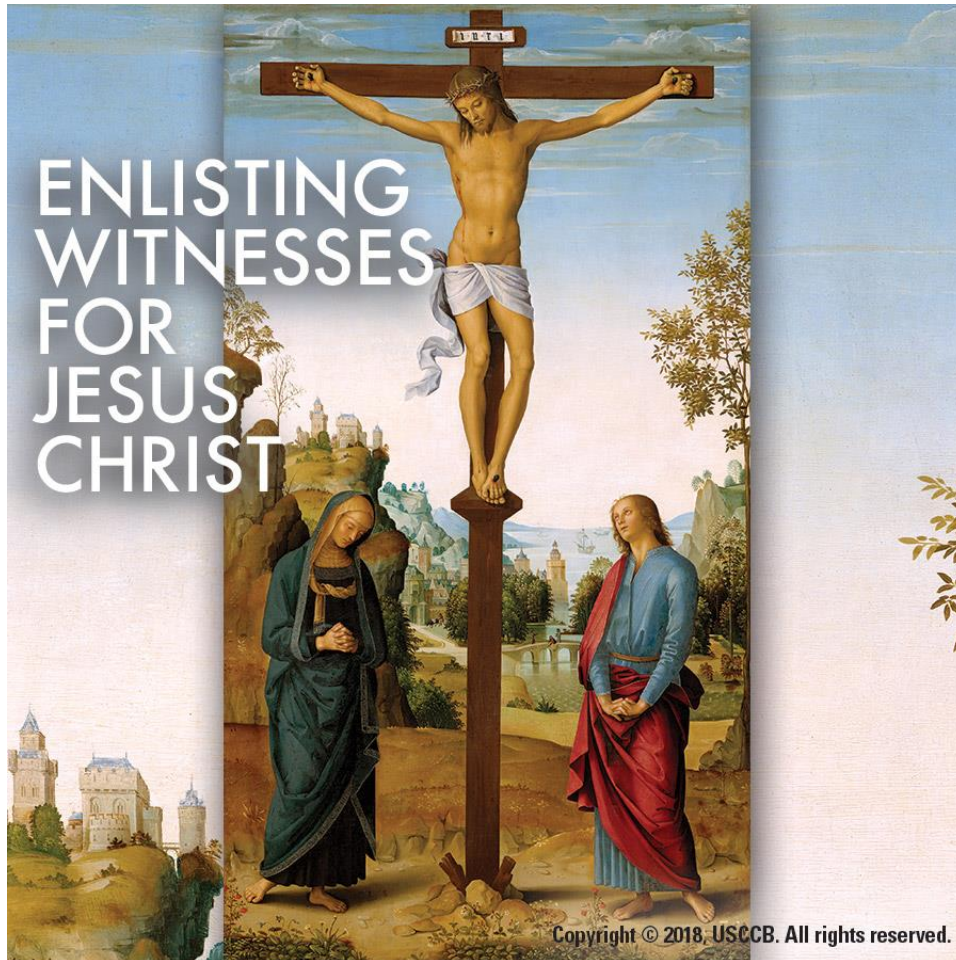


FAITH FORMATION HANDBOOK

2018-2019



Most Holy Trinity

1713 N. Tinsley
Angleton, TX. 77515
(979) 849-2421
(979) 849-2425 -fax
www.mhtangleton.org

Parish Office Hours:
Monday through Thursday, 9:00 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 12 noon
(Closed for Lunch from 12:30 -1:30 p.m.)

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Most Holy Trinity Catholic Church

Archdiocese of Galveston-Houston

1713 N. Tinsley
Angleton, Texas 77515-3598

Parish Offices (979) 849-2421
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September 2018

Dear Brothers and Sisters in Christ,

I am so glad that you have enrolled your child in Faith Formation this year. God has great plans for your kids and this is part of His plan for them. This year is going to be a year of grace for your child. I am impressed with the preparations our catechists have received and with the quality of our catechists who truly live their faith and with love have volunteered to teach your child. Let us keep them in our prayers.

No one can be a more effective teacher of the faith than you. I encourage you to pray with your children. Your witness and your words speak so very deep. The faith is not just taught but caught by living it at home. Remember that you are the heart of the Church. We have to be close to Jesus. You are the domestic Church. The Sunday or Saturday evening Mass is the most important faith related event of the week. Please bring the kids to be fed spiritually through God's word and through the Eucharist. We have a new 6:30 p.m. Mass on Sunday's so as to have more opportunities to fulfill your obligation.

