

Saint Bede the Venerable Parish
RELIGIOUS EDUCATION PROGRAM
1053 Holland Road
Holland, PA 18966
(215) 357-2130
www.stbedeore.org

Pastor: **Monsignor John C. Marine**
Parochial Vicar: **Reverend Thomas D. O'Donald**

Director of Religious Education: **Ms. Carole Obrokta**
Email - cobrokta@st-bede.org

Administrative Assistant: **Mrs. Landra Cunningham**
Email - lcunningham@st-bede.org

This Handbook has been prepared to assist you and your child / children in their participation in the St. Bede the Venerable CCD/PREP program. **Please read it carefully, sign the parent form and refer to it as needed.**

For additional information please check our website: www.stbedeore.org

Your role as Catholic parents / guardians is surely one of the most sacred, challenging and wonderful vocations that the Lord entrusts to His people. You brought your child / children to be baptized thus providing the opportunity to begin life as a disciple of Jesus in the Church. As your child / children grow, you continue to nurture that spiritual life. You enable your child / children to live joyously in the Love of God made tangible by your own goodness and love. In the intimacy of family relationships, you teach the Catholic faith to your child / children every day by what you say and do - a profound and irreplaceable witness.

We in the Parish Religious Education Program (CCD), have also been given a sacred role by the Lord - that of Catechist for you child / children. We welcome the opportunity to assist you in teaching your child / children to walk in the ways of faith. We pledge all the resources of our program to helping your child / children to come to know and better understand the person of Jesus Christ who so loves him / her. We pledge to do all we can to help you instill Catholic beliefs and values so that your child / children may live in the joy of being Jesus' disciple.

Our experience has shown us that this is most effectively accomplished when the family and the parish work together. The parents / guardians place Jesus Christ and His teachings at the center of their family life - through Sunday Mass, family prayer, and daily life as disciples of Jesus. The

Religious Education Program teaches the Catholic life which the child / children live at home and experience in the Parish. The Parish supports and nurtures the parents / guardians and provides a "home-place" for the families to choose the Catholic way of life in a world that is increasingly lost without God and in need of the Truth that is Jesus.

We encourage your active participation in our program and welcome any time or talent you can share with us.

ON-LINE REGISTRATION AVAILABLE - INSTRUCTIONS ARE EMAILED TO ALL CCD PARENTS

Registration 2020 - 2021 catechetical year begins June 30, 2020

Since many sessions fill up quickly and **each class will have a maximum of 10 students**, it is recommended that you register as soon as possible.

Note: Tuition is waived for parents who volunteer as catechists.

Registration fees:

Discount = July	\$215.00 (1 child)	\$315.00 (2 children)	\$375.00 (3 children or more)
<u>After July 31</u>	<u>\$245.00 (1 child)</u>	<u>\$345.00 (2 children)</u>	<u>\$405.00 (3 children or more)</u>

Regular Tuition

TUITION IS NON-REFUNDABLE.

***A financial concern should not prevent a child from attending Religious Education classes.
If there is a financial challenge please contact the parish office for a financial aid packet.***

Sacramental Fees:

First Penance = \$15.00

First Communion = \$30.00

Confirmation = \$25.00

Note: Parent catechists are required to pay sacramental fees.

STUDENT MATERIALS

After your child/children are registered & tuition is paid - an email will be sent to notify you that your child/children's religion materials are ready for pick-up during the Office of Religious Education Summer hours: Monday - Friday (9:00 a.m. to 4:00 p.m.). **ALL MATERIALS MUST BE PICKED-UP BEFORE CCD BEGINS.**

Each child will receive:

- + St. Bede's Religious Education Tote Bag
- + Mask
- + Loyola Press grade level student text
- + Loyola Press grade level folder of black-line masters - to be submitted to the Office of Religious Education on or before May 5, 2021 in order to graduate to the next grade level
- + 2 Pencils, pack of crayons or colored pencils

Students will not share any materials - they must bring the above materials with them every week.

Note: Every effort will be taken to keep all students and catechists safe - we will follow all the guidelines set forth from the Bucks County Department of Health.

THE RELIGIOUS EDUCATION PROGRAM: **AN EIGHT - YEAR SEQUENTIAL PROGRAM**

The essential Religious Education Program is an eight-year sequence of formation beginning with grade level one (Pre-K & Kindergarten are optional) and continuing through grade level eight. All Catholic Children of St. Bede the Venerable Parish who are not attending Catholic schools are expected to follow this 8-year program. **Any grade level skipped will result in a delay of the administration of sacraments** (First Penance, First Communion & Confirmation). Since the number of classes and time for each class is limited (24 sessions, 90 minutes long, held between October and May) it is important that the children be present every week. Your child's religious education should be given priority over other activities. **Those students transferring from out-of-state or another parish in the Archdiocese of Philadelphia must have at least 2 full consecutive years of catechetical instruction before a sacrament is administered.**

SESSIONS INCLUDE:

Sunday = Pre-Kindergarten & Grades 1-8 (9:15 a.m. - 10:45 a.m.)

