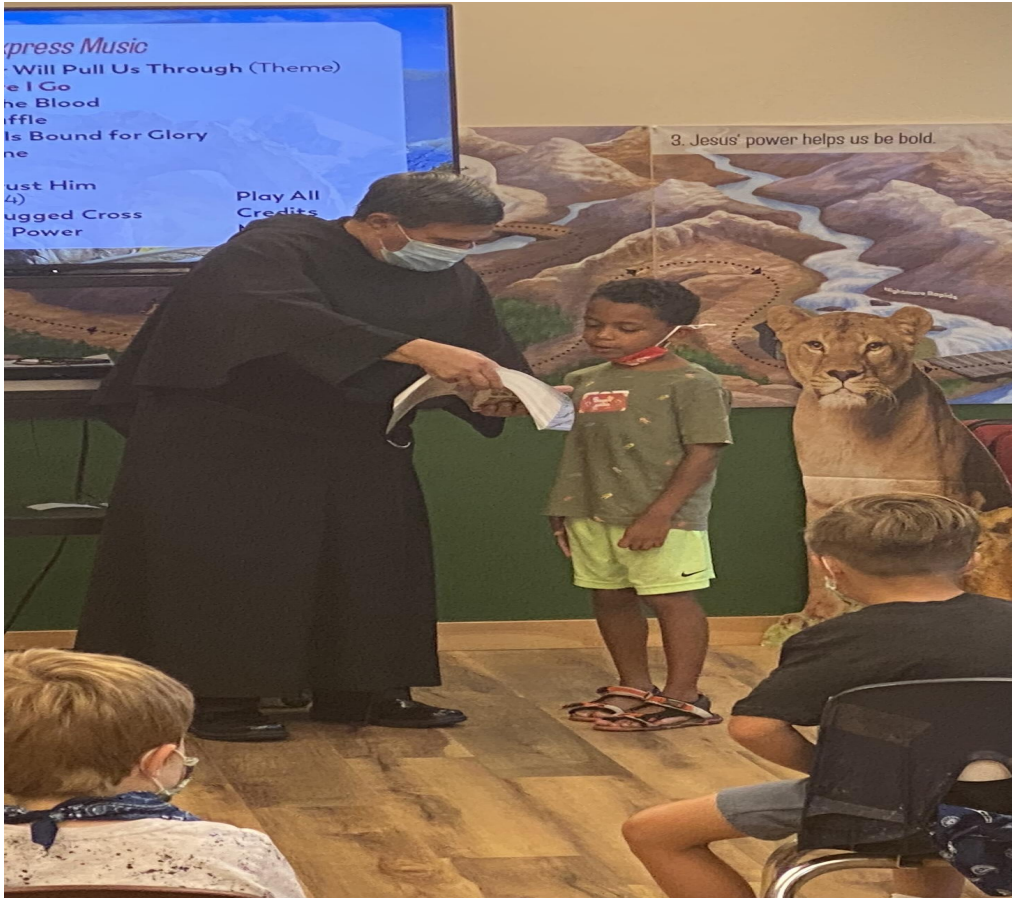


Our Mother of Good Counsel
PREP Handbook - 2021-2022



Pastor: Fr. Joseph Mostardi, OSA
Coordinator of Religious Education: Karen Carey

Contact Information for PREP:

Address: 31 Pennswood Rd. Bryn Mawr, PA 19010

Phone: 610-525-0147 ext 258

Email: kcarey@omgcp parish.net

Fax: 610-525-0157

Parish Website: www.omgcp parish.org

Table of Contents

Mission.....	2
Role of Parents.....	2-3
The Catechist.....	3
Admission Policy.....	4
Tuition.....	5
Class Schedule.....	5
Attendance Policy.....	6
Early Dismissal and Punctuality.....	7
Child Abuse Policy.....	7
Cell Phone Policy.....	7
Curriculum, Assignments.....	7
Home Assignments, Testing, Report Cards.....	8
Discipline Policy, Communication.....	9

MISSION

Our mission, as catechists, is to work **with** the parents, in their role as the primary educators of the faith.

ROLE OF PARENTS IN RELIGIOUS EDUCATION

(Excerpt from the Rite of Baptism of an Infant):

Priest/Deacon: "You have asked to have your child baptized. In doing so you are accepting the responsibility of training him/her in the practice of faith. It will be your duty to bring him/her up to keep God's commandments as Christ taught us, by loving God and our neighbor. Do you clearly understand what you are undertaking?"

Parents: "We do."

