

*Presentation B.V.M. Parish
Religious Education Program*

**Family Handbook
2005-2006**

Rev. William S. Harrison, Pastor
Rev. John R. McFadden, Parochial Vicar
Miss Gaby Altmann, CCD Coordinator

The Religious Education office is located in
Presentation Rectory, 100 Old Soldiers Road, Cheltenham,
PA 19012.

To reach the CCD Coordinator please call **215-379-2054**.

In case of an emergency during C.C.D., please call
Presentation School at **215-379-3798**. This number should
only be used on Tuesday evenings from 6:30 to
8 p.m. **At any other time, please call 215-379-2054.**



C.C.D. Policies and Procedures

Registration

Presentation Parish offers religious education (C.C.D.) classes for students in grades 1 through 12 attending non-Catholic schools. Registration is held in the spring of each year before C.C.D. ends. Returning students must re-register at this time. New students may also register in the spring and throughout the summer. New students must present copies of their **sacrament certificates** (Baptism, First Communion, Confirmation as applicable) at registration, unless the sacraments were received in Presentation Parish.

The 2004-2005 C.C.D. fees are: \$60 for 1 child; \$95 for 2 children; \$130 for 3 or more children. A late charge is assessed for all returning students after August 1. Financial assistance is always available if needed. If you need the fee to be waived or reduced, please call the CCD Coordinator at 215-379-2054.

Attendance

Regular attendance at C.C.D. classes is an important factor in deepening a child's understanding of our faith through the study of Scripture, prayer, Church teaching, and community. Archdiocesan policy considers more than 3 absences in a year to be excessive. Excessive absences may jeopardize a child's readiness to receive a Sacrament and/or advancement to the next level. If your child misses more than 3 classes, he or she may have to attend make-up sessions during the summer months.

If your child will be absent from C.C.D., **please send in a written note to your child's teacher the following week.** If it is an absence you know of before hand, then send the note in the week before the absence.

- ◆ Absences should be for serious reasons only (illness of student, death in the family, serious illness in the family, etc.) Participation in sports is not an excuse for absence.

- ◆ When a child is absent, **he or she is responsible for completing the homework that is assigned that week**, as well as any classwork that was missed. An assignment sheet should be picked up from your child's teacher by a sibling, friend, or neighbor.
- ◆ Awards will be given at the end of year to students with perfect attendance (no absences) and outstanding attendance (1 absence).

Arrival and Dismissal

- ◆ Classes begin promptly at **6:45 p.m.** Therefore, students must arrive *before* 6:45 and be seated in their classrooms when the bell is rung at 6:45.
- ◆ The school doors open at 6:30 p.m. Please do not drop off your children before 6:30, as teachers are not present to provide proper supervision.
- ◆ Though early pick-up of students is discouraged, we realize that it is sometimes unavoidable. If your child needs an early dismissal, please send in a written note with your child's name, the time of the pick-up, the name of the adult coming for the child, and the specific reason for the early dismissal. **No student will be allowed to leave early unless a note is provided and an adult comes to pick him or her up.**
- ◆ Regular dismissal is at **8 p.m.** Students in grade 1-4 must be picked up from their classrooms by a parent, an older sibling, or a carpool ride.

Traffic

There is a great deal of traffic congestion on Hasbrook Avenue during arrival and dismissal. We ask that you use extreme caution when driving down Hasbrook and when pulling out of parking spaces. Please do not double park on Hasbrook Avenue. Double and triple parking creates a dangerous situation for our school and neighbors, as emergency vehicles are unable to pass through. Please consider carpooling since parking is extremely limited.







Communication

Family communication envelopes will be sent home regularly to each family **with the youngest or only child in a family**. Please sign the envelope in the space provided and **return the envelope** to your child's teacher the following week.

Behavior

Students are expected to show **RESPECT** to all catechists and to their classmates. **They are expected to respect school property and the property of the day students and teachers.**

All students are expected to follow the following rules:

-  Chewing gum is not permitted in the school building.
-  Food and drinks are not permitted in the school building.
-  Running is not permitted in the school building.
-  Inappropriate language or the use of God's name in vain will not be tolerated.
-  Physical or verbal fighting will not be tolerated.
-  Mocking classmates or teachers with words, gestures, or actions will not be tolerated.

One warning will be given to a parent/guardian if disruptive behavior occurs in the classroom or school environment. If disruptive behavior continues, the parent/guardian will be requested to teach the child at home until the conduct improves.