Sunday Evening = Grade 8 only (7:00 p.m. - 8:30 p.m.)

Monday Afternoon = Kindergarten & Grades 1-8 (4:30 p.m. - 6:00 p.m.)

Monday Evening = Grades 1-8 (6:30 p.m. - 8:00 p.m.)

Wednesday Afternoon = Grades 1-8 (4:30 p.m. - 6:00 p.m.)

Homeschooling = All Grade Levels - **Once the homeschooling model of instruction is chosen it will last the entire 2020 - 2021 catechetical year; a parent will not be able to transfer their child/children into a regular class.**

CATECHISTS

All of our catechists are volunteers. They are required both by the archdiocese and the parish to attend classes for "Protecting God's Children." There are also various enrichment courses available that the catechists are encouraged to attend. We are most grateful for their service and dedication.

Please consider volunteering as a catechist, a substitute or an aide.

All of our catechists are also required by the State of Pennsylvania to obtain a Pennsylvania State Police Criminal Background Check and a Pennsylvania Child Abuse History Clearance (on file in the Parish Office). CCD Staff and those catechists who have lived out-of-state in the past ten years are also required to submit to a Federal Fingerprint Background Check (FBI).

AIDES AND OFFICE HELP

In addition to catechists we are always in need of classroom aides, hall monitors and office help. We are truly grateful to the parents for sharing their time and talent in any way they can. Please inform the Religious Education office of the talents you wish to share.

HALL MONITORS

For the safety of the children, parent volunteers act as hall monitors during all CCD sessions. It is imperative that we have at least 4 monitors for each session. All volunteer hall monitors must fulfill the Safe Environment requirements.

PARKING LOT MONITORS

For the safety of the children, parent volunteers act as parking lot monitors before and after CCD. If you are unable to serve in this manner weekly, please consider making this a group effort with other parents. When picking up and dropping off your children, please drive slowly and follow the directions of the Parking Lot Monitors. Parking Lot Monitors must fulfill the Safe Environment requirements.

ARRIVAL

Please note: There is only one entrance for the arrival of CCD Students (*Front Chapel doors located directly under the church - both sides*) during all CCD sessions. All students must arrive on time. All students should report to their assigned table in the cafeteria for group prayer and instructions (**we will enforce "social distancing."**) Students will be escorted to their classroom by the catechist. No child should ever be in a classroom that is not supervised. After the cafeteria opening period (announcements & prayer) - all doors will be locked. **If parents arrive later than the start time of CCD, you should go directly to the front door of the school, ring the bell, the door will be unlocked for entrance - please report to the Religious Education Office - the child will be escorted to their classroom.**

DISMISSAL

Children will return to the cafeteria with their catechist and report to their assigned table. Any parents arriving to pick up their children should stand around the perimeter of the cafeteria. After final announcements and prayer, the students will be dismissed. Parents of children Pre-K to grade three need to go to their child's assigned table and meet with the catechist to pick up their children. Siblings (grade four and up) are also permitted to pick up their brothers and sisters in Pre-K to grade three. **THE PICK UP ENTRANCE DOORS ARE LOCATED ON BOTH SIDES OF THE CHAPEL DIRECTLY UNDER THE CHURCH.**

Older children (grades 4 - 8) will be instructed to exit through the cafeteria side door that leads to the parking lot in-between the church and school.

SWITCHING SESSIONS AND TIME PERIODS

Unfortunately, we will be unable to switch sessions or time periods this year (2020 - 2021) to accommodate any sports activities, doctor's appointments or personal activities that might occur during your child/children's CCD session - we must have a maximum of 10 students in each class - no exceptions.

EARLY DISMISSAL

In the event that your child must leave class early, the following procedure must be followed:

1. Please submit a signed note to the Office of Religious Education indicating the date, time of pick-up and reason.
2. An Office of Religious Education staff person will retrieve the student and escort them to the Office of Religious Education.
3. **The parent or guardian should go directly to the front door of the school, ring the bell, the door will be unlocked for entrance - report to the Office of Religious Education - the child / children will be waiting for you.**
4. **NO CHILD IS PERMITTED TO BE TAKEN DIRECTLY FROM THE CLASSROOM OR LEAVE THE BUILDING ALONE BEFORE DISMISSAL.**

ABSENCE

If a child is absent from CCD / PREP - the grade level catechist will record that absence on the class attendance sheet. **Only two absences are allowed during the 2020 - 2021 catechetical year in order to pass to the next grade level.**

If a child is absent, he/she is responsible for making up whatever work was missed - please refer to the curriculum guidelines. The child or his/her parents should consult the catechist about assigned homework. Absence is not an excuse for incomplete or late assignments.

