

OLC Church PREP Handbook

ON-LINE REGISTRATION:

Please fill in all requested information on the on-line Prep registration form. If a child is new to the program, we must have a record of his/her baptism. Please bring your child's baptismal certificate to the Religious Education Office. If you do not have the certificate on hand, please obtain it as soon as possible from the church of baptism and make it available to us in person or by mail. Each child in the program must re-register each year. The registration form is located at <http://www.olcchurch.org/prep-k-5.html>.

ATTENDANCE:

Just as in regular school, you report your child's absence by calling in to the DRE office. Please call 610-857-0511 to leave a message or email jdagne@gmail.com. If we do not hear from you, your child will be marked with an unexcused absence. **Students may only miss three classes.** If your student has difficulty attending on a regular basis, please discuss with the Catechist or call the DRE.

STUDENT DROP-OFF/PICK UP:

Students may come to class 5-10 minutes early. Please enter **and** leave building through main doors (back doors must remain locked and shut). This is for the safety of all students. Please be sure a teacher is in your student's room before leaving. If your child arrives late, they will be marked absent. Attendance will be taken at the very beginning of class. All parents must meet the student at their classroom at the end of class.

Please be prompt in picking up your child. Many of our teachers will be attending the 11:00 Mass. If you are going to be late, please contact the DRE. Students who have been dismissed from class and have not been picked up will remain with the DRE for parent pickup.

Class Times:

Sunday PREP	9:15 – 10:45	K – 5 th Grade
Sunday LT (Life Teen)	12:30 – 2:00	9-12 th Grade
Tuesday LTJV & One8 Confirmation	6:30 – 8 pm	6 th -8 th Grade

BEHAVIOR RULES:

Students are expected to exhibit self-discipline and cooperative behavior, which helps create a classroom environment conducive to prayer and learning. Students are expected to be polite and respectful to the teacher, volunteers, and other students. The property of our church and others is to be respected as well. Conduct unbecoming to a Christian student will not be tolerated.

Discipline:

The DRE will assume that any discipline problem or incident referred by a Catechist is disruptive and counter-productive to the class. The DRE will handle such problems in a firm, loving, and consistent manner.

- **Cell Phones** – just as in regular school, cell phones are not to be used in class. No texting etc. If they are used, the Catechists, Assistants, or DRE will take possession of them and return them at end of class.

VOLUNTEER CATECHISTS:

The actual teaching of the classes is done by **volunteer** catechists. These catechists include parents of students and other interested parishioners. Each year, for various reasons, we have a turnover of volunteer catechists. If you are willing to assist us as a catechist or helper, we certainly would appreciate your help. The success of our program depends on the dedication of many willing volunteers. We offer catechist training and many opportunities for our teachers to attend workshops and conferences. We are blessed at Our Lady of Consolation with a faithful, dedicated and well-trained catechetical staff. Volunteers are also used as class

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aides. We have provided a space on the registration form for you to designate how you can help us to help your children. Please consider joining us and encounter the joy of sharing your faith.

Catechist (Teacher) Responsibilities

The Catechist in the OLC PREP program are VOLUNTEERS. They have participated in the Archdiocesan preparation programs and in-service teacher trainings. They provide the needed services of teaching and supervision when your child(ren) attends PREP classes. Please give them support and reinforce their efforts by helping your child(ren) with any homework; in the memorization of prayers or basic doctrine; in participation of Mass; and in being an ACTIVE participant in learning the Good News of Jesus.

- Plan and implement catechetical lessons following Archdiocesan curriculum and parish educational program directives.
- Follow Archdiocesan/Parish policies and guidelines.
- Keep attendance records.
- Active supervision of students
- Report suspected child abuse/neglect to DRE
- Respect copyright laws.

CLASS CANCELLATIONS:

If it is necessary to cancel classes due to hazardous weather conditions, please check your emails, OLC Facebook page, and website. IF you have signed up for "REMIND", you will receive a text. If Octorara School District is closed, classes for the evening will be canceled. Please use your own judgment on attending PREP classes when there are hazardous weather conditions.

Steps in keeping you informed when class is canceled:

- Catechists and Assistants will be notified by email, text, and phone
- DRE will notify you by email or "REMIND" texts
- Catechists and Assistants may email parents.
- Sunday classes: Announcement at Mass and/or email/"REMIND" text to parents
- Tuesday classes: An email and/or "REMIND" text will be sent before 5 pm

COMMUNICATION:

E-mails will be sent from the Director to help families keep up to date. If you do not see emails, please check your Junk/Spam File in your email program.

REMIND – is a computer application that will be used to quickly inform you of weather issues or to send out reminders via text or email. **Please be sure to sign up for it once it is sent to your email account.**

Parental Involvement

All parents are asked to sign up for at least one volunteer opportunity throughout the year. Please indicate which volunteer opportunity you would like to participate in on the registration form and we will contact you when we need you.

Catechist/Parent Communication:

Catechists have been encouraged to write letters introducing themselves and briefly go over their expectations for the year. Please help us keep your children safe this year by communicating with the Catechist or the DRE of any events or changes that have happened recently in your child(ren)'s life. Please also inform your catechist with any pertinent information they should know about your child (learning disabilities, social insecurities, allergies, etc.).

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OLC PREP REQUIREMENTS for RECEPTION of SACRAMENTS SACRAMENT of RECONCILIATION and HOLY EUCHARIST:

CANDIDATES:

- Must be Baptized.
- Must be in 2nd grade or higher.
- Must have successfully completed no less than two years of preparation.
- Must have a satisfactory attendance record.

PARENTS:

- Must be registered in their parish of residence.
- Must support the teachings of the Church.
- Must be personally involved in the preparation of their children including attending Mass regularly.
- Must attend the meetings planned to assist them in fulfilling their task of primary educators.

OLC PREP REQUIREMENTS for CONFIRMATION:

"As the primary educators of their children, parents, along with sponsors, are to be intimately involved in Catechesis for Confirmation." National Catechetical Directory.

CANDIDATES:

- Must be Baptized.
- Must be in 8th grade or higher.
- Must have successfully completed no less than THREE years of preparation (LTJV).
- Must have a satisfactory attendance record.
- Must have a sufficient knowledge of the faith and successfully completed the mission of service.

PARENTS:

- Must be registered in their parish of residence.
- Must support the teachings of the Church.
- Must be personally involved in the preparation of their child including attending Mass regularly.
- Must attend the meetings planned to assist them in fulfilling their task as primary educators.
- May not act as sponsor (or proxy for a sponsor) for their own child.

SPONSOR:

- Must be a Roman Catholic who has received the Sacraments of Holy Eucharist and Confirmation.
- Must be recommended as a fit candidate by his/her pastor and obtain a Certificate of Eligibility if they do not attend OLC.
- Must be 16 years of age or older.
 - Desirable that this person be the same as the godparent for Baptism.
- MAY NOT BE A PARENT of the candidate.

**The parish pastor has the final authority in determining readiness for reception of all sacraments.