

ST. MICHAEL CATHOLIC CHURCH
WHEATON, ILLINOIS
ST. MICHAEL RELIGIOUS EDUCATION OFFICE
Faith Center
317 W. Willow Ave.
Wheaton, IL 60187
630-682-3650 (RE admin desk)

Family Handbook

Religious Education Classes



2019-2020

Revised 4/5/2019



RELIGIOUS EDUCATION OFFICE HOURS

September - May

Monday-Thursday 9:30 a.m. - 3:30 p.m.*
Friday 9:30 a.m. - 1:00 p.m.
Sunday 8:00 a.m. - 12:00 p.m.

June & August

Monday-Friday 9:30 a.m.-1:00 p.m.

July

Building closed for maintenance

*The office will be open Mondays until 8 p.m. when classes are in session.

RELIGIOUS EDUCATION TEAM

Preschool/Kindergarten Coordinator:

Mrs. Jen Hickey
E-Mail: jenhickey@stmichaelcommunity.org
Phone: 630-462-5046

Grades 1-5 Director:

Mrs. Magdalena Glaz
E-mail: mglaz@stmichaelcommunity.org
Phone: 630-462-5043

Middle School RE (Grades 6-8) Coordinator:

Mrs. Tammy Croll
E-mail: tcroll@stmichaelcommunity.org
Phone: 630-462-5044

RE Assistant:

Mrs. Chris Goba
Email: jesuadore@aol.com
Phone: 630-656-8407

Middle School & High School Youth Minister:

Miss Theresa Simeo
E-mail: tsimeo@stmichaelcommunity.org
Phone: 630-462-5047

Adult Formation Director:
(RCIA, Baptism Prep)

Mr. John Ellison
E-mail: jellison@stmichaelcommunity.org
Phone: 630-462-5045

ALPHA & Connect Team Leader:

Mrs. Colleen Foley
Email: cfoley@stmichaelcommunity.org
Phone: 630-682-3650

Welcome to Religious Education Classes at St. Michael!

We are excited to assist you as you enter the next step of your faith journey here in our parish. These classes are intended to compliment and add a community dimension to the spiritual growth being fostered within your family life. This can only occur through a joint effort. We try very hard to provide many different opportunities for you to discover how vital you are in our parish community. We know that raising children can be very exciting and at the same time very challenging. Our classes are designed to provide opportunities for you to socialize with friends you have made, to meet and socialize with new faces and personalities, to study and question your Catholic faith with adult volunteers, to explore ways we are Christ for one another, and to show all our parishioners how vital and needed your talents are for our parish. It is our sincere prayer that you take this opportunity to explore your faith and to become excited about being Catholic as we walk in this faith journey with you and your family.

Please read this handbook. May its message serve as a reminder that the Word of the Lord is entrusted to us to be shared with all God's people, especially the children. Certainly, the family is the first model of faith formation. In everyday family life, children hear and observe what it means to be a follower of Jesus. We are here to serve you and walk with you on the journey of passing on our Catholic faith.

WELCOME BACK OPEN HOUSE AND MASSES

September 8, 2019 in the school gym and church 8 a.m.-Noon

CLASSES BEGIN

Sunday, September 15, 2019 & Monday, September 16, 2019

Parent Gathering: While children are in class, parents will meet in the Parish Center for an overview of the coming year with the Director of Religious Education, Magdalena Glaz. We will pray, share, and laugh together as well as look at an overview of the curriculum, service projects, and opportunities for family involvement in classes this year.

Sunday September 29 & Monday September 30, 2019

In school cafeteria

during regularly scheduled class time.

CLASS SESSION OPTIONS for Preschool 3-8th grade

Classes meet from mid-September through April

<u>SESSION A*:</u>	8:30 a.m. to 10:00 a.m.	Sunday mornings
<u>SESSION B*:</u>	10:20 a.m. to 11:50 a.m.	Sunday mornings
<u>SESSION C*:</u>	4:30 p.m. to 6:00 p.m.	Monday late afternoons
<u>SESSION D:</u>	6:30 p.m. to 8:00 p.m.	Monday evenings

FAMILY FAITH FORMATION: 9:00 a.m.-Noon 12 times per year**(dates on next page)

**for families with children preschool 3-4th grade (This is a NEW option for families!)

*A limited number of spaces will be available for Grades 6-8 at these sessions. Please register early if your family is in need of these session times for your children in these grades.

