



**Mary Queen Catholic Church
Elementary Faith Formation Handbook**

4 years old through Grade Six

2019-20 School Year

(Updated 8/15/19)

Parish Mission Statement

*Our Mary Queen community, inspired by faith and love,
will live, worship, teach, welcome, and support one another
in the imitation of Christ.*

CONTACT INFORMATION

Parish Information

Mary Queen Church
606 Cedarwood Drive
Friendswood, TX 77546-4551
Phone: 281-482-1391
Fax: 281-482-4886
Website: www.maryqueenchurch.org

Parish Office Hours

Sunday through Thursday, 8:30 am to 5:30 pm

Priests and Deacons

Pastor: Fr. Jim Kuczynski, M.S. - Phone Ext. 312
Parochial Vicar: Fr. Sibi Kunninu, M.S. Phone Ext. 314
Deacon Chuck Turner - Phone Ext. 316
Deacon Vince Eklund - Phone 281-389-8845
Deacon Darrel Moulton - Retired
Deacon Paul "Robbie" Robison – Retired

Elementary Faith Formation (EFF)

EFF Office Hours

Sunday thru Thursday: 8:30 am - 5:30 pm

Elementary Faith Formation (4 years old to Grade Six - SPARK)

Religious Education Administrator
Alice Malek, Phone: Ext. 328
E-mail: alicemalek@maryqueenchurch.org

Director of Elementary Faith Formation
Barbara Aubuchon, Phone: Ext. 333
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I. GENERAL INFORMATION – CCE has now become “Elementary Faith Formation” and includes grades PreK – 6 (SPARK). Throughout the handbook, and in other correspondence, it may also be referred to as “EFF.”

A. Curriculum: Our program for students 4 years old to Grade Six follows the *Catechetical Framework for Lifelong Catechesis* of the Archdiocese of Galveston-Houston and the *Catechesis for Children and Adolescents* as directed by the United States Conference of Catholic Bishops. Textbooks are chosen from the Conformity Listing of Catechetical Texts and Series set forth by the Bishops’ Committee on the Catechism of the Catholic Church.

Publications used for catechesis are Loyola Press’ *Finding God* for grades PreK to grade six. Each curriculum encompasses the six tasks of catechesis in the General Directory of Catechesis, which are to promote: knowledge of the faith; liturgical education; moral formation; teaching to pray; education for community life; and missionary initiation.

B. Communication: Contact the Director of Elementary Faith Formation for inquiries concerning the EFF program, curriculum, or sacrament preparation. For registration information, scheduling, attendance records, and general EFF information, contact the Religious Education Administrator. (See page 2 for contact numbers). Communication is made in the following manner: articles/announcements in the parish bulletin, flyers sent home with students and those delivered by e-mail. In fact, e-mail is the primary mode of communication, so please be sure your email address is current with our office. All e-mail and telephone communications made by the parish or by catechists will conform to the Archdiocesan confidentiality policy. (See Section C below on Safe Environment Programs for further details).

Websites: Parents/Guardians and students are encouraged to visit Mary Queen’s website: www.maryqueenchurch.org, which contains helpful information about our Faith Formation programs and other resources such as calendars and volunteer opportunities.

C. Safe Environment Programs: Catechists and assistants provide a loving and safe Christian atmosphere in the classroom so that children are able to learn and recognize that they are children of God. All catechists, aides, and support volunteers have completed Safe Environment training as required by the Archdiocese of Galveston-Houston and Mary Queen Parish.

- **SAFE HAVEN** is the safe environment program implemented by the Archdiocese for every adult over the age of 18 that has regular and on-going contact with children, including all EFF programs, socials, events, and activities. It is an online program and includes a criminal background check. Once approved, one’s status is good for 5 years. For more information on Safe Environment: <https://www.archgh.org/offices-ministries/office-of-child-and-youth-protection/safe-environment-training-for-adults/>
- **Circle of Grace** is a safe environment education program for all children in K-12th grades. Its primary focus is to help children and their parents develop the knowledge and skills needed to keep children and youth safe and protected from sexual abuse. Circle of Grace is an ongoing program which will provide an annual age-appropriate lesson to children in our program. HomeStudy parents are also provided these lessons to teach at home.

