

Religious  
Education  
Parent  
Handbook

August 14

2017

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❖ Little Flower Catholic Church. 1805 Pierce Street. Hollywood,  
FL 33020. Telephone (954) 922-3517

Office of  
Religious  
Education

# Little Flower Catholic Church

## Religious Education Guide for Parents



### Mission of Religious Education Program at Little Flower Catholic Church

The religious education program at Little Flower is available to assist parents in religious education of their children. The parish program supplements and reinforces what is learned at home. Our goal is to provide children with an understanding and appreciation of the Church's teachings and practices and to build a framework for applying that faith to their own lives. Parents lay the foundation for this work by the examples they set in everyday life, through their growing faith, and through active participation in the faith development of their children.

### Objectives:

- To assist parents in the religious education of their children by providing catechesis for students in grades First through Junior High focused on the basic tenets of the Catholic Faith as defined by the Catechism of the Catholic Church and the Office of Catechesis of the Archdioceses of Miami.
- All our guidelines are in conformity with the Archdiocesan Office of Catechesis Parish Guidelines Handbook approved on July 2015
- To support parents as they promote and encourage Catholic attitudes, values and practices in their children.
- To provide opportunities for the reception and celebration of the Sacraments.
- To provide an atmosphere of enthusiasm, acceptance and comfort for the youth of our parish, where Catholic doctrine, moral and spiritual issues can be discussed.
- No person on the grounds of race, color, or national origin is excluded or otherwise subjected to discrimination in receiving services at the religious education program.

*“Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate...”*

*~ On the Christian Family in the World, Pope John Paul II*

## Attendance

### Classes are offered:

Tuesday, 4:30pm-5:30pm (Grades 1<sup>st</sup>, though 8<sup>th</sup>)

Regular attendance is essential. Please make a commitment to regular attendance and call your child's catechist or the Director of Religious Education (DRE) if **your child will be missing 3 or more classes in a row. We will make every effort to assist you and your child in making up lost work.**

Student will not be release early without the knowledge of the parent/guardian; the Director of Religious Education will release the child only to the person who has placed the child in the religious education program. Any other person seeking the release of the child must have approval of the parent with legal custody which ordinarily shall be in writing.

*Late arrivals are discouraged as they are disruptive to the class. Parents/guardians, please make a conscious effort to get your child to class before the start time of 4:30 pm.*

**Each student is expected to bring their Religious Education workbook, pen or pencil to class each week.**

Religious Education does not take the place of regular Mass attendance. Students should attend weekly Mass with their family.

## Initiation of Sacraments

The Religious Education program at Little Flower offers preparation for First Reconciliation, First Communion, and Confirmation.

RCIA classes are also available for children who have not been baptized, are converting to the Catholic faith, or did not receive Reconciliation/First Communion in second grade. Please contact the DRE for more information.

- **Two years of Sacramental formation (in either a parish program or a parochial school) prior to the reception of a sacrament is required.**
- Enroll your child on 1st and 2nd grade in order to receive sacraments of Reconciliation and First Communion
- After the First Communion your child should continue their CCD (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Grade to guarantee a complete formation and prepare for the Confirmation.
- 2 years of sacramental formation classes, including High School students (9<sup>th</sup> and 10<sup>th</sup> or 10<sup>th</sup> and 11<sup>th</sup>) plus Confirmation series in order to receive sacrament of Confirmation

**Faithful attendance to Mass and regular attendance to classes is expected.**

## **Discipline Policy**

Our catechists are dedicated and have been called to this ministry out of a love for children and a desire to pass on the Catholic faith. They make a weekly commitment to provide a welcoming and engaging environment for their students with age appropriate curriculum and activities.

In return, students are expected to:

- respect their teachers/catechists, class visitors and each other
- actively participate in class
- show appropriate reverence for the subject matter

*Discipline problems will be approached in a firm, but caring manner.*

If a student is continually disruptive during class, the parents will be notified so that the issue can be discussed and a mutual agreement can be reached.

For example, a parent may be asked to come to class with their child until the behavior is corrected.

## **Special Needs**

Special needs including physical disabilities, allergies, and language and learning barriers, should be discussed with the DRE and the classroom catechists. We will make every effort to assist in addressing special needs in the best way possible. Please contact the DRE if you desire to discuss an IEP for your child.