As Catholics **we are expected to attend Mass every Sunday.**

Religious Education classes **do not take the place of the Sunday obligation.**

The classroom experience is enhanced when children attend Mass with their family and the Mass experience is enhanced by the classroom teaching.

NEW in 2019-2020
Family Faith Formation

This program is offered for families with children in public schools, but is also open to families with children in Catholic schools. Families with children in fourth grade or younger (2019-2020 school year) are encouraged to enroll. At least one parent/adult attends with the children but the entire family is invited and welcome. Age appropriate catechetical session will be offered for children ages 3, 4 & 5, as well as grades 1 – 4. All younger children are encouraged to come and stay with their family. Each program includes grade level classes, a presentation for adults, Mass, and a family learning activity.

Sunday Morning Family Program:

9:00 a.m. Families meet for fellowship/meal in the Parish Center
9:30 a.m. Age Appropriate Catechetical Session
10:30 a.m. Mass in the Church
11:30 a.m. Family Activity Time, Parish Center
12:00 p.m. The program ends

Dates for Family Faith Formation Program

Sunday Morning 9 a.m. – 12 p.m.

September 22, 2019
October 6, 2019
October 20, 2019
November 3, 2019
November 17, 2019
December 1, 2019
January 12, 2020
February 9, 2020
February 23, 2020
March 1, 2020
March 22, 2020
April 19, 2020

Register for 2019-2020 Family Faith Formation – www.stmichaelcommunity.org under the Faith Formation tab

General concerns or inquiries:

- Magdalena Glaz: mglaz@stmichaelcommunity.org
- Billing: mholm@stmichaelcommunity.org
- Registration: reodesk@stmichaelcommunity.org

Family Program fees for our 2019-2020 program year are as follows.

- Family with one child - \$175
- Family with two children - \$275
- Family with three children - \$375
- Family with four or more children - \$400

Using our WeShare online payment program, you can make a one-time payment or pay in intervals. Creating a WeShare account is optional, but recommended.

PARENT PARTICIPATION

Because our Catholic faith is begun and nurtured at home and then is supplemented in a more formal way with Religious Education classes, it is important for parents and volunteers to support and encourage faith formation outside of the classroom setting. Some important ways to do this are:

- **Attend Mass with your child(ren) on Sundays and Holy Days** and receive the Sacraments of Eucharist and Reconciliation (Confession) frequently. Your example speaks volumes.
- Because we are called to be Christ's hands, feet, and voice for one another, encourage your child/ren to participate in the service opportunities offered in the parish and through our Middle School Youth Group. Many can be done as a family—again, your example speaks volumes!
- Show an interest each week in the activities happening in your child's class. Invest a few minutes each week to review the material your child covered while in class and to check for homework assignments that need to be completed and turned in on time.
- Make an effort to introduce yourself to your child's catechist and stay in contact throughout the school year.
- Support our parish family with your prayers, the gift of your time, and financial contributions.

SPECIAL NEEDS

We welcome all of our young people and try our best to accommodate children with special needs. We have a special needs assistant to help the Coordinator and our Volunteers. We ask that parents share any insights about their own child/ren that might be helpful for us to offer the best possible experience for all our young people. Communication is vital to our being able to tailor our program to a child's particular circumstances.

MEDICATIONS

We cannot store or dispense medications to any child.

CHRISTIAN SERVICE

Much more than just accumulating service hours, we strive to nurture an *attitude of service* as one of the cornerstones of living a Catholic Christian life. We understand that Jesus cares much more about our *attitude and willingness to serve* than simply how many hours we serve because we feel obligated. Paul writes in his letter to the Philippians: "Each of you should look not only to your own interests, but also to the interests of others. Your *attitude* should be the same as that of Christ Jesus." One very good way to test our hearts for true love of God is to observe our attitude and willingness to serve others on a regular basis. Students are asked to give of their time, talent, and energy throughout the year as a way to nurture a life-long commitment to serving. While many of the service efforts can be individual projects many find ways to serve as a group. We will offer family service project days in January and March. Please check your calendar for these opportunities to serve.