D. HomeStudy Catechesis: Parents who wish to teach religion at home are encouraged to do so under the direction of the Pastor, the master catechist of the parish, and in cooperation with his parish school of religion or Elementary Faith Formation.

Parents teaching religion *as part of a comprehensive home school curriculum* are not required to register in EFF, or use an EFF-issued textbook, unless it is a sacrament year. All children preparing for sacraments do so through a parish sacrament program (see section III, A). HomeStudy catechetical materials should be chosen from the *Conformity Listing of*

Catechetical Texts and Series provided by the United States Conference of Catholic Bishops on July 3, 2019. For more information: http://www.usccb.org/cs_upload/about/evangelization-and-catechesis/subcommittee-on-catechism/45477_139.pdf

Parents who teach religion at home as an alternative to attending EFF classes will register and pay the fee to obtain home study materials and have the work recorded in the office. There is a brief parent orientation October 6th, 10:45-11:30 a.m. in the Mini Hall. Parents receive the student textbook(s), and a calendar with the suggested schedule of lessons. Quarterly meetings give parents the opportunity to meet other HomeStudy parents, receive information about parish family events, and to turn in completed lessons for credit. Final work is to be turned in at the final meeting in May.

E. Special Education: Students with disabilities are rightfully welcomed in faith formation. Please indicate on the registration form any accommodations that might be made for the child to enrich his /her experience. Since many of our catechists and aides do not have training in special needs, children are incorporated into the EFF classes with the help of special buddies. Whenever a volunteer buddy is not available, it may be necessary for a parent or another adult to assist in the classroom until a routine is developed. For children not able to attend a typical classroom setting, then a "Catechesis of the Good Shepherd" Atrium is available on EFF Sunday mornings to provide individualized catechesis (as space permits).

II. PROGRAM GUIDELINES

A. Admission Policies: Regular tuition cost for parishioners is \$65.00 per student with a family maximum of 3 times the student rate. Tuition for non-parishioners is \$95.00 per student. Late fees will apply after August 15, unless transferring from a Catholic school or another parish with a letter of prior attendance.

*Mary Queen pastoral policy recognizes that each student has the right to Catholic formation and guarantees each student enrollment in the EFF program regardless of financial limitations.
No student will be denied due to financial limitations.
See the Religious Education Administrator for more information.*

- **Pre-K Students:** All students entering the program must be at least 4 years old by September 1st.
- **Kindergarten Students:** All students entering the Kindergarten program must be 5 years old by September 1st.
- **First Reconciliation and First Eucharist:** Students must be entering second grade or older to participate in sacrament preparation with at least one previous year of regular attendance in Catholic education.
- **Rite of Christian Initiation for Children:** Children who are not baptized* before the age of reason (age 7), are invited to join the *Rite of Christian Initiation of Adults adapted for Children*. This process helps school-aged children to learn more about the Catholic faith, and when appropriate, to prepare for the Sacraments of Initiation - Baptism, Confirmation and First Eucharist. Parents with children interested in becoming Catholic should contact the Elementary Faith Formation Office. **This process is also recommended for children baptized into another faith and/or without any prior faith formation.*

B. Registration: Early registration is offered at the end of each school year. A reminder will be communicated to parents /guardians in late July. Open registration is held the remainder of the year, as space permits.

- When filling out the EFF registration, mark the grade your child will be ENTERING in the FALL, as well as the sacraments he/she has received.
- To ensure placement, each registration form must be accurately completed and submitted with a signed parent /guardian consent form and payment.
- Late or incomplete registration forms will delay or prevent placement in the requested class.