In the event we are shut down and enter the "red phase" in Bucks County - All CCD students will move to the Homeschooling model of instruction in order to pass to the next grade level.

HOME-BASED CATECHESIS UNDER THE DIRECTION OF ST. BEDE THE VENERABLE OFFICE OF RELIGIOUS EDUCATION

Although home-based catechesis is a viable option, the words of St. (Pope) John Paul II must also be considered: *"Catechesis can be given anywhere, but I wish to stress . . . that the parish community must continue to be the prime mover."* (Catechesis Tradendae, no. 67)

Parents who choose to provide the religious instruction of **their own** child(ren) in **their home** must recognize that *"Catechesis must be complete and authentic. The bishop of the diocese, the pastor of the parish, the parents, and the children all have God-given responsibilities that must be respected in considering home-based catechesis . . . Parents / Guardians who choose . . . to be the primary catechist of their children must adhere to the guidelines for catechists as outlined by the diocesan bishop."* (National Directory for Catechesis, no. 61)

In the Archdiocese of Philadelphia - categories of a Catholic family who chooses home-based catechesis under normal conditions are:

1. Parents who choose to have **their own** child(ren) home-schooled for all academic subjects and choose to provide formal religious education in **their own home**, assuming the role of catechist for only **their own** child(ren).
2. Parents who send their child(ren) to public or private non-Catholic school and provide formal religious education in **their own home**, assuming the role of catechist for only **their own** child(ren).

The Archdiocese of Philadelphia does not recognize home-based catechesis of children in a home other than **their own**, and therefore, does not permit groups of children gathering for catechesis other than at the parish.

General Parish Guidelines for home-based catechesis:

1. Parent(s) / Guardian(s) will utilize the registration forms of St. Bede the Venerable Office of Religious Education, declare their option for home-based catechesis with a letter stating the reason for home-based catechesis for **their own** child / children and pay the tuition as specified on page 2. of this handbook.
2. Parent(s) / Guardian (s) will meet with the Director of Religious Education to receive a copy of the curriculum, catechist manual, student textbook, test sheets and activity sheets. A schedule will be provided for the submission of tests and activity sheets to the Office of Religious Education for review and placement in the child's permanent record/file.
3. Families providing home-based catechesis will be included in any informational mailings / emails pertaining to the parish religious education program.
4. Children and parents are **not excused** from Sacramental Preparation Seminars for First Penance, First Eucharist and Confirmation.

Generally, Homeschooling is not promoted at St. Bede's except for unusual circumstances. Children learn best when there is class interaction (questions, discussion, prayer, etc...) not to mention the witness of the catechist. But, since we are currently living in an unusual situation (Covid-19 pandemic) CCD parents need to choose this option if they feel it is safer for the health of their children.

DURING THE 2020 - 2021 HOMESCHOOLING MODEL OF INSTRUCTION - CHILDREN AND PARENTS WILL. . .

Complete the 25 lessons of the Loyola Press weekly by:

- + Reviewing the textbook material together (parent and child).
- + Complete the black-line masters in the green folder for each chapter weekly.
- + Complete the Loyola Press chapter review on-line including the email of St. Bede's Director of Religious Education cobroka@st-bede.org weekly for proper recording in the Office of Religious Education database.
- + Submit the green black-line master folder to the Office of Religious Education by May 5, 2021.

PERMANENT TRANSFER TO ANOTHER PROGRAM

Moving? When a parent must withdraw a child from our program, the parent should immediately inform the Director of Religious Education and a copy of the child's records will be mailed to the program to which the child is transferring. **TUITION IS NON-REFUNDABLE.**

ACCEPTANCE OF FAMILIES NOT REGISTERED IN ST. BEDE THE VENERABLE PARISH

All families wishing to register their children in the St. Bede the Venerable Parish Religious Education Program (CCD / PREP) are required to be members of this parish. In the event that a neighboring Parish Religious Education Program's schedule is not convenient - we will accept children **ONLY WITH PERMISSION OF THE PASTOR OF THEIR PARISH - NO EXCEPTIONS.** St. Bede the Venerable Parish Religious Education Tuition will apply.

SNOW

In the event that Council Rock schools are closed for inclement weather, CCD will also be cancelled.