STUDENT GUIDELINES

We strive to instill strong moral values and high standards of excellence in our students. We address these values and standards in a number of ways. We also strive to keep all students as safe as possible while attending classes or other events. To help with this we ask all our students to adhere to the following guidelines:

- Once parents drop off students, they should go directly into the building. Students should never leave the property until they are picked up again after dismissal.
- If no Catechist is in the classroom, please wait quietly in the hallway outside that assigned classroom until an adult arrives.
- Anyone needing to use the bathroom or get a drink of water should do so only before class begins, while changing classes, or at the end of the evening after dismissal. Only if it is an emergency, should you ask to be excused to use the bathroom during class time.



ABSENCES

We ask that you **call the Religious Education Office to report an absence (630-682-3650) before class begins.** If no one is in the office when you call, please leave your name, your child's name, grade and catechist's name. (We appreciate it if you would speak clearly and spell your last name.) If no call is received for a student who is absent, our Attendance Volunteers will call home for our middle school age students. It is the responsibility of the student to find out what was missed during an absence and to make arrangements to make up the work whenever possible.

TARDINESS / EARLY DISMISSAL

Classes begin promptly at their listed time. Students are expected to be on time. If a student arrives late for class they should first sign in with the Attendance Volunteers otherwise parents may receive a phone call reporting the student absent. A student can only be dismissed early if he or she has a written notice from a parent or guardian. The notice should be shown to the Middle School Coordinator before leaving the building. Students should sign out at the Attendance desk before leaving early.

TRAFFIC SAFETY GUIDELINES

The safety of our children is an important concern for all who participate in the Religious Education Program at St. Michael. For the convenience of families, SUNDAY CLASSES are scheduled so families can go to Mass before or after class. Since parking is limited and traffic from the church is heavy, we recommend leaving enough time, so you can park and walk your children to class, or drop your older child off a little bit away from the Willow St /Wheaton Avenue intersection. PLEASE DO NOT stop anywhere on Willow Ave and leave your car unattended to drop off a child. Wheaton Police unfortunately will ticket. Pick up for MONDAY CLASSES will be after dark most of the RE year. With all the traffic from the downtown area and the St. Michael community, walking anywhere but on the sidewalk can be risky as it can be very difficult for drivers to see pedestrians. Crossing between the School and Faith Center in the middle of the street is dangerous. Please cross only at the corner of Wheaton and Willow Avenues. Drivers should use extreme caution when in the vicinity of our buildings especially before and after class and follow the flow of traffic.