Our theme this year is "Enlisting Witnesses for Christ." In order for us to witness to Jesus we have to know Him. I pray that they may discover their best friend Jesus Christ and be convinced of His faithfulness and presence in their lives and radiate that love to others.

Please be sure of my prayers for you and I am eager to help you in your task of teaching your children the faith and am always available to you. Please remember to bring your kids that have made their first confession to our Advent Penance service on December 19th to receive the Sacrament of Reconciliation (confession) as a family. This was always a very good thing for me growing up even when I strayed. Thank you.

In Christ,



Fr. Victor Perez

Religious Education/ Faith Formation Personnel & Volunteers

Pastor

Fr. Victor Perez

979-849-2421

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Pastoral Associate, D.R.E.

Cheryl Scott
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Coordinator of Children's CCE (Pre K-6)

Norma Mata

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Youth Ministry (7-12)

Amber Forness

979-849-2421, x-108

amber@adoreministries.com

Deirdre O'Leary

979-849-2421, x-108

deirdre@adoreministries.com

**2018-2019
Most Holy Trinity Catechists**

Pre-K	Leslie Mata
Kindergarten	Candace Yglesias Amanda Ocanas Angelica Hernandez Deyanira Perez
1st grade	Jennifer Plentl Santana Belmares Maria Belmarea Rosy Cruz
2nd grade	Ilda Hernandez Lauren Ellisor Patricia Valdez
3rd grade	Grace Flores Ana Leveck Jennifer Munoz
4th grade	Sandra Lopez Maria Wilde Annette Trevino
5th grade	Estefanie Gamino Marlyne Epps Michael Damian Andrea Damian
6th grade	Cecilia Teater Judy Vera Laura Cruz
7-12 grade	Adore Ministries (Coordinators) Amber Forness Deirdre O'Leary

General Policies and Procedures

I. Registration

Registration in the parish religious education programs is necessary and important to ensure that those charged with providing religious education opportunities for children are given the needed preparation time to ensure quality programming to meet the needs of every child. Each year we must arrange schedules, purchase books and materials, organize meeting space, and recruit volunteer catechists and aides, plan retreats and activities, and numerous other tasks in order to offer ongoing faith formation to all our children.

Families must be registered in Most Holy Trinity parish before children can be enrolled in religious education or sacrament preparation classes. In addition, all children attending religious education classes must be formally enrolled through the parish faith formation office. Early registration begins in May of each year for the coming school year.

Early registration is strongly encouraged for everyone. By registering early, the CCE staff is given greater opportunity to be fully prepared for the coming year. Early registration of payment also gives greater assurance that your child will be placed in the session day and time of your choice. Placement of students is on a first come basis according to their grade level in school.

A. Registration Fees

Early bird discount if paid in full by the advertised deadline for 1 child is \$40.00 2 children \$55.00 3 children \$70.00 4 children \$85.00 5 children \$100.00.

Deadlines vary each year depending on calendar year. See the parish bulletin and website for announced deadlines.

After Early Registration closes, cost for 1st child is \$55.00 plus an additional \$15.00 for each child after that. Registration is part of each family's commitment to parish stewardship. Arrangements for the payment of fees on a payment plan can be made through the CCE office or business office. Any family who has "financial" difficulty regarding fees is strongly encouraged to speak with the religious education director. Arrangements for the payment of fees on a payment plan or other alternative can be made. ***No child will be denied the opportunity for religious education due to financial reasons.***

B. Class Sessions- Every effort is made to place children in sessions according to the family's needs; however, class size and space is limited and children are placed on a first come, first served basis. Once a class session reaches maximum capacity, that session is closed and children are placed on a waiting list until arrangements can be made to open another session. Families are encouraged to take advantage of early registration to avoid delays in children being placed in a classroom.

Due to space restrictions, class enrollment size is generally limited to 12- 15 students. Once all scheduled sessions are full to capacity, consideration will be given to opening an additional session depending on the availability of catechists and space requirements.

The following session days and times are offered:

Pre-K	Sunday, 10:00 a.m. – 11:15 a.m.
Elementary (Kinder-6 th grades)	Monday, 4:30 p.m. – 5:45 p.m.
Elementary (Kinder –6 th grades)	Tuesday, 6:00 p.m. – 7:15 p.m.
Elementary (Kinder- 6 th grades)	Wednesday, 4:30 p.m. – 5:45 p.m.
Jr. High (7 th -8 th grades)	Monday, 6:30 p.m.-8:00 pm
High School (9 th -12 th grades)	Wednesday, 6:30 p.m.-8:00 p.m.

