



# Rules and Regulations Handbook 2023 – 2024

St. Ferdinand Catholic Church  
5900 West Barry Ave.,  
Chicago, IL 60634  
Tel. (733) 622 5900

**Religious Education office: 773 – 622 3022 ext. 365**

# Welcome to Religious Education 2023-2024

*"You are educators because you are parents."*

*Pope John Paul II, 1994 Letter to Families*

*Welcome Parents!*

*We are pleased that you have chosen to enroll your child in our program. The St. Ferdinand Religious Education Program is ready to serve and assist you in your parenting role of sharing Catholic faith with your children.*

*Religious Education classes alone cannot instill faith in your child, nor is it the purpose of this program to do so. A program of this nature is meant to SUPPORT and NURTURE the faith that you share with your child in the home. When your child was baptized, the Church community promised to assist you in the responsibility of being the vital link between your child and our God. We can assist you in bringing your child to our faith by providing formal catechetical instruction, by modeling a Christian lifestyle, and by leading your child to experiences of faith in sacramental celebrations and stewardship. But the values and attitudes established in your home actually define the faith of your child. Your child is being formed by YOUR FAITH, the faith which you live in your home.*

*St. Ferdinand catechists take the commitment to work with you seriously. We will pray with you and for you, as together we share responsibility for the spiritual development of each child. We rely on your support in our effort to pass on Catholic tradition and values to your children.*

*May God guide and bless all of us on our journey of faith.*

**Mrs. Beata Bosak**

**Director of Religious Education & Lifelong Faith Formation**



## **RELIGIOUS EDUCATION OFFICE HOURS**

**September through May**

**Sunday mornings from 9:00 AM to 11:15 AM when classes are in session**

Contact:

**Mrs. Beata Bosak, DRE LFC:**

**Tel. 773 – 622 3022 ext. 365**

## **Mass Attendance**

Every Catholic child or adult is bound under pain of serious sin to hear Mass on Sunday (or Saturday Evening) and on Holy Days of Obligation. A special place is reserved for all children to attend in a body on Sundays when classes are held. **Parents must come for the Family Mass at 11:30AM** to show them support. **Please make sure to prioritize Mass attendance even on days when we do not meet for class. If your family attends Mass at another parish, you are required to communicate this to our Religious Education office.**

## Registration

Our program begins in September and ends in May of the following year.  
Registration is taken every year.

## Payment Plan:

- **Sacramental:**  
Sacramental fees for First Communion: **\$125 per child**  
Sacramental fees for Confirmation: **\$150 per child or \$250/for 2 students**  
**Sacramental Fees need to be paid by the end of October 2023**
- **Tuition:**  
RE tuition payments help to cover the cost of books and operating our program. Tuition rates are adjusted annually to help to meet our increasing costs. **Tuition must be paid up by the end of October - unless other arrangements are made with the approval of the Director of Religious Education. No refunds will be allowed after the school year has already started.**

<b>One Child</b>	<b>Two children</b>	<b>Three or more children</b>
<b>\$180</b>	<b>\$250</b>	<b>\$320</b>

## Catechists

Our teachers in the Religious Education Program are called CATECHISTS. A catechist is “one who echoes the Word of God.” Our Catechists are all volunteers who freely share their time, talent and faith with the children of our parish. Please support them in prayer and offer your help any time they need assistance in the classroom throughout the coming year.

## Parent Participation

It is important for parents and Catechists to support and encourage each other. Catechists supplement, in a more formal way, the education in faith, which occurs informally in the home. Please be supportive of Religious Education in the following ways:

- Please check your child’s folder each week after class for weekly communications.
- Attend Mass with your child (children) on Sundays and Holy days and receive the Sacraments of Eucharist and Reconciliation (Confession) frequently. Your example speaks volumes.
- Join your child in participating in the service opportunities offered in the parish and in his/her REP class.
- Show an interest in the activities happening in your child’s class. Invest a few minutes to review the material your child covered while in class and to check for homework assignments that need to be completed and turned in on time.
- Pray with your child and encourage your children to pray daily.
- Make an effort to introduce yourself to your child’s Catechist and stay in contact throughout the school year. Communicate any concerns you may have with how your child is doing and also let them know when everything is going great.
- **Call the REP Office (773 – 622 3022 ext. 365) if your child will be absent from a class.**

## Communication

Communication between the parent, student, Catechist and the Religious Education Office is vital to the success of the program. In addition to the Sunday bulletin and Parish website ([www.stferdinandchurch.com](http://www.stferdinandchurch.com)), special notes may be distributed during class time. Always ask your child for any correspondence and notes or look in their folder. Please notify The REP Office if you have a change of address or telephone number. Please feel free to visit, write or call the REP Office at any time to express any questions, concerns or needs.

We ask parents wishing to contact a Catechist to call the REP Office at 773 – 622 3022 ext.365 to leave a message for them. Home phone numbers are not given out without the Catechist's permission.

## Weekly Checklist

Each student is asked to bring the following supplies to class each week:

**Two-pocket folder - provided**

**Textbook - provided**

**Notebook – not provided**

**Pencil or pen – not provided**

## Homework

Occasionally, a homework assignment may be given by the Catechist, especially in the upper grades. These assignments will serve as an extension of the lesson covered in class. Your support in sharing our Christian faith and helping your child complete these activities is appreciated.

## Student Evaluations

Evaluations will take place twice a year. The evaluations will be recorded and sent to parents in January and May. These reports indicate how successfully certain goals are being met by the students. They are not meant as an evaluation of your child's personal faith.