Closing of CCD will be posted on the internet.

www.stbedeore.org (*click on Cancellations*)

VISITING THE CLASSROOMS

Parents who wish to visit the classroom while in session must schedule it with the Director of Religious Education in advance.

UNAUTHORIZED VISITS

For security reasons, no unauthorized persons are allowed in the area where the Religious Education sessions are taking place. Even parents and other family members may only go to the cafeteria or Office of Religious Education (through the front of the school building).

FOOD, SNACKS AND PARTIES

No sharing of food during CCD classes.

ASSIGNMENTS / HOMEWORK

Children are expected to do assigned homework given by the catechist to reinforce the lesson that was taught. **Parents are expected to check their child's black-line folder each week for notices and assignments.** We encourage you to take an active interest in sharing this information so that your child / children will learn the importance of religious education and develop a deeper understanding and love of the Catholic faith as a family.

PROGRESS REPORTS

Individual progress reports will be given to each child in January and May. We ask that you discuss the report card with your child as well as any areas in which improvement is needed.

The children will be tested during each semester. The results of the tests along with classroom participation will be reflected on the progress report. A satisfactory grade is required to move to the next grade level.

The January report must be signed by a parent / guardian and returned to the catechist the following week.

We **do not** grade a child on their Faith. Faith is the lived expression of our belief. We evaluate a child's understanding of the concepts that the Catholic Church teaches. We are not judging, we are only letting parents / guardians know where their child may need help at home with understanding the concepts.

CURRICULUM

(Curriculum guidelines are posted on the Office of Religious Education website and parents are given a copy of their child's grade level curriculum guidelines during the annual "Back to CCD Parent Meeting")

Pre-School

The Pre-School class is held on Sunday morning - (9:15 a.m. - 10:45 a.m.)

Pre-School is open to (toilet trained) 3 and 4 year olds. The children learn about God through stories, crafts and songs utilizing the RCL *Stories of God's Love program*.

Kindergarten

The Kindergarten class is held on Sunday morning - (9:15 a.m. - 10:45 a.m.) and Monday afternoon (4:30 p.m. - 6:00 p.m.). Each student will receive the Kindergarten book from the Christ Our Life Series and a folder of black-line masters.

Textbook Series for Grades 1-8 = *CHRIST OUR LIFE: New Evangelization Edition*

Christ Our Life teaches children that each of our lives is centered on Jesus. This revised edition responds to the Church's call for a New Evangelization, guiding the children to know, proclaim, witness and share the Catholic faith. New pages added to each chapter help children feel secure in their faith knowledge and in proclaiming Christ to others. Children learn that sharing Gospel values transforms the world and helps them follow Jesus' command to "make disciples of all nations."

(Matthew 28:19) Based on a spiral curriculum, each lesson integrates Scripture, Catholic doctrine and Tradition, and the Church's social teachings. *Christ Our Life: New Evangelization Edition* empowers catechists and parents to grow in their own faith as they pass on to children the love we find in Jesus.

Grades One to Eight

Grades 1-8 classes are held on Sunday morning - (9:15 a.m. - 10:45 a.m.), Sunday Evening - (7:00 p.m. - 8:30 p.m.) *for 8th grade only*, Monday Afternoon (4:30 p.m. - 6:00 p.m.), Monday Evening - (6:30 p.m. - 8:00 p.m.) and Wednesday Afternoon (4:30 p.m. - 6:00 p.m.). Curriculum guidelines for each child's grade level are in line with the Archdiocese of Philadelphia's guidelines and are in conformity with the Catechism of the Catholic Church. These guidelines should be referred to weekly to reinforce the lesson that was taught in class. **Parents should also check the child's black-line folder each week for important announcements, homework, etc...**

ST. BEDE CYO TEAM ELIGIBILITY

All registered (and presumably practicing) Catholic children of St. Bede the Venerable Parish are eligible to play for St. Bede the Venerable Parish CYO only if they are enrolled and attending either Catholic parochial or private school or the CCD program grades one through eight inclusive. No exceptions will be made for any reason. Youth ministry does not satisfy this requirement as school and CCD are primarily academic instruction while youth ministry is primarily formational. Other requirements for eligibility are outlined according to Archdiocesan policy.

RELIGIOUS EDUCATION FOR CHILDREN WITH DISABILITIES

Every person is a unique and precious gift who holds a sacred place in the family of God. By reason of their baptism, all Catholics are equal in dignity and share the same divine calling. In the National Directory for Catechesis, the U.S. Bishops remind us that all of God's children, including those with disabilities, share a universal desire to know and understand the mysteries of God and possess the ability to proclaim the Gospel.