- Deliver forms to the EFF Office with the required payment or receipt of payment through Faith Direct.
- Register early to get the best choice of session days & times.
- Every effort will be made to honor special requests for placement with friends or catechists before the class rosters are finalized. Otherwise, placement is determined by the EFF Office.
- Phone numbers and e-mail addresses of parents are given to catechists and aides and used only for EFF communications in conformity with Archdiocesan policies.

C. Grade and Session Times: EFF classes are in the Parish Life Center. Classes are 60-75-minutes long except for preschool & Kindergarten classes on Sunday morning, which are the length of the Mass. CLASS TIMES are as follows:

Sunday Pre-K4, K Sixth (need based only)	Tuesday K thru Fifth, & Sixth	Wednesday K thru Fifth
Sunday, 9:30 a.m. during Mass time	4:00 p.m. (Gr. K-5)	4:00 p.m. (K-5)
Sunday, 11:30 a.m. during Mass time	7:00 p.m. (Gr. 1-6) (No Kindergarten)	5:30 p.m. (K-5)

D. Class Assignments: All class assignments are posted in the main hall of the Family Life Center at least one week before classes begin and through the first few weeks of EFF.

E. Attendance Policy: Regular attendance in EFF is an important factor in helping your child deepen his /her relationship with Jesus Christ and gain an understanding of the teachings of the Catholic Church, Scripture, creed, prayer, and morality. Special circumstances that may impede regular attendance should be discussed with the Director of Elementary Faith Formation.

F. Missed Classes: If your child should miss three or more classes in a row, please contact the Director of Elementary Faith Formation. A child could be dropped from the roster after three consecutive, unexplained absences to make room for children on a waiting list. Every attempt will be made to contact the parent before a child is dropped. No refund will be given for students dropped due to absences.

G. Pick-up/ Drop Off: A parent must notify the EFF office if there is anyone who SHOULD NOT pick up a child. A color-coded parent card is required to enter the building or whenever picking up children. Cards are given out at the parent orientations. Before dropping off children, please be sure classes are in session, and there is an adult staff member or volunteer responsible for receiving them.

- Pre-K to third grade must be escorted into and out of the building by an adult with a color-coded session pass.
- Older students may be dropped off /picked up under the covered area.
- Children exiting the single door going out to the parking lot **MUST** have a parent or other adult accompanying them. **DO NOT** ask children to exit this door to meet you in the parking lot.

H. Arrival and Departure: All vehicles enter by Queens (see map on page 11).

- Do not drop off or pick up children in the front areas or smaller parking lot.
- Form two lanes for drop off /pick up under the covered area.
- For the safety of the children and others, use extreme caution when driving through the drop off /pick-up area.
- Park only in designated parking spaces.
- Do not park in the drop off /pick-up lanes.

Please take preschoolers AND younger students to the restroom before class begins.

- **SUNDAY:** Parents are to escort children to and from the classroom. A color-coded session pass is required for pick up. Students in grade six may arrive and depart on their own, unless written restrictions are given to the EFF Office by a parent.
- **TUESDAY & WEDNESDAY:** Students in K-Gr. 5 gather in the Mini Hall for opening prayer. Children in Gr 3 and younger are dismissed only to a parent or parent-designee with a color-coded session card unless written instructions otherwise are given to the catechist or EFF Office. Students in Grade 4-6 are dismissed from the classroom and can meet a parent in the drop-off and pick up line. They are also allowed to pick up younger siblings to escort outside

Arriving late is discouraged. Children arriving more than 15 minutes late may not be given credit for attendance.

**IF PICKING UP A CHILD BEFORE THE END OF CLASS,
GO TO THE EFF OFFICE, NOT THE CLASSROOM.**

I. Emergency Cancellations: If FISD, CCISD and PISD cancel classes due to inclement weather, EFF will also cancel. If you have any questions, please contact your catechist or aide who will receive this information first from the EFF Office. Use your best judgment whether or not to come to EFF in a potentially dangerous situation (flood, hail, icy roads, etc.)