C. Enrollment & Attendance –

Attendance is taken at the beginning of every class session. Students should be prompt. Coming in late is disruptive to the classroom teacher and other students.

An accurate record of attendance is kept for each student. Those who are absent will receive a phone call from the office to ensure parents are aware of their absence. If you know your student will be absent, please assist the office by calling ahead of time.

Excessive or continued absence by a student may result in the child being dropped from the roster in order to make room for other students.

D. Special Assistance- Children who are in special education classes in school, or who have special needs or disabilities, are given the opportunity to be in religion classes adapted to their particular needs. For further information, please contact the Faith Formation office.

E. Sacrament Preparation- Students preparing for sacraments must enroll in the preparation classes through the faith formation office. There is an additional \$40.00 fee for First Communion or \$40.00 fee for Confirmation per child for sacrament preparation materials. A copy of the child's baptismal certificate must be presented to the faith formation office by **November 1st**.

F. Visitor Policy – We must have emergency information on all students involved in our programs or events held on our premises for emergency and liability purposes. Students who wish to bring a guest must have prior approval at least one week in advance by the faith formation staff and classroom catechist before they may be dropped off or allowed in classroom. Proper information must be one hand in case of emergency and to ensure a manageable class size for our volunteer catechists. Student visitors (guests) not formally enrolled will not be allowed to attend class without prior approval and without names and address of parents on record. Guests who attend more than three times will be asked to enroll in the CCE program, if space is available. Appropriate fees will be determined at time of registration.

Students are welcome to invite visitors to any planned youth ministry event outside formal religious education classes. These events are advertised in advance and give ample opportunity to obtain paperwork for all youth who wish to participate.

Non-Catholic visitors who are interested in attending formal religious education classes are invited to inquire about the Rite of Christian Initiation Classes for children and youth.

II. Sacrament Preparation Policies & Guidelines

Through the Church's liturgical and sacramental life, we encounter a loving God that cares for us from birth to death. The purpose of the sacraments is to sanctify men, to build up the Body of Christ, and finally to give worship to God by uniting us to the paschal mystery of Jesus Christ. The way we, his followers, live and pray is a testament to how relevant our bond to the paschal mystery of Christ is to our lives. The parish of Most Holy Trinity, under the guidance of the Holy Spirit, is committed to assisting each person discover the fullness of God's blessings through its celebration of the liturgy and sacraments.

The following guidelines and policies are given in the spirit of love for all those who prepare to celebrate the sacraments and in the spirit of faithfulness to the gospel of Jesus Christ and traditions of the Roman Catholic Church.

A. R.C.I.A. (Rite of Christian Initiation of Adults and Children)

The Rite of Christian Initiation is the process by which the human experience of coming to faith is taken seriously. Those who seek Christ and wish to become fully initiated members of the Catholic faith are admitted to

this process, which utilizes the restored rite of the ancient Church's form of bringing members to faith.

This restored rite of the Church is the normative process for both adults and children who have reached catechetical age, (7 years or older) and leads individuals to full

participation in the life of Christ as practiced through the Church's liturgical and sacramental life. Individuals who are un-baptized, baptized into another faith denomination, or baptized as infants in the Roman Catholic faith but never catechized and wish to complete their initiation through the sacraments of Confirmation and Eucharist are those who become candidates for this process.

Children who were not baptized as infants, have attained the use of reason and are of catechetical age, who are presented by their parent/guardian or who present themselves with parental permission, and who are capable of a personal faith and the formation of conscience are those who are candidates for the RCIA for children. The formation of children of catechetical age, including adolescents, shall follow the general pattern of the adult process as far as possible.

The process employs four periods: inquiry, catechumenate, purification and enlightenment, and mystagogy. Each period promotes the ongoing journey of all Christians to continued conversion, to a more intimate participation in the death and resurrection of Christ, to a fuller appreciation of the Christian tradition of prayer, creed, and ongoing faith formation, and a more active role in the Church's mission and ministry. Throughout the process, the scope of formation is dependent on the age and background of the individual seeking entrance. They are supported and strengthened spiritually in the midst of the community and given suitable pastoral formation and guidance to prepare them to live the Christian life.

An initial interview with the candidate and/or their parents is conducted by the pastor, his delegate, or RCIA director to determine the level of catechesis and the appropriate placement of the individual in the process. Call the parish or CCE office for further information.