The Little Flower Religious Education office follows NCPD (National Catholic Partnership on Disability) guidelines along with the Archdioceses of Miami in regards to the celebration of Sacraments and programming. We offer several models of access and inclusion for those with special needs.

## **Curriculum**

The textbooks for grades 1<sup>st</sup> thru 8<sup>th</sup> grade are entitled 'Finding God' from Loyola Press

All texts are on the USCCB conformity list. Parents are welcome to visit and /or assist with classes at any time as long they have the VIRTUS Training offered by the Parish or the Archdioceses of Miami.

All students in grades 6 to 8 are strongly encouraged to have a copy of the Catholic Youth Bible or the one provide at their classrooms.

It can be purchased in the office for \$17.00 (Please notify the DRE if this is a problem. The church will provide one with a deposit of \$17.00 for you.)

## Home Schooling

If you choose to home school for religious education you must notify the DRE, particularly if you want your work to count towards the 2 year sacramental formation requirement for the Sacrament of Reconciliation, First Communion and Confirmation.

In addition, the curriculum used must be currently listed on the conformity list approved by the United States Conference of Catholic Bishops, and/or the Office of Catechesis of the Archdioceses of Miami; and the Religious Education Program of Little Flower Religious Education Division. Textbooks are available from the Director of Religious Education.

However, during a sacramental year (usually 2nd grade for Reconciliation and First Communion and 8th or 11th grade for Confirmation) the student candidate must be enrolled in a parish process of preparation for the reception of sacraments in which children from the Catholic schools, home schools, and the parish catechetical program are united within their parish community.

## Parent Involvement

The Document on Education from the Second Vatican Council states, “Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate...”

The Religious Education program is in place to assist parents in this task. Parents need to ensure that children attend classes regularly and *follow the arrival and dismissal safety rules*.

The success of this program lies not only in the commitment of our volunteer Catechists, but in the participation of parents. We are fortunate to have a caring, talented and active parish community. The Religious Education program can use your help! As always, parents are encouraged to continue teaching by example.

- Consider attending one of the adult faith formation & enrichment classes which are offered through RCIA in our Parish and the Catechetical Leader Formation in Diocese.
- Volunteer to serve as a substitute teacher or aide.
- Consider serving on the Education Committee.
- Participate in family events at our Parish.
- Participate as a family in service to the community-Interfaith Hospitality, Community Kitchen, etc...

- Provide the DRE and catechists with suggestions and input. Please do not hesitate to call about any concerns you may have.

*And most importantly...Pray for our children and Catechists*

There are also additional educational resources available to parish families, including books, audio tapes and videos, in the office.

Questions or concerns please contact:

Sr. María Elena Larrea, OSF, M.D., B.S. Administration.

Director of Religious Education

(954) 922-3517

[rliousedlittleflowerhwd@gmail.com](mailto:rliousedlittleflowerhwd@gmail.com)

## SACRAMENTS

**Our Religious Education Program and our Parish follow the Sacramental Guidelines for Initiation of Children from the Archdiocese of Miami** *(For more detail please contact the Director of Religious Education)*

### Baptism:



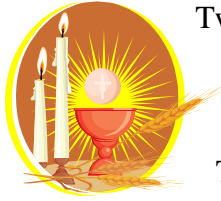
Infant Baptism, please call the main parish office at 954-922-3517.

Children who are 5 year old or older require minimum one year formation if it is involve in the Religious Education Program.



For adults and children age 7 and up, please contact the Office of Religious Education for more information about RCIA and RCIA adapted for Children at 954.922-3517

## First Communion



Two years of formal religious education instruction (including sacramental year) are generally required directly prior to the reception of a sacrament. Regular class and Mass attendance is expected.

To enroll:

Read and return the completed portions along with \$150.00 fee.

Welcome -2nd Grade Sacramental Prep Programs.

First Reconciliation/First Eucharist Parent Meeting

Tour of the Church

First Penance

First Eucharist (First Communion)

\*If you are not already registered in the Religious Education program please also fill out a new student registration form.

## Confirmation



Rising 7th graders are invited to participate in the Little Flower Confirmation program. We begin in October of each year. The program consists of 28 sessions and 3 evening sessions (held Sunday evenings, from 6-8pm, dinner included) and one retreat day. Weekly Mass attendance is expected. Our program follows the

Archdioceses of Miami Guidelines approved on August, 2014.