III. SACRAMENT PREPARATION

A. First Reconciliation and First Eucharist: Preparation is during the school year for baptized students in grades 2-6 who have completed the previous year in Catholic School, EFF, or approved HomeStudy Catechesis with good attendance. Attendance in EFF classes must be maintained in the year of preparation. All students in sacrament preparation must have an EFF registration on file in the EFF Office. Parents are asked to provide a baptismal certificate with the EFF registration form or at the Parent Orientation meeting. *If baptized at Mary Queen Church*, please provide the month/year of the baptism for verification with the registration.

B. Sacrament Preparation Parent Requirements: A sacrament schedule is provided prior to and during the parent orientations. Reminders are emailed and/or mailed to parents whenever possible, but it is the responsibility of the parent to be aware of the schedule. At least one parent or guardian is required to attend the orientation, classes and workshop with the child for each sacrament. Parents attending the orientations in the previous two years are not required to attend again but must make arrangements to be excused with the Director of Religious Education and to pick up the materials.

C. Sacrament Readiness: One-on-one readiness interviews with the children are given before First Reconciliation and First Eucharist to check for comprehension. Students must bring their completed textbooks to the readiness interviews. Children are well prepared for a sacrament once the lessons and readiness interviews are complete.

D. Missed Sessions: If the mandatory parent orientation is missed, it must be made up. One make-up orientation will be offered. Otherwise, preparation for the sacrament will be postponed until the next start date. Parent & child work together to complete lessons missed. If there are extenuating circumstances, please make an appointment to discuss the situation with the Director.

E. Scheduling Concerns: If there is a conflict regarding the reception of the sacraments for a minor child, the wishes of the Catholic parent with the most involvement in registering and attending Mass and EFF classes with the child will be given preferential option.

IV. GENERAL EXPECTATIONS

A. Parents: Parents are encouraged to be involved in their child's faith formation by attending Mass together each week, praying together at home, bringing the child regularly to EFF, discussing what is taught in class, completing homework assignments, and maintaining communication with the catechist.

B. Students: Students are to behave in a Christian manner at all times, and to be respectful and cooperative with youth and adults assisting in the program. They should be on time, and actively participating in classroom discussions and activities.

- **Dress Code:** We follow school dress codes. For more information, visit the Friendswood ISD website and look for the "Dress and Grooming" section <https://myfisd.com/wp-content/uploads/2019/07/Friendswood-ISD-Student-Handbook-2019-2020.pdf> or click here: [FISD Elementary Student Handbook pages 30-32](#). Appropriate school or church clothes should be worn. Parents will be asked to pick up students who are out of dress code.
- **Electronic devices:** Parents may reach their children in an emergency by calling 281-482-1391 ext.328 or ext. 333. Cell phones and other electronic devices are not to be used by students during class. An EFF staff member or other authorized adult volunteer will take possession of devices that interfere with learning or discipline. A confiscated device will only be released to a parent or guardian.
- **Room Use:** No food (including gum) or drink is permitted in the classroom wing of the Parish Life Center without permission.
- **Code of Conduct:** Students will follow classroom rules, respect others and their personal property, and respect and care for the church's property, textbooks, materials, etc.

C. Discipline and Problem Solving: There is an expectation that students will share in the faith lessons and activities prepared for them by the catechists, to the best of their abilities. If a student's behavior repeatedly disrupts a class or shows inappropriate behavior, or there is a pattern of disruption, the following steps will be taken.

Disciplinary Procedures:

1st warning – verbal warning

2nd warning – redirect or time out determined by the catechist

3rd warning – sent to EFF Office to make a discipline plan*

4th warning – parental contact with possible in-class parental supervision**

5th warning – removal of the student to home study***

*The student must work out a plan with the director to be allowed back into the classroom. This may include a written apology and acknowledgement of what the appropriate behavior should have been.

