

Religious  
Education  
Parent  
Handbook

2018

---

❖ 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 Statement:**

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*

## **Religious Education Office & Parish Contacts**

Little Flower Catholic Church  
1805 Pierce Street  
Hollywood, FL 33020

**Phone:** (954) 922-3517  
**Email:** [littleflower\\_hwd@hotmail.com](mailto:littleflower_hwd@hotmail.com)  
**Web:** [www.littleflowerhollywood.org](http://www.littleflowerhollywood.org)

**Parish Office Hours:** Tuesday through Friday from 9:00 am – 4:00 pm

**Pastor:** Reverend Thomas O'Dwyer

**Priests:** Reverend Pierre Charles & Reverend Juan Antonio Tupiza

**Deacon:** William Watkins

### **Parish Mass Schedule:**

**Weekday:** Monday through Friday at 7:00 am & 8:30 am in the Chapel of the Roses  
Saturday at 8:30 am in the Chapel of the Roses

**Weekend:** Saturday Vigil at 4:00 pm in the main church  
Sunday at 7:30 am, 9:30 am, 11:00 am & 5:30 pm in the main church  
Mass in Spanish at 12:30 pm in the main church  
Mass in French (Nov. 12<sup>th</sup> through Easter) at 7:00 pm in the main church

### **Religious Education Program Staff:**

**Rosalie Modzelewski**, Co-Coordinator of Religious Education

**Carolina Kleber**, Co-Coordinator of Religious Education

**Office:** (954) 922-3517

**Email:** [rligiousedlittleflowerhwd@gmail.com](mailto:rligiousedlittleflowerhwd@gmail.com)

## Curriculum

Little Flower utilizes Finding God, by Loyola Press, for grades 1<sup>st</sup> through 8<sup>th</sup>. This curriculum presents the authentic teachings of the Catholic Church through active-learning techniques that allow children to participate, learn, and grow in faith and discipleship. Rooted in Ignatian spirituality, the Finding God program engages the whole child—mind, heart, body, and soul—uniquely guiding children to practice prayer and reflection, to explore scripture, and to find God in all things.

Supplementary materials include: Dynamic Catholic “Blessed” for First Reconciliation and Communion and “Decision Point” for Confirmation. All texts & supplemental materials are on the USCCB conformity list as required by the Archdiocese of Miami.

Copies of all texts and materials are available for parent review.

Families are strongly encouraged to have a copy of the New American Catholic Bible and the Catholic Prayer for Catholic Families book in their homes. Contact the Religious Education office to purchase.

## 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 Coordinator of Religious Education*)

**Additional information will be given to the families who have children receiving the sacraments (Important dates, forms, requirements, etc.)**

### **Baptism:**

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

For adults and children over the age of 7, please contact the Office of Religious Education for more information about receiving the sacrament.

### **Penance / First Reconciliation**

Every child, prior to reception of First Communion, will receive basic catechesis for the Sacrament of Penance. The concepts of redemption, sin, healing, and love are introduced and reinforced to the children.

## **Eucharist / First Communion**

Catechesis for the Eucharist is an ongoing process, where each Christian is called to deepen his or her own knowledge of the Lord's presence in this unique sacrament. It is the parents', the community's and the pastor's responsibility to see to it that such catechesis continues as a life-long process.

- Two (2) years of preparation are required to receive the Sacrament of First Reconciliation and First Communion.
- After First Communion your child should continue their religious education (3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>) to guarantee a complete formation and prepare for the Confirmation.

Parents are expected to be actively involved in this process.

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

## **Confirmation**

Baptism, the Eucharist, and the sacrament of Confirmation together constitute the "Sacraments of Christian Initiation". The reception of the sacrament of confirmation is necessary for the completion of baptismal grace. For "by the sacrament of confirmation, the baptized are more perfectly bound to the Church and are enriched with a special strength of the Holy Spirit.

The preparation for the sacrament not only will cover general catechesis and doctrine, it will also foster the importance of Christian service which is the duty of all Christians, and the will aid in the development of Christian moral conduct.

- Three (3) years of preparation are required to receive the Sacrament of Confirmation.

Parents and Sponsors need to be deeply involved in the preparation of the child for Confirmation.

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

## **Rite of Christina Initiation for Adults (RCIA)**

Any adult who has not received the sacraments of Baptism, Reconciliation, First Communion and/or Confirmation and is interested in learning more about their faith, please contact our office (954) 922-3517 for more information.

## Attendance

Classes are held on Tuesdays from 4:30pm-5:30pm in the school building on the North side of the parish. Please refer to the religious education calendar for any changes.

Regular attendance is **essential**. If your child is absent or ill, please call or email the office so we may notify the catechist. Children should not miss more than five (5) classes throughout the year. If a child misses more than five (5) classes, they may be required to complete additional make-up work or they may have to repeat a sacramental preparation class. Please contact the office if there are any concerns about attendance. **We will make every effort to assist you and your child in making up lost work.**

Students will not be released early without prior written notification from the parent/guardian; the Coordinator 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 student workbook, pen or pencil to class each week.**

**NOTE:** Religious Education class does not take the place of regular Mass attendance. Students are expected to attend weekly Mass with their family. Each child will be given a box of church envelopes – these do not replace the envelopes that registered families receive from Little Flower Church. Monetary donations and/or prayer requests can be placed in the envelope. The envelopes are a good way to teach and reinforce prayer & stewardship.

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

## Arrival & Dismissal Procedures

It is important for the Religious Education program to have a safe and secure means of arrival and dismissal of our students.

Parents/Guardians are required to park their cars and personally drop-off and pick up their child(ren). We cannot and will not allow children to run to/from your vehicle unattended. Please arrive on time to pick up your child(ren) in an organized manner to avoid any harm and/or accidents.

Each class will have its own designated area for dismissal.

Children must be dropped off on the North side of the school parking lot.

**RAIN DISMISSAL:** In case of rain, we will dismiss on the South side of the school building. Each class will have a designated covered area to await being picked-up. Children will not be permitted to run to your car unattended.

## **Acceptable Behavior 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 issues 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.

## **Special Needs**

Special needs including physical disabilities, allergies, and language and learning barriers, should be discussed with the CRE and the classroom catechists. We will make every effort to assist in addressing special needs in the best way possible. Please contact our office 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.

## **Homeschool Families**

If you homeschool your family and are interested in participating in a religious education program, you must notify the Religious Education office.

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 our office.

Any questions regarding homeschooling and catechesis, please contact our office.

Children who are homeschooled must attend religious education classes during the sacramental preparation years for First Communion and Confirmation.

Homeschool families are to participate in all dimensions of the parish program for sacramental catechesis: catechetical instruction, liturgical celebrations, service, & spiritual as required by the parish.

## **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. 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. 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 service activities.
- Provide the CRE 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.

If interested in volunteering or have any questions, contact our office.

## 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 educated utilizing the safety program “Protecting God’s Children” according with the Archdioceses of Miami Safe Environment Program twice a year. Parents are able to opt out with receipt of a signed “Opt-Out” form.

## 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 the CRE 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 Coordinator of Religious Education at [rligiousedlittleflowerhwd@gmail.com](mailto:rligiousedlittleflowerhwd@gmail.com)

## **PARENT ACKNOWLEDGEMENT**

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 Coordinator 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**

### Name of Child(ren) & their Grade Attending Religious Education Classes

---

Name	Grade
------	-------

---

Name	Grade
------	-------

---

Name	Grade
------	-------

---

Name	Grade
------	-------

---

Mother's/guardian Signature

---

Date

---

Father's/guardian Signature

---

Date