## Arrival and Dismissal

Students should arrive no more than 10 minutes prior to the start of class. Class begins at 9:30 AM in the class room. Parents are expected to pick up their child/ren promptly after the conclusion of class, after 11:30AM Mass, which is at 12:30PM from the church. Parents are required to sign out their child/ren with the Catechist at dismissal. If a child needs to leave class early, the parents should communicate this to the catechist either in person or by note. Please be prompt in picking up your child after class ends. If you are delayed, your child/ren will be brought to the REP Office. Please inform your child's catechist if someone other than the usual person will be picking up your child after class.

**Children should not be in the classrooms without an adult. Please reinforce to your children that they should not enter the classroom until the catechist is present. They should wait by their classroom or REP office.**

## Security Issues

In order to continue to provide a secure environment for the students, there will be limited access to the school building. During Mass the school doors and office will be locked.

## Attendance

It is important that students be regular and punctual in attendance.

**Please call the REP Office at 773 – 622 3022 ext. 365 to report your child’s absence.** Calls can be made on Sundays during class hours. If no one is in the office when you call, please leave your name, your child’s name, grade, and reason for absence on the voice mail. (We appreciate it if you would speak clearly and spell unusual last names.) If no call is received for a child prior to the beginning of class, the parents will be called.

**If a child misses more than five (5) class periods within the year without just cause, they will come up for review at the time that the third class is missed. Depending of the quality of their work and demonstrated learning as reviewed by the director and catechist, he/she may have to repeat the year due to the amount of time missed.**

## Tardiness / Early dismissal

Classes begin promptly at their scheduled time. Starting class time is: **Sundays 9:30AM in the School (first door entrance next to the chapel).**

Please respect the Catechists who have given so much of their time preparing each lesson, by arriving on time.

If your children will be arriving late for class, please notify the office at **773 – 622 3022 ext. 365**; otherwise parents may receive a phone call reporting the student absent. (This can cause confusion as to whether or not the student is in class or is missing.) A child/children can only be dismissed early if the classroom Catechist is informed by a parent or guardian.

## Discipline

Children are to conduct themselves in the school classrooms and building as good Catholic boys and girls. They should obey and respect the teachers and staff, maintain required silence and attention during the teacher’s preparation. Unruly, disobedient or disrespectful children will be subject to reprimand – or discharge. Parents are expected to support the school’s demand for good conduct. This also applies to behavior in Church at Mass. A conscious effort in resolving any substantial or ongoing problems will be addressed immediately within the classroom setting by the Catechist. Respectful behavior, representing the Christian ideals of our parish, is expected at all times. **Disrespectful language or behavior will not be tolerated.** Students will treat the property of St. Ferdinand School and Parish with respect.

Students should come to class dressed appropriately. All dress should speak in a manner of respect for self and others. Valuables, electronic items and toys are to be left at home.

Behavior problems in the classroom will first be handled by the Catechist. If the behavior problem persists, the Director, Catechist, parents and child (when appropriate) will be asked to become involved in correcting the situation.

## Snow / Emergency Closings

During the winter months, or any other unforeseen emergencies, such as bad weather, you will be notified by the REP office /catechist if classes are cancelled.

## Health Procedures

Students having any kind of contagious disease should not come to school until they have recovered and are not contagious to other students. Any student who comes to school with a contagious disease or exhibits symptoms of a contagious disease while in school, will be sent to the REP Office. A parent or guardian of the child will need to take the child home until he/she is well and no longer contagious. Religious Education staff and volunteers **cannot** maintain, administer, or supervise the taking of medication.

## Sacramental Preparation

The St. Ferdinand Community celebrates our unity by bringing the school and the Religious Education families

together for the celebrations of **First Reconciliation, First Eucharist and Confirmation**. A two-year consecutive preparation period is necessary for the celebration of these Sacraments.

- In Second grade, students receive the Sacrament of Reconciliation and First Holy Communion after 2 years of preparation. **Parents/guardians are required to attend a Parent Meeting in preparation for their children receiving these sacraments.**
- The sacrament of Confirmation is received by eighth grade after 2 years of preparation. **Parents/guardians and students are required to attend Parent/Student Meetings. 40 service hours (20 in 7<sup>th</sup> grade and 20 in 8<sup>th</sup> grade)** are required for Confirmation students as part of their preparation for the sacrament.
- St. Ferdinand Religious Education Program also offers special Sacramental preparation classes for students. Students receive the sacrament of Reconciliation, First Holy Communion and Confirmation after 2 years of preparation.

Parents are expected to participate in their child’s sacramental preparation. Parent meetings are held to better prepare their child/ren for the sacred Sacraments. **If parents/guardians do not attend these mandatory Parent Meetings, their children will not receive the sacrament for which they were preparing.** Fees are required for all sacraments and are non-refundable. This information will be provided at the Parent Meetings.

### **Photographs: Use and Publication**

We will frequently take pictures of student activities for publication on the St. Ferdinand Parish website under the Religious Education section. Before these pictures can be published, we must have an authorization on file for each student pictured. Parent permission for photo publication of students is attached to this handbook. Please sign and return it to the REP Office by the end of September.



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### **PHOTO PERMISSION FORM**

Please check and sign below:

\_\_\_\_\_ My child’s photo **MAY BE** published in any format including group or individual photos.

\_\_\_\_\_ My child’s photo **MAY NOT BE** published in any format including group or individual photos.

Printed Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Printed Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Printed Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Printed Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signed Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_