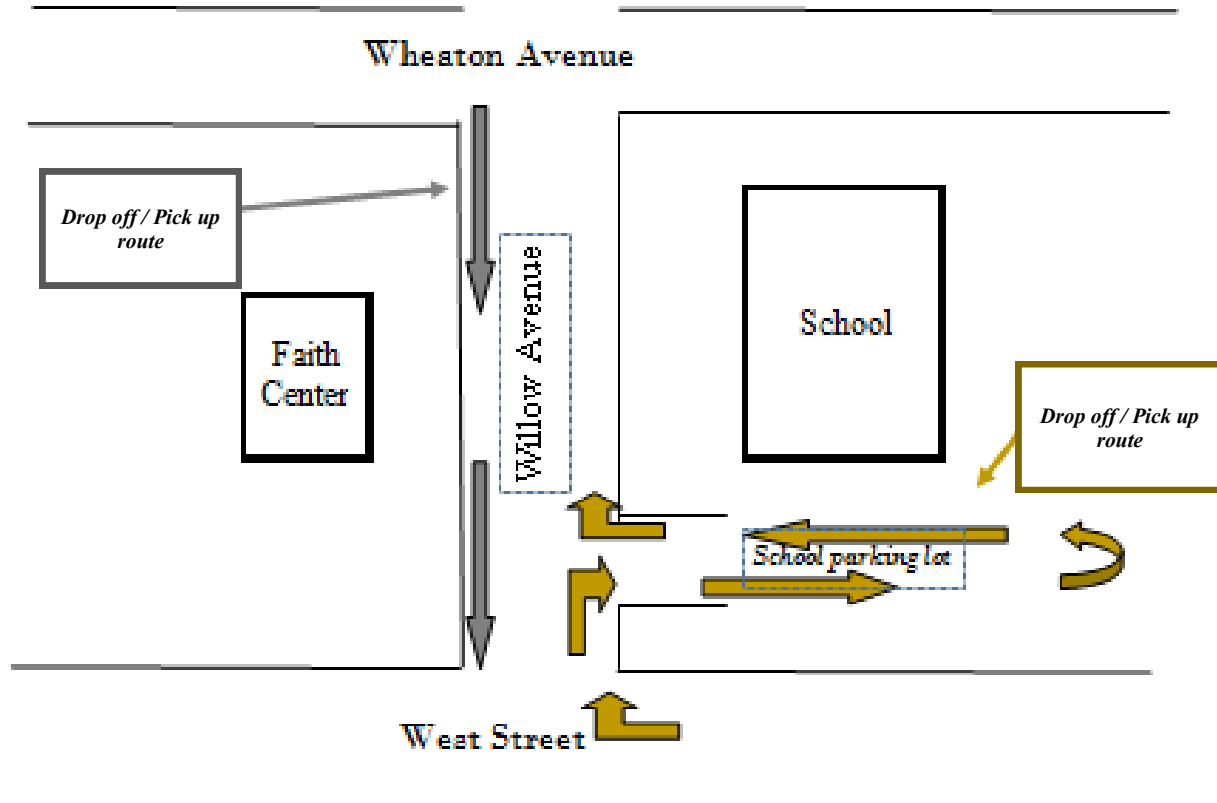
- Students whose class meets in the Faith Center (generally the 4th-8th graders) should be dropped off / picked up along Willow Avenue with cars approaching the Faith Center from the east. Students should exit / enter the vehicle only on the sidewalk side and not into the street. Vehicles may NOT make a left turn into the school parking lot.
- Students whose class meets in the School should be dropped off / picked up in the school parking lot. Vehicles should approach the lot from the west, make a right hand turn into the parking lot and drive around to the front door of the school where the student must only exit /enter from the sidewalk. Drivers then exit the parking lot making a right turn only onto Willow Avenue going east.

PARKING

Please be aware there is no parking at *West Suburban Bank* AT ANY TIME. (Parking in that lot may result in you being towed.)

WHAT TO EXPECT ON MONDAY CLASS NIGHT

- **COME FOR SOM (SUPPORT OUR MISSION):** This is offered 1/2 hour before 6 p.m. class begins. Students are invited to come to the Faith Center 2nd floor for dinner or what we call, *Come for SOM*, to meet with friends or just “hang out.” This time is optional and students are free to arrive any time in the half hour before classes begin. We sell pizza, snacks, desserts, and drinks until 10 minutes before class begins for a nominal fee. The profits are used to fund scholarships for our week-long summer mission trip with Catholic Heart Workcamp. (All 7th and 8th graders are invited and encouraged to experience Catholic Heart Workcamp!)



Monday Classes Traffic Pattern

PARENTS, PLEASE OFFER YOUR SUPPORT IN PRAYER AND AS A VOLUNTEER.

A generous tuition credit for Catechists, Catechist Aides and Attendance desk volunteers is offered for parents who have children enrolled in these classes.

Ongoing training and support are offered throughout the year.

FIRE ALARM / SEVERE WEATHER WARNINGS

- Everyone must exit the building when the fire alarm sounds. Students should stay together with their class. If a student is not with your class when the alarm sounds, they should exit immediately and go to the school parking lot to find their class.
- In case of a severe weather alarm, when instructed, everyone should go into the hallways outside your classroom and be seated along the walls. Remain there until instructed otherwise.

COMMUNICATION

- **E-mail** is the main way we communicate with parents and families throughout the year.
- **Facebook** - St. Michael Religious Education has a page on Facebook. “Like” this page by searching for “St. Michael Wheaton Religious Education”. This page is meant for informational purposes, which we will use for emergency closings, meeting reminders, etc.