- Our Catechetical Program is designed to assist parents in their sacred responsibility to educate their child in the faith. It never replaces the parents' obligation to carry out this responsibility.
- It is essential to the child's growth and development in the Catholic Faith, that the parents live a life of faith in the home.
- The effectiveness of the catechetical process radically depends on this.
- For example, the children learn in their religious education classes that celebrating the Eucharist on Sunday with the community of faith, that is the local parish, is essential to being a Catholic.
- **When parents attend Mass with their children they affirm what their children are being taught in Religious Education. When they do not, their example contradicts what they are being taught.**
- Statistics demonstrate that it is the parent's example that their children will absorb and model. Parents have the responsibility to be active members of the parish. This includes regularly supporting the parish and participating in the spiritual life of the parish.

Parent's Role

Parents of youth in our religious education program need to be supportive of our catechists' efforts and our program in the following ways:

- ☀️ Attend Mass on Sundays and Holy Days, receive the sacraments.
- Teach your child to pray in their own words as well as to learn the traditional prayers of our faith.
- Be sure that the child is prepared for class.
- Show interest in what your child is doing in Religious Education class each week. Check Religious Education email for communication from the catechist or program director.
- Help your child to be conscientious about completing any homework assignments that are given to him/her.
- Join your child by participating in any service projects or workshops offered in his/her grade.
- Make sure your child arrives on time for classes. Make this one of your commitments to our Lord.
- Read the Bible as a family.

The example you set is invaluable to our efforts in the classroom.

Your Child's Teacher:

Teachers in our Parish Religious Education Program are called CATECHISTS. A catechist is "one who echoes the Word of God." All of our catechists and classroom assistants are volunteers who share their time and talents for the benefit of our parish children. All of our catechists and aides have completed the proper background checks required by Archdiocesan Policy. Please support them in this work with your prayers and cooperation.

Our Catechists supplement in a more formal way the faith education that occurs informally in your home.

Admission Policy

- Our Mother of Good Counsel does not discriminate on the basis of sex, national origin, physical or mental challenge.
- All families, who are registered parishioners at Our Mother of Good Counsel, are eligible to register their children in the parish Religious Education Program.
- Families of neighboring parishes may also register their children in our parish program. A letter of permission is required from the pastor of the home parish and sent to Father Joseph Mostardi for his permission.
- A Baptismal Certificate is required of all children who have not been baptized in this parish.
- Transfer students must bring a letter from their former parish stating years attended and grade completed.
- It is expected that Religious Education Students will attend classes each year.
- Parents/guardians whose children have left the program are required to meet with the D/CRE before a child can be re-admitted to the program.
- Children who have not received the Sacrament of Baptism in the Catholic Church or whose child has never been baptized should call the program director to discuss next steps for acceptance into the program.
- New families to the program can call the Religious Education Office for information on registration and tuition.
- If phone numbers or addresses change at any time during the Religious Education year, please contact the office immediately. This is absolutely necessary in the event of an emergency. This also holds true for emergency contact numbers.

Tuition Fee:

If you are registering for the 4 and 5 year old program ONLY, the tuition is a flat fee of \$80

If you will have children in BOTH the 4 and 5 year old program, as well as in grades 1 through 6, OR if you have a child or children in grade 1 through 6 ONLY, please use the schedule below.

1 child.....	\$110
2 children.....	\$150
3 or more children.....	\$180

Activity Fee:

This fee is an additional fee for those who are preparing for the sacraments.

First Eucharist Fee.....\$70
(only for those receiving their First Eucharist and First Reconciliation this year)

Confirmation Fee.....\$100
(only for those receiving their Confirmation in Spring of 2022)

Class Schedule

Parents have a choice of teaching through Family Catechesis at home or sending your child in person to class on Sunday mornings.

If the child is completing the Family Catechesis course, the families will meet in person with the program director once a month on a Sunday afternoon. At that time, the director will review what had been completed and what is to be accomplished in the next month.

If the child is participating in-person on Sunday mornings, the class will begin at 8:50 am and end with attendance at the 9:30 Mass. The children will have class until 9:40 when they will join together for a Liturgy of the Word and then meet up with parents who are attending the 9:30 Mass. Parents should attend the 9:30 Mass and be there to welcome the children when they arrive.

ATTENDANCE POLICY

Under new directives from the Archdiocese of Philadelphia Office of Catholic Education, a recommendation of forty (40) hours of religious instruction is required to receive full credit for the current PREP school year.

It is recommended by the Archdiocese that a child repeat a grade level if frequent absences occur.

As directed by the Archdiocese, attendance records are kept for each child. If you move to another parish, and wish to enroll your child in their religious education program, we will be asked to verify your child's participation in our program.

The faith formation received in the program is ongoing in that each session builds on the previous session; therefore, it is imperative that a child be present for all classes unless illness or other serious reason prevents this.