** A parent is contacted, and when necessary may be called upon to supervise the child during the remaining classes

***If a child is moved to home study, no refund of fees will be given.

Hitting, biting, scratching, spitting and other acts of physical aggression cannot be tolerated. Parents will be called immediately to pick up the child. A two session suspension will be imposed for each incident.

V. RIGHT TO AMEND

Mary Queen Catholic Church EFF Program reserves the right to amend this handbook as necessary. Parents will be notified in writing if changes are made to any procedures or information contained in this handbook before the end of the school year.

VI. PRAYER

Guidelines for Prayer: *Catechetical Framework for Lifelong Faith Formation*
Archdiocese of Galveston-Houston, 2013

The *NDC* (29 F) states that among formulations to be learned by heart are the following:

- Prayers
- Factual information contributing to an appreciation of the place of the word of God in the Church and the life of the Christian
- Formulas providing factual information regarding the Church, worship, the church year, and major practices in the devotional life of Christians
- Formulas and practices dealing with the moral life of Christians

Parents, catechists and faith communities are called to assist individuals learn by heart the following prayers, formulas and practices at the appropriate age/grade listed. This is achieved in a variety of ways, including: the witness of daily prayer in the home, participation in the life of the Church and in intentional catechetical settings. The following list reflects the common language of faith to be reflected in all cultures and generations, thus facilitating, “a common way of praying in the Church, not only personally but also in community” (Presentation of the Compendium of the Catechism of the Catholic Church, 8). There are many other traditional prayers and devotions in the Church. Catholics are encouraged to learn as many of them as desired. Unless specified, these may be learned in whatever language one chooses. In addition to learning these prayers in the vernacular (the language one speaks), please note that there are a limited number of parts of the Mass which are also to be learned in Latin. (Children will be given a booklet with all the prayers at the start of each EFF year.)

Pre-K 3 & 4 Sign of the Cross, Grace Before and After Meals.

Kindergarten In addition to the items above: Morning and Evening Prayers, and the Guardian Angel Prayer.

Grade One In addition to the items above: The Lord’s Prayer, Hail Mary, and Glory Be.

Grade Two In addition to the items above: Act of Contrition and Assembly’s Mass Responses during Mass.

Grade Three In addition to the items above: Nicene Creed, Fatima Prayer, and Hail Holy Queen

Grade Four In addition to the items above: The Ten Commandments, Apostle’s Creed, Corporal & Spiritual Works of Mercy, Beatitudes, and Joyful Mysteries of the Rosary.

Grade Five In addition to the items above: Luminous and Sorrowful Mysteries of the Rosary, Act of Faith, The Seven Sacraments, Holy Days of Obligation, and Deuteronomy 6:4-5 (Shema).