Emergency Closings - In case of an emergency including hazardous winter road conditions, extreme cold, or tornados, Religious Education classes may be canceled. We use Flocknotes to email, text and/or call to notify families if a closing occurs. It is imperative that we have a correct email and phone number on file for your family.

SECURITY ISSUES

- All Volunteers will be given a name badge to wear at all times while in the building for security and safety reasons. All classroom visitors must report to the office prior to any class visitation. All students should carry the folder given to them at the beginning of the school year to each class. The label on the outside cover of the folder serves as their Religious Education ID. If you lose your name badge or folder, we ask that you request a new one from the Religious Education Office.
- **Access to St. Michael School** - In order to continue to provide a secure environment for the students, all doors will be locked at all times and will be accessible only through Door 1 by a keypad code given to students at the first class. The code is only good during RE class times.
- **Access to the Faith Center** - The front door and doors leading to each floor of the building will be locked at all times and accessible by a keypad code given to the students at the first class. The code is only good on during RE class times.
- Two attendance volunteers are stationed in the school building and two in the Faith Center during every class. They are responsible for picking up and recording the attendance at the beginning of the each class and monitor access to the classrooms during class time.
- Please respect all personal items, projects, books, posters, etc. and any other equipment or supplies that are either on display or left in the classrooms or in the hallways. They may be viewed, but not touched or disturbed. Students should sit only in the classroom chairs. Sitting on top of the desks, on tables, or on the arms of furniture may cause them to break.
- Please *walk* in the hallways and throughout the buildings. Quiet, “inside” voices are to be used.
- The elevators are to be used only by students in wheelchairs or with an injury that requires a cast or crutches.

DISCIPLINE ISSUES

Our catechists, and aides are volunteers. While most are not professionally trained teachers, they deserve our utmost respect and courtesy. Students likewise deserve to be treated with respect and courtesy. Coming to class is a privilege. Behavior, representing the Christian ideals of our parish, is expected at all times. Problems in the classroom will first be handled by the Catechist or aide. If the behavior problem persists, the Coordinator, parents and child (when appropriate) will be asked to become involved in correcting the situation.

VISITORS

Visitors are always welcome, but for the safety of all, we ask that you contact the Coordinator prior to your visit. This applies to both a visiting student or adult.

COMPLIANCE WITH THE DIOCESE OF JOLIET

So that our parish is in compliance with the Diocese of Joliet and the USCCB's Charter for the Protection of Children and Young People we ask all families to refer to these documents:

- **Revised Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors**
<http://www.dioceseofjoliet.org/siteimages/chancerytribunal/OYCP/PolicyRegardingSexualAbuseofMinors2013.pdf>
- **Diocese of Joliet Standards of Behavior for Those Working with Minors**
http://www.dioceseofjoliet.org/siteimages/reo/Safe_Environment/Parent_Guide_to_Preventing_Child_Sexual_Abuse_rev_8.25.14.pdf
- **Parent Guide to Understanding and Preventing Child Sexual Abuse Brochure**
http://www.dioceseofjoliet.org/siteimages/reo/Safe_Environment/Parent_Guide_to_Preventing_Child_Sexual_Abuse_rev_8.25.14.pdf
- **Internet Safety for Teens** http://www.dioceseofjoliet.org/siteimages/reo/Safe_Environment/Internet_Safety_Brochurer_rev_July_2014.pdf

PARISH MASS SCHEDULE

Monday - Friday	6:30 AM and 8:00 AM
Saturday	8:00 AM and 5:00 PM (5:00 PM fulfills Sunday obligation)
Sunday	7:30 AM, 9:00 AM, 10:30 AM and Noon

PARISH RECONCILIATION SCHEDULE

Monday	7:15 - 7:45 AM
Tuesday	Noon - 1:00 PM and 6:00 - 7:00 PM
Wednesday	6:00 - 7:00 PM
Thursday	7:15 - 7:45 AM
Saturday	8:30 - 9:15 AM and 4:00 - 4:45 PM