St. Bede's Parish Religious Education Program (CCD) provides classes for children of all abilities. Children with developmental, intellectual, sensory, physical, or behavioral disabilities are welcome and encouraged to attend weekly classes.

FULL INTEGRATION - The student participates in the religious education classroom with peers.

INTEGRATION WITH ACCOMMODATIONS - The student participates in the religious education classroom with the support of a catechist assistant or peer tutor.

INTEGRATION WITH INDIVIDUALIZED INSTRUCTION - The student participates in the prayers, confession opportunities, special classroom activities, etc... and receives individual instruction.

Denise Burns-Jennings serves as our Special Education Catechist. She will be available to help

our classroom catechists with special needs consultation as well as children needing individualized instruction. Denise received a BS in Special Education/Elementary education from Gwynedd Mercy University and a Masters in Special Education from Temple University. She is qualified to teach students ages 3-21.

*"We are a single flock under the care of a single shepherd.
There can be no separate Church for persons with disabilities."*

**If you are interested in individualized instruction for your child - please call St. Bede's
Office of Religious Education (215) 357-2130**

ADORATION CHAPEL

We are blessed to have Perpetual Adoration of the Blessed Sacrament. Spending time in prayer before the Blessed Sacrament is both powerful and peaceful. Making a visit can definitely be an important part of the child's spiritual formation. Occasionally, catechists will visit the chapel with their students under the direction of St. Bede's Director of Religious Education.

CHURCH ENVELOPES & STEWARDSHIP EDUCATION

Church envelopes will be distributed to the children once a year. Children are expected to take an active role in this stewardship by contributing weekly at Mass.

SACRAMENTAL PREPARATION

Penance and Eucharist

THIS IS A MANDATORY TWO YEAR PROGRAM

(First Grade & Second Grade)

Parents have the right and the responsibility to take an active role in their child's preparation for these sacraments. The sacramental preparation program in our parish includes mandatory parent / child seminars that are aimed at helping parents participate fully in the child's preparation.

If the child is ready, he/she may receive the Sacrament of Reconciliation in January / February and First Eucharist in April / May (see current CCD calendar) of the 2nd grade.

Confirmation

(Child must have ongoing consecutive religious instruction prior to the administration of Confirmation)

Our Confirmation program is designed to help parents participate fully in their child's preparation. In order to receive the Sacrament of Confirmation, students are expected to be proficient in their knowledge of the Catholic faith and to willingly begin putting their faith into action.

Confirmation is administered in February or March of the 7th grade (see current CCD calendar).

MANDATORY REQUIREMENTS FOR CONFIRMATION:

- Attend Mass regularly
- Attend classes faithfully and on time
- Pass a Confirmation proficiency test
- Perform a minimum of 20 hours of service
- Prepare a letter to the Bishop
- Complete a Saint project
- Attend Mass for Presentation of Candidates
- Attend the Confirmation Retreat / Seminar

Note:

If a child misses more than two classes prior to the date of Confirmation, a meeting between the parents and the Director of Religious Education may be requested to insure that the child is ready to receive the sacrament of Confirmation. The child may be asked to delay receiving the sacrament until the following year.

RCIC (Rite of Christian Initiation of Children) Process:

St. Bede the Venerable Parish offers 2 (Thursday) RCIC opportunities:

Elementary School RCIC (5:00 p.m. - 6:00 p.m.)

&

Middle School RCIC (6:00 p.m. - 7:00 p.m.)

RCIC is for children between the ages of 8 and 14, and who have completed 2nd grade, whether baptized or unbaptized who have no experience of continuous formal religious education.

More and more older children are coming to the Church for baptism or to begin their catechesis. Some of them are children of lapsed Catholics who re-discover the Church through friends, neighbors or grandparents. Others are non-Catholics who are exploring the Catholic faith as a family. And others might be attending Catholic schools who want to participate fully in Mass with their classmates.

Children of catechetical age and adults will be brought to the sacraments of Baptism, Confirmation and Eucharist through the implementation of the initiation process. Children, like adults travel a journey of faith based on their spiritual progress. Various rites mark their growth in faith and culminate with the celebration of Baptism, Confirmation and Eucharist. In general, children follow the same path towards initiation as adults (RCIA).

LITURGY OF THE WORD FOR CHILDREN

TEMPORARILY SUSPENDED . . .

Children's Liturgy of the Word takes place during the 9:30 a.m. and 11:00 a.m. Sunday Masses.

Children: Pre-K to grade 2 will be invited by the celebrant to gather in the middle aisle of the church

and proceed to a second floor classroom in the school building - children will experience the same readings in a child-friendly language. Children will return to their families in the church at the beginning of the Liturgy of the Eucharist.

