

**St. Joseph's Church  
Religious Education office  
573 Piermont Road  
Demarest, New Jersey 07627**

# **PARENT HANDBOOK**

**Tuesday CCD**

**2014-2015**

Rev. Jungsoo Kim  
Pastor

Rev. Jong Kwon Joseph Baek  
Parochial Vicar

Rev. Tom Pendrick  
Parochial Vicar

Mrs. Joette M. Vecchione, M.S.  
Director of Religious Education

Mrs. Angela Rodin, Ph.D.  
Confirmation Coordinator

St. Joseph's Church Religious Education Program

Dear Parents,

This is your copy of the Rules and Regulations Booklet for St. Joseph's Parish Religious Education Program.

In order that you might better understand the philosophy and requirements of the Religious Education Program, it is important that you thoroughly read this booklet.

Please sign and return the slip below which indicates that you have read and accepted the rules and regulations.

Sincerely,

Joette Vecchione, M.S.  
Director of Religious Education

- - - - -  
- Tear here and Return

I have read and do accept the rules and regulations as printed in the booklet.

Parent/Guardian Signature \_\_\_\_\_.

Dear Parents and Children,

Welcome to St. Joseph's Religious Education Program. Our program reaches out to parishioners of all ages, from ages 4 to adult, with CCD classes, Sacrament programs, and adult faith formation experiences. We believe that faith development begins in infancy and must be nourished throughout life. Educators agree that parents are the first and most important religious educators for their children. Teaching by good example, by praying together as a family and regularly attending Sunday Mass will show your child that religion is truly an important part of your life.

Please call 201-768-2371 if you have any questions, concerns or suggestions. I look forward to meeting with you and sharing resources and information to enhance the spiritual development of your child and your family. Appointments can be scheduled at your convenience during the day or evening.

Joette M. Vecchione,  
Director of Religious Education

**CCD Schedules**

**Fees (yearly)**

Grades Pre-K-6  
Tuesdays at 3:30-4:45 PM  
Begins September 9<sup>th</sup> in the school

\$50.00 per child

Grades 7-9  
Tuesdays at 7:00-8:15 PM  
Begins September 9<sup>th</sup> in the school

\$50.00 per child

The fee of \$50.00 covers the cost of books, videos, music, special events, supplies, snacks, etc. There are additional fees for Communion and Confirmation candidates to help defray the costs of Sacrament Preparation Materials, such as books, certificates, program booklets and Retreats.

A simple afternoon snack is provided for the children in grades Pre-K-6. Please speak to your child’s teacher to make arrangements for providing special snacks.

**Admission Policies**

Registration begins in March for the following school year. All students must re-register each year. We request that families who register in St. Joseph’s Religious Education Program become registered members of St. Joseph’s Parish. A Parish registration form will be provided upon request.

Students transferring from another Parish’s Religious Education Program or Catholic School must provide a copy of the child’s Baptismal Certificate, dates of all sacraments received, and a letter of prior religious education or Catholic school completion.

Students who register for the program who have not yet celebrated the sacraments appropriate to their grade level will be placed in the grade that they attend at their daily school. RCIA classes meet on Tuesdays 7:00pm-8:00pm. Continuity of Religious Education is required for reception of sacraments.

Children with Special Learning Needs are welcome and will be included in our programs to the extent possible and comfortable for them. If your child is diagnosed with special needs after registration is completed, please notify the Religious Education Office in writing concerning the IEP and special needs and concerns. A meeting will be arranged as soon as possible to address the child's needs and to offer additional support and contacts.

### **Financial Policies**

Families are expected to pay their tuition in full at the time of registration, unless prior arrangements are made with the Pastor and the Director of Religious Education. A late fee will be charged for payments made after August 1<sup>st</sup> for continuing students.

Fees are waived for the children of CCD teachers, since they are volunteers sharing so much of their time and faith.

Families experiencing financial difficulties are asked to contact the Pastor of the Parish or The Director of Religious Education to explain their situation and request a partial waiver or reasonable arrangement. Requests will be kept in strict confidence. No child will ever be denied religious instruction due to a financial situation.

### **Attendance Policies**

We meet for a total of 37 ½ hours per year for religious instruction. Students are expected to attend every class in order to gain the knowledge and experience appropriate to their age group and to continue to grow in faith. Please call the office at least a half an hour before class begins if your child must be absent.

No more than four excused absences per school year will be accepted unless there are extenuating circumstances that must be discussed and determined by the Pastor and the Director of Religious Education.