Since Religious Education is a continuous program. Levels 1 through 6 are required. Since material is presented in developmental sequence, children may not arbitrarily skip levels. If a child, who is baptized, enters the program with little, if any, formal religious training, or returns to the program after skipping several levels, they might not be placed in the same level they are in at school. This matter needs to be discussed with the program director before the child can be placed into a class.

Religious education classes must be given first priority. Athletic and social activities are not an excuse for continuous absence or early dismissal.

When a child is absent for any reason, an email must be sent to the Program Director (kcarey@omgcp parish.net) explaining the reason for the absence.

- Extended absences due to illness require a doctor's note upon return to class. In addition, parents should be in regular contact with their child's catechist in an effort to obtain assignments and keep their child's formation up-to-date when possible.
- If a child misses more than 2 classes per semester, they may not be moved up to the next level until the situation is discussed with the program director. If your child is in a Sacrament grade (2) an excessive number of absences (more than 3) is justifiable reason to delay a child's reception of the sacrament.
- The Coordinator will initiate follow up with parents of children who have accumulated three unreported absences.

EARLY DISMISSAL AND PUNCTUALITY

- A child may not be leave theclass unless we have explicit written permission from the parent/guardian PRIOR to the lesson.
- Students are expected to be on time for their classes. Habitual tardiness will not be tolerated. Any child who continually arrives late for classes may be asked to repeat the Religious Education year. **Please do not ask that a child be dismissed from classes early. Sporting events are not a reason to be dismissed early.**

CHILD ABUSE POLICY

- If a Catechist/Director suspects a child has been abused, Pennsylvania State Statutes require the Division of Youth and Family Services to be notified. This is true even in a virtual situation.

CELL PHONE POLICY

- We realize that cell phones have become a necessary tool in keeping communications open with children. However, it is the policy of this program that such devices be turned off during catechetical sessions.

CURRICULUM AND ASSIGNMENTS

- Our curriculum is designed to follow the guidelines for Religious Education drawn up by the Archdiocese of Philadelphia. To cover the material designated by the Archdiocese, the catechists use various texts and resources.
- Students are issued a consumable textbook. The catechists determine whether the students need other materials in addition to that. Some classes use copybooks or folders. These are provided by the Religious Education Program.
- If a book is lost, a fee for the cost of the book will be assessed.
- It is strongly recommended that all PREP materials stay in one place in the home.

HOME ASSIGNMENTS

Students in grade 1-6 will receive weekly home assignments, corresponding with the lessons covering class. These lessons are to be completed in the time period between the virtual classes. All assignments will be recorded in the Catechetical Program. These brief assignments provide parents with the opportunity to follow up on material covered in class, foster discussion, and review previously taught material or assists their child in preparing for a new lesson.

OBJECTIVE TESTING

- **Students in grade 1-6 will be assessed either orally or in writing each virtual session. Students are expected to study at home, what they have learned each week. Please help your child prepare.**
- **As part of their home assignments, students are expected to learn by memory the common prayers and formulas which the Archdiocese has assigned for that grade level. These prayers and formulas of our faith will be presented to the students together with proper catechesis to ensure that they have a proper understanding of the subject.**

REPORT CARDS

- The grading system used was established by the Archdiocese of Philadelphia. It is required that it be utilized as stated, no changes, additions, or deletions may be added. Only the grading system required by the Archdiocese of Philadelphia: A, B, C, U. may be used. A plus (+), or minus (-) may not be added to the grade.
- If unable to grade due to lack of attendance, the grade is U for unsatisfactory (U = Progress not presently demonstrated).
- As in all formal educational processes, the students will be tested on the material taught and studied.
- Report cards will be issued in December and May. The report card grades will be based on the following: test/quiz, home assignments, knowledge of religion, effort, attendance, and display of Christian behavior.
- The reason for a report card is not to discourage students or parents, but to help them determine what areas, in their religious education, might need extra assistance or to give a deserved pat on the back for a job well done.
- Report Cards will be mailed directly to parents.

DISCIPLINE POLICY

- Good conduct is expected from every child who attends our Religious Education Program. Disruptions are unfair to both the catechists and the other students who are present.
- Serious breaches of discipline such as constant interruption of the class, destruction of property, fighting, continued ignoring of reminders, etc., are cause for a child to be dismissed from class and asked to sign off.
- If it becomes necessary, and only after consultation with the catechist, a meeting with the parents of the student may be requested by the Director BEFORE the child may return to class.
- Complete failure of the discipline policy can cause suspension and/or dismissal.
- ANY fighting, obscene language, blatant disrespect and gross insubordination will be met with immediate dismissal from the program.