See our Confirmation Calendar and Program Details such as:

Parent/Student Meeting

Parent/Sponsor Meeting

Tour of the Church

To enroll:

Complete the Sacramental Registry Form. Return along with \$150.00 fee (this may be waived or reduced if needed).

\*If you are not already registered in the Religious Education program please also fill out a new student registration form.

## Health Concerns

Health concern should be brought to the attention of the Religious Education Office during registration. Regarding medication, the usual policy is **NOT** administering any medication to student during the one hour period of religious instruction. Arrangements can be made if there is a special need to make an exception to this policy with the proper medical requests.

## Protecting God's Children's Policies



“Recognizing that each individual is created by God, the Archdioceses of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of safe environment. The Archdiocese does not tolerate abuse or neglect of anyone. It will comply with all obligations of civil and canon law; it will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any abuse of minors or vulnerable adults with firm justice and mercy towards all.” (*Archdiocesan Policy*)

We follow the Diocesan policy, and pursuant to state law, we are requiring to report suspected child abuse to the proper authorities and the Pastor. Any Catechist or DRE who has been notified, or know, or have reasonable cause to suspect, that a child or vulnerable adult has been a victim of sexual abuse, shall immediately make any report required by law to the Department of Children and Families (DCF).

All the children according to the Office of Safe Environment will be educating on the safety program according with the Archdioceses of Miami Safe Environment Program twice a year

## Harassment

“The Archdiocese of Miami and Little Flower Catholic Church religious education programs are committed to providing a safe, Christian, healthy and respectful environment that is free of discrimination. In keeping with this commitment, our parish will not tolerate harassment of employee or volunteers or student occurring in the religious education program or at religious education program-sponsored events.

Harassment consists of unwelcome conduct, whether verbal, physical, and/or visual, that is based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status or other protected group status. The Archdioceses religious education programs will not tolerate harassing conduct



that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment." [Cooperation with Legal Authorities of the Archdioceses]

## **Anti-bullying Policy**

We follow the Archdioceses Anti-bullying Policy. See DRE for more information

## **Communication:**

At Little Flower Church we are here to serve the Religious Education needs of our children, youth, and adults. If you have any questions, comments, or suggestions please feel free to share them with your child's catechist or call the Religious Education Office or email to the director of Religious Education at [rligiouslylittleflowerhwd@gmail.com](mailto:rligiouslylittleflowerhwd@gmail.com)

## **Arrival and Dismissal:**

Grades 1-8

**The North Parking Lot is the drop off point for student.** If you have only one child in the Program and they are in Grades 1-5 you are responsible for bringing them into the school and escorting them to their Catechist in the child assigned classroom.

At dismissal time your child will be released to you by their Catechist. Parent will only be allowed to go to the classroom if they need to speak with the Catechist.

**No parents are allowed to go to the classroom**

**if the Catechist has not arrived at their rooms.**

Students in Grades 6, 7 and 8, will be allowed to be dropped off by their parents at the North Parking Lot.

**All the Children needs to be pick up on time. NO CHILDREN COULD BE DROP OF OR PICK UP BY TAXI OR UBBER. ONLY THEIR PARENT CAN PICK THEM UP**

# PARENT ACKNOWLEDGEMENT FORM

Please tear out the last page of this handbook and give it to your child's Catechist.

Dear Parents,

This is your copy of the Rules and Regulation Handbook for Little Flower Catholic Church Parish Religious Education Program

In order that you might better understand that philosophy and requirements of Little Flower Parish Religious Education Program; it is important that you thoroughly read this handbook.

**Please sign and return the last page to the office or the Director of Religious Education.**



*"I will let fall from Heaven a Shower of Roses" –St. Therese*

## PARENT ACKNOWLEDGEMENT FORM

This is to acknowledge that I/We have received the Little Flower Parish Religious Education Handbook. I/We understand and agree to cooperate with the parish and archdioceses policies set forth in the handbook in order for us understand better the philosophy and requirements.

**PLEASE PRINT**

**Names of your Children Attending Religious Education Classes**

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Mother's/guardian Signature

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Date

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Father's/guardian Signature

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Date