Preparation for Class

- ◆ All students are expected to come each week with their religion textbook, notebook, folder, and a pencil or pen. Teachers may designate additional supplies to be brought (e.g. crayons, etc.) Students preparing for Confirmation must bring their Bibles and Confirmation textbooks in addition to their regular supplies.
- ◆ Bathroom use during class is disruptive to the teacher and other students. Please make sure your child uses the restroom before coming to C.C.D.

Homework

Homework is an essential part of a child's religious education, as well as an opportunity for parents to assist their children in learning about our Catholic Faith. Homework will be assigned to most students each week. Grades 2-6 will receive a standard homework sheet each week. Parents should oversee this work. They should also review the previous week's lesson with their child during the week.

Special Needs

If your child has any special needs, it is vital to inform the CCD Coordinator. This is to ensure that we do everything in our power to accommodate your child's individual needs and to make C.C.D. a positive learning experience. If your child is in a special program in public school, please communicate this to us. Any information you share will be kept in the strictest confidence and will not be released to anyone, including your child's teacher, without your permission.

Sacraments

Children usually receive their first Reconciliation and first Holy Communion in the 2nd grade or after two years of C.C.D. Children usually receive Confirmation in the 6th grade if they have attended C.C.D. faithfully each year.

Emergency Closings and Cancellations

If the parochial schools of the Archdiocese of Philadelphia are closed or dismissed early for weather or another emergency reason on a Tuesday, C.C.D. will automatically be cancelled as well. The school's snow closing number is: Montgomery County #341. In these cases, the CCD coordinator's phone, 215-379-2054, will also have a recorded message addressing the status of classes that night.

Duties of All Catholics

Students and their parents/guardians are reminded of the duties of all Catholic Christians, which include: participating in Mass every Sunday and holy day of obligation, receiving Holy Communion frequently, and receiving the Sacrament of Reconciliation regularly.

2005 C.C.D. CLASSES

SEPTEMBER 13: Parent/Teacher Orientation
SEPTEMBER 20: Opening Mass Class # 1
SEPTEMBER 27: First Class Class # 2

OCTOBER 4: CCD Class Class # 3
OCTOBER 11: CCD Class Class # 4
OCTOBER 18: CCD Class Class # 5
OCTOBER 25: CCD Class Class # 6

NOVEMBER 1: All Saints Day Class # 7

**Students to attend 7:30 p.m. Mass*

NOVEMBER 8: CCD Class Class # 8
NOVEMBER 15: CCD Class Class # 9
NOVEMBER 22: CCD Class Class # 10

**Close of the 1st Marking Period*

NOVEMBER 29: CCD Class Class # 11

**Distribution of Report Cards*

DECEMBER 6: CCD Class Class # 12
DECEMBER 13: CCD Class Class # 13
DECEMBER 20: CCD Class Class # 14
DECEMBER 27: NO CCD—Merry Christmas!

2006 C.C.D. CLASSES

JANUARY 3: NO CCD—Merry Christmas!
JANUARY 10: CCD Class Class # 15
JANUARY 17: CCD Class Class # 16
JANUARY 24: CCD Class Class # 17
JANUARY 31: CCD Class Class # 18

FEBRUARY 7: CCD Class Class # 19
FEBRUARY 14: CCD Class Class # 20

**Close of the 2nd Marking Period*

FEBRUARY 21: CCD Class Class # 21

**Distribution of Report Cards*

FEBRUARY 28: CCD Class Class # 22

MARCH 7: CCD Class Class # 23
MARCH 14: CCD Class Class # 24
MARCH 21: CCD Class Class # 25
MARCH 28: CCD Class Class # 26

APRIL 5: CCD Class Class # 27
APRIL 12: NO CCD—HOLY WEEK
APRIL 19: CCD Class Class # 28
APRIL 26: CCD Class Class # 29

MAY 3: CCD Class Class # 30

**Close of the 3rd Marking Period*

MAY 10: Closing Mass

**Distribution of Report Cards*

SACRAMENT DATES

Sunday, September 18: Presentation of Sacrament Candidates
(At 9:30 Mass)

Tuesday, January 17: First Reconciliation Parent Meeting
@ 7 p.m.

Thursday, February 16 First Reconciliation @ 7 p.m.
(Snow Date: Thursday, February 23 @ 7 p.m.)

To be determined First Holy Communion Parent Meeting
@ 7 p.m.

Thursday, February 9 Confirmation Parent Meeting @ 7 p.m.

Friday, March 10 Confirmation Candidate Retreat

Thursday, March 30 Confirmation @ 4 p.m.

Saturday, May 6: First Holy Communion @ 10 a.m.