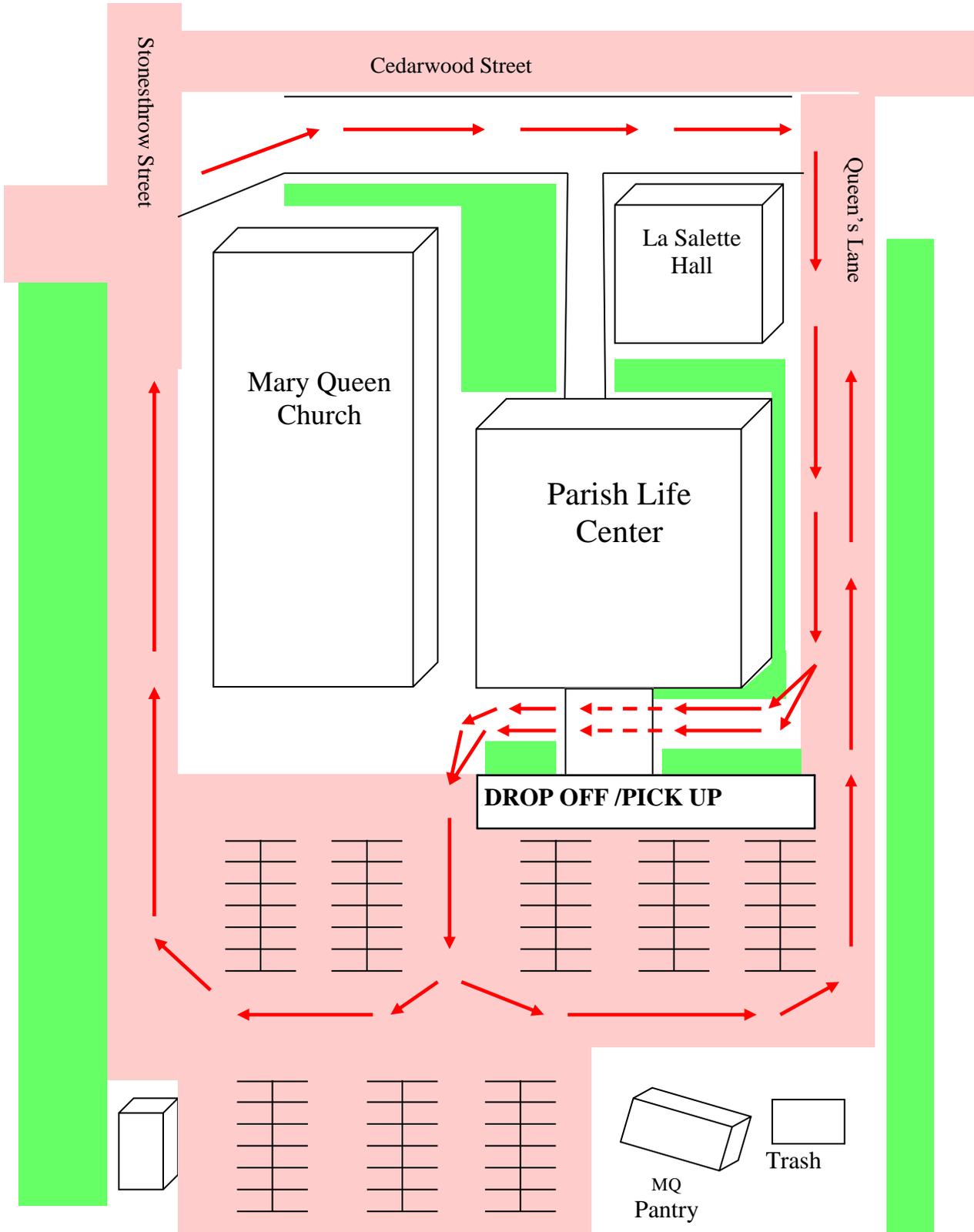
Sixth Grade In addition to the items above: Glorious Mysteries of the Rosary, Act of Hope, Act of Love, Precepts of the Church, Stations of the Cross, Sanctus, Mysterium Fidei, Agnus Dei.

Prayer to Our Lady

Dear Mother; at La Salette you wept for me- for all of us. Your apparition vividly speaks to me of your care and concern. You invite me to mend my ways, to deepen my faith, to reconcile myself with your Son and with my brothers and sisters. Whenever I feel that no one cares, I just have to turn to your apparition at La Salette to know that you are by my side. When you asked Maximin if he had ever seen spoiled wheat, he replied that he had not. You reminded him of an event that took place in his life many years prior. Although invisible, you were with him. Mother, be present to me. Be always by my side, guiding and leading me to your Son. Give me an open heart to answer your tears and appeals.

Updated 8/15/2019

PRESCHOOL/ELEMENTARY/SPARK TRAFFIC FLOW



**Be sure that EFF classes are in session before dropping children off!
 Children younger than 4th grade should be walked into & out of
 the Family Life Center.
 Park only in designated spaces.**