COMMUNICATION

- If your address, telephone number or email address changes during the year, please notify the office immediately.
- **PARENTS ARE STRONGLY ENCOURAGED TO CHECK THEIR EMAIL FOR NOTICES OF IMPORTANCE.**
- We encourage you to regularly read the church bulletin, this is a major method of our communication with you.
- Also please maintain email correspondence with our office.
- Occasionally, a catechist may feel the need to contact a parent with regard to a child's progress in class (ex. homework, behavior, class participation, etc.) In these cases, the catechist will inform the Coordinator prior to contact so that the Coordinator is aware of all situations.
- Parent communication is encouraged to resolve troublesome issues and catechists have been encouraged to involve parents at the earliest sign of concern.
- Parents are encouraged to contact the Coordinator of Religious Education (CRE) whenever questions or problems arise.

**Our Mother of Good Counsel
Parish Religious Education Program
Publish Consent - 2020-21**

OMGC Family Information and Image Consent

OMGC Parish Religious Education Program (PREP) and Youth Group intends to produce publications and projects intended to encourage community and interaction among the Prep families. In order for your child's name and/or photograph to be included in these publications, we must receive your written consent. All students may have the opportunity to be included in these publications. If you do not want your child's name and/or photograph to be included in a publication and/or project, mark the item "No" and every reasonable effort will be made to omit your child's information and image from these publications/projects.

Do you consent to the appearance of you and your children's, photo, and/or contact information in the following?

Publication Name	Circle
OMGC PREP Student Guide - will contain a roster of students, their PREP teachers, and which local school they attend. The guide will be shared with other PREP families only.	Yes / No
OMGC Facebook Page	Yes / No
OMGC Website	Yes / No

Parent or Guardian Signature: _____ Date: _____

**Adult Permission for Pick-Up
2019-2020 School Year**

Family Name _____

Student's Names:

The following persons have permission to pick my child(ren) up from Religious Education at the end of class during the 2019-2020 school year.

Name	Relationship to student
------	-------------------------

_____	_____
_____	_____
_____	_____
_____	_____

Parent Signature _____

**Our Mother of Good Counsel
Parish Religious Education Program (PREP)
Registration 2019-2020**

New Family
 Returning Family

Emergency _____

Family Name: _____ Phone Number _____

Address: _____

**MOST COMMUNICATION IS DONE BY EMAIL. PLEASE PROVIDE BEST EMAIL TO USE.
PLEASE PRINT CLEARLY.**

Family/Parent Email Address _____

Name of Student	M/F	Day School	Grade 9/21	Birth Date	Allergies

New students must provide a copy of baptismal certificate with registration. If your child is coming from another Religious Education Program, please bring record from other church.

Family Information:

Marital

	Name	Maiden Name	Rel	Status	Occupation
Father					
Mother					
Step/Guardian					

If the emails from the parish need to go to more than one parent, please note that here.

Name _____ Email _____

Please Complete Both Sides

We welcome all children to our program. We work with many different style learners. So that we can best help your child/ren, please list below any special needs or circumstances that will help us to better bring the Word of God to your children. Examples would be ADHD, Autism, Aspergers, Down Syndrome, talents, home situations, special circumstances, medical needs.

Registration for:

_____ Sunday PREP

_____ Family Catechesis

Sacramental Information:

Children in Level or Grade two will be receiving the Sacraments of Reconciliation and Eucharist for the first time this year. Please complete the following information if this applies to your child:

Child's Name _____ Church of Baptism _____ Date of Baptism _____

Tuition is listed on page 5 of the Handbook, which you can access online at www.omgcp parish.org under Youth, PREP. **Please enclose payment with registration.** Checks made payable to OMGC. If payment is a hardship, please contact Karen Carey directly.

If you are interested in being a catechist, or a classroom assistant, please check here. _____

If you are interested in being a dismissal assistant, please check here. _____

If you are interested in being a class mom, please check here. _____

For Office Use Only:

Payment Due _____ Payment Made _____ Check Number _____

Notes: _____

Every family is expected to volunteer in at least one family event throughout the year. Please indicate your choice. You will be called prior to the time of the event.

_____ Movie Night (9-6) _____ Fall Festival _____ Pumpkin Carving _____ Thanksgiving Dinner
_____ Breakfast with Santa _____ Christmas Eve Playlet _____ MLK Day of Service _____ Bingo
_____ Lent Events _____ Living Stations _____ Easter Activities _____ May Procession _____ Family Picnic

Our Mother of Good Counsel
2019-2020 Religious Education Program
Handbook Parent/Guardian Acceptance Page

Students' Name(s) _____

I, _____

(Print Parent's Name)

acknowledge receipt of and have read and fully understand the policies and procedures outlined in the Our Mother of Good Counsel 2021-2022 Religious Education handbook. I promise to work with my child and the catechists to bring the guidelines to fulfillment.

Signature _____

Date _____

Relationship to student _____