BEHAVIOR POLICIES

The children are expected to treat the catechists, staff and other students with respect. They are also required to respect the property of others. This includes books, desks and school property in general. **Restitution will be required for damaged property.**

Catechists use behavior management (or "discipline") appropriate to an educational environment as a necessary means for the Religious Education Program to accomplish its goals. The purpose of behavior management is to help the children develop self-control, self-respect, respect for others, and reverence for the Word of God which is being explained to them in these sessions.

Several infractions of rules of conduct will result in a call by the Director to the child's parent / guardian in which the Director will describe the situation and work out a solution with the parent / guardian.

The Religious Education Program reserves to the Director, under the authority of the Pastor, the right to remove a child from the group session, either temporarily or permanently:

- + If the child's behavior is seriously inhibiting the learning of others in the group;
- + If the child's behavior is seriously inhibiting the safety or well-being of others in the group;
- + If temporary removal is used as a disciplinary measure for serious and persistent disruptive behavior.

The following types of behavior are not allowed during the Religious Education Program:

Infractions which call for discipline by the Catechist are:

- + Acting in a disrespectful manner toward the catechist, other adults or children in the program,
- + Speaking and interacting with other children inappropriately during the session,
- + Using a cell phone during the session,
- + Excluding or rejecting another student,
- + Making rude and / or threatening gestures,
- + Doing something other than the work of the session

Infractions which call for immediate action by the Director of Religious Education

- + Possession of and or trafficking in alcohol or drugs,
- + Leaving the Religious Education premises when the child is supposed to be attending the session,
- + Willful defiance of authority,
- + Possession of weapons, such as knives, guns, or look-alikes,
- + Physical assault/fighting, threatening bodily harm,

- + Vandalism, arson,
- + Theft,
- + Cheating,
- + Abusive or vulgar language,
- + Defacing or damaging of parish / school property,
- + Bullying

Cell phones

The use of cell phones and other electronic devices by the child is not permitted during the Religious Education session. Cell phones brought into the place of Religious Education sessions should be turned off. Children in need of contacting a parent must ask the Catechist's permission to go to the Office of Religious Education to place the call.

It is essential for the success of this program that all students cooperate to ensure a pleasant environment where learning, love of God, and respect for self and others will exist.

SAFETY PRECAUTIONS

The safety of the children is always a priority. Everything will be done to provide for the safety, security and well-being of the children entrusted to our care.

Sneakers with wheels are not permitted anywhere in the building or parking lot.

DRUGS AND ALCOHOL

The possession, sale or use of drugs or any other controlled substance on the school grounds is strictly forbidden. Violation of this rule will be reported to appropriate law enforcement agencies and result in **IMMEDIATE WITHDRAWAL** (without refund) from the program.

PROTECTING GOD'S CHILDREN

Our parish is in compliance with the Archdiocesan guidelines for child abuse. In addition to obtaining criminal background clearances, all of our volunteers are required to complete the diocesan classes on child protection.

SAFE ENVIRONMENT

In the Charter for the Protection of Children and Young People, Article 12 calls for all dioceses to establish "Safe Environment" programs at all grade levels. This ongoing education is presented to the students in the parish and regional elementary schools of the Archdiocese of Philadelphia. This is a mandated obligation from the Archdiocese of Philadelphia with the lessons provided for our

catechists. The lessons are available for you to review by visiting www.catholicschools-ohl.org and clicking on Safe Environment.

SECURITY AND EMERGENCY PREPAREDNESS PLAN

The Security and Emergency Preparedness Plan attempts to ensure that, if confronted with a security event or major emergency, St. Bede the Venerable Parish CCD personnel will respond effectively, using good judgment, building on established practices identified in drills, training and procedures.

Catechist responsibilities

The administration, catechists and staff are committed to maintaining a secure learning environment. To assure success of this goal, the following functions are performed by the entire religious education staff (includes the administration, volunteer catechists and St. Bede's staff).

- All staff members will immediately report all suspicious activities or concerns, no matter how insignificant it may seem, to the Director of Religious Education. In some cases, they will call 911 immediately.
- All staff members will immediately report all security incidents to the Director of Religious Education. In some cases, they will call 911 immediately.
- All staff members will adhere to religious education program procedures regarding admission of non-program personnel into the building at all times.
- All staff members will follow internal safety directives at all times.
- All staff members will cooperate with/assist first responders as necessary.

Facility emergencies

The CCD Office and catechists are prepared to respond to the following emergencies: Fire, explosion, weather, bomb threat, chemical/bio terrorism, medical and violence including active shooter(s), kidnapping or hostage situations. For each aforementioned emergency there is a corresponding action plan.