You will be notified by your child's teacher if your child is absent two times without explanation. Make-up classes will be scheduled.

Tardiness is a great concern. Classes typically begin and end with a prayer. Tardiness interrupts the lesson and disrupts the class. It isn't fair to the other students, nor to the teacher.

If your child is late, you must bring him/her to the front of the school and sign him/her in. This is the procedure for the first through the ninth grades.

If you must pick up your child early, you must write a note and come to the front of the school and sign your child out.

## **School Closings/Class Cancellations**

Whenever inclement weather forces closings for local schools, the Parish Religious Education classes will also be cancelled. If we are forced to close the school for inclement weather or other unforeseen reasons two or more times, we will need to schedule an additional class/classes in May.

## **Discipline**

We require that all students behave in an appropriate manner in order to create a productive learning environment. Disrespect towards teachers, fighting, using foul language, defacement of property, carrying harmful objects, and stealing are considered unacceptable behavior. Bullying, teasing, humiliating and threatening classmates will not be tolerated. If a student's behavior is generally disruptive and uncooperative, it may be necessary to take disciplinary action. We can not sacrifice the religious education of the whole class because of the disruptive behavior of one student.

## **Disciplinary Action**

First Offense – verbal warning to student by catechist and/or program Director.

Second Offense – parent conference with catechist and Director or Director and Priest.

Third Offense – we reserve the right to remove the child from our program if cooperation is not evident by child or parent. Home schooling will be discussed as an option.

## **Child Abuse**

The Parish Religious Education Director is required by the New Jersey Code and Archdiocesan Policy on Child Abuse to report suspected or actual child abuse or neglect to the proper authorities. Catechists and parents who observe actual or suspected child abuse are encouraged to report the matter in confidence to their Director of Religious Education immediately.

All staff members, catechists and volunteers are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Archdiocese of Newark and have had background checks. They have completed or will soon complete the Protecting God's Children program as required.

Volunteers are required to complete the Protecting God's Children Program. This very important program is powerful in content. The goal is to educate all those who work with children to recognize abuse/abusers and address the protection of children by following established guidelines. This is a social problem of enormous proportion and All parents can benefit from the program. If you are interested in becoming a volunteer or if you are interested in the program, please call the Religious Education Office or see the Director of Religious Education for more information.

## **Safety**

Fire Drills will take place twice each year in accordance with regulations. Crisis Management is an important issue in these times. Disaster preparation and emergency evacuation Procedures are in order. The Police and Fire Departments of Demarest are our leaders and advisors should any serious problems arise.

## **Parking**

Please Do Not Park on Orchard road.  
Please drive slowly and carefully into the parking lot. Please park and escort your children to the back door of the school. The children will enter and their teachers will take them to their classrooms.

## **Pick Up**

Please pick up your child on time by the back door of the school.

## **Custody Issues**

Please identify any legal concerns and document them in writing. Address all concerns and submit copies of supporting documents to the Director of Religious Education and/or the Pastor immediately.

## **Books/Assignments**

All students in grades 1-8 are given new text books on the first day of class. The books are to be kept in the classroom. However, sometimes a teacher may give the class an assignment in the book. Please make sure that your child brings the book back to class. If a textbook or Bible is lost, the student will be required to purchase a new one. Please ensure that your children complete all work assigned to them by their teachers. Talk to them about the material that they are learning so their faith can be further strengthened.

## **Communications**

The weekly Church Bulletin is an important source of information.

A Calendar of CCD classes and holidays and activities is included on the last page of this manual.

Periodic Newsletters will keep you informed, and flyers will also be sent home on occasion. Parent involvement is essential to a successful program. Please share inspirational stories, scripture, recipes, etc.

## **Sacraments**

First Holy Communion is celebrated in the second grade. Children are required to attend CCD classes regularly beginning in first grade in order to be prepared adequately. First Holy Communion will be celebrated at one Sunday Mass during the month of May. We will have various activities for which we request parental participation. Two Parent meetings are also planned. One parent is required to attend. You will receive further information in October.

Reconciliation (First Penance) is celebrated in second grade. Parents are asked to take an active role in their child's preparation for this sacrament by attending a parent meeting and sharing in readings and discussions at home with their children.

Confirmation is currently celebrated during the Spring in 9<sup>th</sup> Grade. Twenty hours of community service is required. Specific information about the program will be given to the candidates and their parents. Please return signed forms as soon as possible.

