian notifies the office in advance.

### Children Left at the Parish After Session's End:

Students not picked up within ten minutes after dismissal time will be brought to the Religious Education office. Staff will contact the child's family or emergency contact.

### Guests in Classrooms:

Parents are always welcome to sit in on classes. We ask that you please notify the office prior to attending the class. Students may not invite guests (other than parents) to class, unless first clearing it with the teacher **AND** the Religious Education office staff.

### Emergency Information:

Every family must complete the emergency information section of the registration form. It is the parent's responsibility to inform the Religious Education office of any changes during the year that would be pertinent to informing a family of an emergency.

**IMPORTANT: Any changes in information such as phone number, email or home address must be communicated to our office as soon as possible.**

### Student Behavior:

We expect all students to be on their best behavior. It is essential that students show reverence and respect for the Catechist, one another and the building—especially the worship area. Students who exhibit unacceptable behavior may be removed from the classroom at the discretion of the Director.