Fire - In the event of fire, the students, catechists, staff and administration will immediately exit the building via the route designated for that specific classroom. Catechists must bring their attendance sheets with them to account for all students. Personal belongings must be left behind. Once outside the building, at the prescribed perimeter location, the catechists will promptly take roll. The CCD community will follow directives of first responders. All people should move as far away from the building as possible. Communication to CCD parents will occur under the direction of the fire department.

Explosion – Based on the location and nature of an explosion in the building, the procedures for fire and/or emergency evacuation will be followed. 911 will be called and we will follow law enforcement directives. Communication to the CCD parents will occur under the direction of first responders.

Weather – In the event that a severe storm warning is issued, indicating tornadoes in the vicinity, all CCD members will be notified over the PA system. They will be directed to immediately relocate to the first floor hallway. Students from the second floor will line the interior hallway, seated against the wall. Once they are in position, students from the first floor will sit in front of the older students. No personal belongings should accompany the students. Once the storm danger has passed, the students will return to their classrooms. In the event of a tornado or other weather catastrophe, the students shall remain on the first floor until redirected by first responders.

Bomb Threat – In the event of a bomb threat, 911 will be called immediately. We will follow the fire protocol for exiting the building. We will follow the directives of law enforcement personnel.

Chemical/Bio Terrorism – In the event of a chemical/bio terror attack, we will call 911. We will follow the fire protocol.

Violence – Violent acts against the CCD program include but are not limited to kidnapping, hostage situations, and assault against a student or CCD volunteer. If an event occurs, we will call 911. We will follow the directives of law enforcement personnel. If there is a presence of immediate physical danger, we will evacuate the building immediately.

Medical – In the event of a medical emergency of a catechist or student - we will call 911 to notify first responders, providing them with as much information as is possible. The CCD population not immediately involved in the emergency will either lock down or shelter in place based on the nature of the event. All catechists, not involved with the victim, are responsible for the students in their care. **MEDICATION** - No medication of any kind (whether prescription or over-the counter) will be administered to, or taken by, any child during the Religious Education Program.

Safety Protocols

The CCD Office and catechists are prepared to follow additional protocols other than the aforementioned for fire, weather and medical emergencies.

Shelter in Place – There are emergency situations or security issues that require the CCD population to gather in a central location. The Director of Religious Education will direct the CCD community to shelter in place in the gymnasium or St. Bede's church. Other bunker options include the Drexel Center or one of the boiler rooms. The catechists will direct the students to exit the classrooms as quickly and orderly as possible. Once in the designated location, teachers will take roll. Once everyone is accounted for, the population will await additional directives from law enforcement/first responders.

Lock Down – There are emergency situations that require the CCD population, or portions of it, to lock down. There are two levels to this protocol. Soft lock down requires the CCD Office Staff to check all doors in the building, and those attached, to make certain they are closed tightly and locked. The student population will remain in the school building. Situations may warrant moving all individuals to one side of the building, move all to one particular floor or move away

from potential danger. During a lock down, no one is permitted to come inside of the building for any reason.

Hard Lock Down requires the entire CCD population to move to their classroom, or the one they are closest to, as soon as the signal is given for this protocol. The doors are locked, the blinds are pulled and the classrooms go into complete silence. All cell phones are silenced and vibration mode is deactivated. The catechist and students have additional safety measures in place to deter entrance of anyone into their classroom.

Evacuation – There are emergencies that require the CCD population to exit the building as soon as possible and run for concealment.

Communication Plan

In the event of a true emergency, the nature and timing of communication to parents will be directed by law enforcement personnel.

CUSTODY

Safety and the child's well-being are always of primary concern. If there is a custody issue that we should be aware of, please put it in writing and give it to the Director of Religious Education. Custody papers should be submitted and kept on file in the Office of Religious Education. The child's catechist will be informed of custody issues when necessary.

LORDS'S PRAYER

Our Father, who art in heaven,
hallowed be thy name,
thy kingdom come,
thy will be done on earth as it is in heaven.
Give us this day our daily bread, and forgive us our trespasses,
as we forgive those who trespass against us, and
lead us not into temptation, but deliver us from evil.
Amen.

HAIL, HOLY QUEEN

Hail, Holy Queen, Mother of mercy:
hail, our life, our sweetness, and our hope.
To you do we cry, poor banished children of Eve.
To you do we send up our sighs, mourning and weeping in
this valley of tears.
Turn then, most gracious advocate,
Your eyes of mercy toward us;
and after this our exile
show unto us the blessed fruit of your womb, Jesus.
O clement, O loving, O sweet Virgin Mary.