## **Special Liturgies, Services and activities**

Over the course of the school year, the children will have several opportunities to attend penance services, special activities and Events for Thanksgiving, Advent, Christmas, Lent, Easter, and Feasts of Saints. Some of these activities and services will take place in the church. The catechist and an aide and the Director of Religious Education will accompany the children at these times.

Please fill out the Permission and Emergency Form in the back of this booklet. This form is necessary for our files.



## **Photographs/Promotional Materials**

We like to share the special moments of Pageants, Service Activities, Retreat Days and other celebrations with photos (not names) to be submitted to the Suburbanite or Catholic Advocate newspapers or placed on our website.

Please fill out the Permission and Release Forms in the back of this booklet. This form is necessary for our files. (If you have filled these out in the past, you do not have to fill them out again. They are kept in our files.)

## **Library**

We have a wonderful library of resources to share with you to further enrich your child's growth in faith. Please visit and browse or borrow materials.

## **Our Dedicated Teaching Staff**

### **Teacher**

Joan Barron  
John Brennan  
Dorothy Cho  
Pat Doherty  
Betty Guido  
Mary Guido  
Barbara Higgins  
Maureen Neville  
Marjorie Rizzo  
Angela Rodin  
Becky Whitehead  
Pat Whitehead

## Calendar for 2014-2015

September	9	CCD Classes begin
	16	
	23	
	30	
October	5	Parish Bazaar / Pet Blessing
	7	
	14	
	21	
	28	
November	4	
	11	
	18	
	25	
December	2	
	9	CCD Advent Penance Service
	16	
	21	CCD Christmas Pageant
	23	Christmas Recess (No CCD Class)
	30	Christmas Recess (No CCD Class)
January	6	
	13	
	20	
	27	

February    3  
              10  
              17 Winter Recess (No CCD Class)  
              18 Ash Wednesday  
              24

March        3  
              10 CCD Lent Penance Service  
              13 Lenten Soup Supper  
              17  
              19 St. Joseph's Day Mass and Table  
              24  
              31

April         5 Easter Sunday  
              7  
              14 Spring Recess (No CCD Class)  
              21  
              25 Retreat Day / First Reconciliation / Banner Blessing  
              28

May          5 Last Day of CCD  
              12 Communion Rehearsal Day during CCD class  
              17 First Holy Communion 10:00 Mass

# St. Joseph's Religious Education Program Photograph Use Authorization Form

2014-2015

Dear Parent/Guardian,

Pageants, plays, art projects, service projects, and special events such as retreats are photographed. We are proud of the quality of our programs and would like to share these experiences through news articles and/or photographs. Before using any photograph of your child, we would like to secure your approval. Will you please assist us by granting permission to use group photographs of activities in which your child may appear? Photos will NOT be used for the internet. Your cooperation is greatly appreciated.

Please fill out the bottom section of this form and return it to the Religious Education Office.

Thank you,

Joette Vecchione  
Director of Religious Education

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## Photograph Use Authorization Form St. Joseph's Religious Education Program

We, the undersigned, parents/legal guardians of \_\_\_\_\_  
Please print child's name

Please check appropriate box:    Authorize\_\_\_\_\_    **DO NOT** Authorize\_\_\_\_\_

St. Joseph's Religious Education Program to use photographs of our son/daughter in publicity, relating to religious events and activities.

CCD Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Permission Form

Dear Parent/Guardian,

Your son/daughter is eligible to participate in religious education-sponsored activities requiring that the children leave the school building. This will be limited to the Church, the Community Hall, or the Grotto (by the Statue of Mary). This activity will take place under the guidance and supervision of teachers and other representatives of St. Joseph's religious education program.

**Event:** Tour of Church, Penance Service, Prayer Service, Community Service Project, or Rehearsal (Sacrament Preparation).

**Time:** During CCD Class.

**Method of Transportation:** Walking.

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**St. Joseph's Religious Education  
280 County Road  
Demarest, NJ 07627**

I request that my child participate in occasional events which take place away from the school building. The events will be supervised by teachers and other authorized representatives of St. Joseph's Church.

I understand and agree that in the event that my child should suffer injury of any sort while participating in these events, I will NOT seek to pursue any claims against the teacher, director, the school, and/or any of its agents, servants, employees or volunteers, unless such injury is caused solely by the intentional or grossly-negligent conduct of the parties involved in supervising the event.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Name of Parent/Guardian

**\*Please return this entire form to the Religious Education Office by October 7<sup>th</sup>\***

Emergency Contact #1: \_\_\_\_\_ Telephone# \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Telephone# \_\_\_\_\_