GRACE BEFORE MEALS

Bless us O Lord and these Thy gifts
which we are about to receive from Thy bounty
through Christ, our Lord. Amen.

APOSTLES' CREED

I believe in God, the Father almighty,
Creator of heaven and earth.
And in Jesus Christ, His only Son, our Lord.
Who was conceived by the Holy Spirit and
born of the Virgin Mary.
Suffered under Pontius Pilate, was crucified, died and was
buried. He descended into Hell.
The third day He rose again from the dead.
He ascended into Heaven, and
Sits at the right hand of God, the Father Almighty,
From thence He will come again to judge the living and the
dead.
I believe in the Holy Spirit,

the Holy Catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting. Amen.

MEMORARE

Remember, O most gracious Virgin Mary,
that never was it known that anyone who
fled to your protection, implored your help,
or sought your intercession was left unaided.
Inspired by this confidence, I fly unto you,
O Virgin of virgins, my mother; to you do I come,
before you I stand, sinful and sorrowful.
O Mother of the Word Incarnate,
dispise not my petitions, but in your mercy
hear and answer me. Amen.

HAIL MARY

Hail Mary, full of grace, the Lord is with you.
Blessed are you among women
and blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God, pray for us sinners now and
at the hour of our death. Amen.

GUARDIAN ANGEL PRAYER

Angel of God
My guardian dear
To Whom His love
Commits me here
Ever this day
Be at my side
To light and guard
To rule and guide. Amen.

THE TEN COMMANDMENTS

1. I am the Lord your God, you shall not have strange gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and your mother.
5. You shall not kill.

6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

ACT OF CONTRITION

O my God, I am heartily sorry for having offended You,
and I detest all my sins,
because of Your just punishments.
But most of all
because they offend You, My God,
Who art all-good and deserving of all my love.
I firmly resolve, with the help of Your grace,
to sin no more and to avoid the near occasion of sin.
Amen.

THE GREAT COMMANDMENT

"You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind . . .
You shall love your neighbor as yourself." (Matthew 22:37, 39)

THE MYSTERIES OF THE ROSARY

The Joyful Mysteries

The Annunciation
The Visit of Mary to Elizabeth
The Birth of Jesus
The Presentation of Jesus in the Temple
The Finding of Jesus in the Temple

The Sorrowful Mysteries

The Agony of Jesus in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion and Death of Jesus

The Glorious Mysteries

The Resurrection of Jesus
The Ascension of Jesus into Heaven
The Descent of the Holy Spirit upon the Apostles (Pentecost)
The Assumption of Mary into Heaven
The Crowning of Mary as Queen of Heaven

The Luminous Mysteries

Christ's Baptism in the Jordan River

Wedding Feast of Cana

Proclamation of the Kingdom

The Transfiguration

Institution of the Eucharist

Catholics pray the Rosary to honor Mary and remember the important events in the life of Jesus and Mary. We begin praying the Rosary by praying the Apostle's Creed, the Lord's Prayer, and three Hail Marys. Each mystery of the rosary is prayed by praying the Lord's Prayer once, the Hail Mary ten times, and the Glory Be once. When we have finished the last mystery, we pray the Hail Holy Queen.

PRAYER AT HOME WITH THE CHILD / CHILDREN

The parent is the primary educator in the faith of the child / children and one of the most important ways to fulfill this responsibility is by praying with the child every day. Some important prayer practices to be done in the Catholic home are:

- + Grace before meals
- + Prayers at the child's bedtime
- + Blessing the child in the morning before he / she leaves for school by tracing the cross on the forehead and saying with the child the prayer to his / her guardian angel
- + The family rosary prayed together regularly
- + Pictures and statues of Jesus and Mary in the home
- + A family bible kept in a place of honor, with a passage or story read from it regularly
- + Recitation with the child / children of traditional Catholic prayers

MASS ATTENDANCE AND THE SACRAMENTAL LIFE

Children learn to live as Catholics above all by experiencing their parents living as Catholics. Regular weekly attendance at Sunday Mass is essential to being a practicing Catholic. Therefore, doing this together as a family is one of the most powerful ways in which the parent can form the child in the faith. Catholic living also includes regular reception of the Sacrament of Penance and the parent should insure that the child does so from an early age. Note: St. Bede the Venerable Parish Religious Education Program offers the Sacrament of Penance and Reconciliation during class times on Monday Afternoon and Evening twice per year (Sunday Session students are also invited). Parents are most welcome to join us during those times. Email notification is given before these opportunities.

The Religious Education Program explains to children the meaning of the Catholic life of Faith that they are living at home and experiencing in the parish community.