B. Infant Baptism

Catholic parents preparing for the baptism of their infant are expected to participate in a process of sacramental preparation before the baptism of their child. This process can begin before the baby is born. It is recommended that parents contact the parish office early on in the pregnancy. This ministry to parents is viewed as spiritual guidance or formation and pastoral care as well as catechesis. Godparents are also encouraged to participate.

The preparation will assist parents by emphasizing the sincere love and concern for family, the desire to deepen their relationship to the church and assist them in arriving at a deeper appreciation of baptism and their own vocation as Christian parents. It is the hope that what is expected for adults and children of catechetical age through the order of initiation will begin and develop at home as parents provide an environment and the personal example that will foster and nurture the child's faith. (Catechism of the Catholic Church, # 1250-1255) A copy of the child's birth certificate must be presented to the parish office before the reception of baptism.

C. First Reconciliation (Penance) and First Eucharist (Communion)

In preparing children for their first reception of Eucharist, the parish of Most Holy Trinity desires to foster a greater appreciation for the sacrament of Eucharist as a

sacrament of initiation. Each time we share in the Eucharist, we are initiated more deeply into the saving death and resurrection of the Lord. Our participation in the Eucharist renews our commitment as baptized Christians to carry on Christ's ministry in the world.

Continued catechesis is given yearly in all catechetical programs for children, inasmuch as the sacraments require lifelong participation and study. Immediate preparation classes for 1st Penance and 1st Eucharist are offered during the second grade level, which is usually the time when a child reaches the age of reason, typically the seventh year. The sacrament preparation classes are in addition to the regular CCE classes that the child must be enrolled and faithfully attending.

Children preparing for the sacrament of 1st Eucharist must be prepared for and given the opportunity to celebrate the Sacrament of Penance before their reception of Eucharist. Catechesis for 1st Eucharist is conducted separately from catechesis for the sacrament of penance, since these are two (2) distinct sacraments and each deserves its own concentrated preparation.

The pastor, in consultation with parents, catechists, director of the parish sacraments program, and other appropriate ministers is to determine the readiness of the candidates to receive their first communion in keeping with the norms of the National Catechetical Directory and the Diocesan guidelines. Assessment of the readiness of a child for the sacraments, is based on the participation in the preparation process by the child and parent(s)/guardians(s), participation in the communal and liturgical life of the faith community, and on the child's understanding of the nature of the Eucharist and their ability to show sincere commitment to participate in the sacrament actively and with awareness.

Recognizing the parent(s)/guardian(s) role and responsibility for the education of their children in the faith, Most Holy Trinity offers a family catechesis approach that supports family and child education/formation to the sacramental and liturgical life of the church.

A meeting for the parent's of children eligible to become candidates for the sacraments will be held prior to the onset of the preparation classes. Detailed information will be given as to the requirements of the child and parent/guardian.

D. Confirmation

Baptism, Eucharist and Confirmation together constitute the "sacraments of Christian Initiation". Confirmation is the gift of the Spirit which confirms our belonging to Christ in baptism and which calls us to be witnesses of Christ's love for others. The reception of the sacrament of Confirmation is necessary for the completion of baptismal grace.

For individuals who were baptized and received First Eucharist as younger children, the parish of Most Holy Trinity desires to help them complete their initiation into the Body of Christ by enrolling them in a one-year immediate preparation process for the sacrament of Confirmation, separate and distinct from the on-going religious education formation, with a prerequisite of CCE attendance the prior year.

Consideration for the eligibility of candidates to enter this immediate formation period is discerned through the individual's history of attendance in the catechetical

programs, participation in the community's liturgical and sacramental life, and their ability/willingness to make a faith commitment.

The two-year period of preparation is typically offered to mid-teenagers entering 10th grade with the one-year immediate preparation falling during the 11th grade year. It involves directed catechesis, retreats, service activities and immersion into the midst of the communal life of the Church that will assist the individual to share more completely in the mission of Jesus Christ and the fullness of the Holy Spirit. Invitations will be extended to eligible candidates by letter and bulletin announcements. Parents of candidates will be asked to attend an informational meeting that will provide an overview of the process, and the expectations of candidates, parents, and sponsors.

- E. Adult Confirmation-** Baptized Catholics over 18 years old, who have made their First Communion, graduated high school, and who are regularly practicing their faith but did not receive the sacrament Confirmation at the designated age for the diocese are able to prepare for the Sacrament of Confirmation through adult classes. Classes are offered in the spring of each year and the celebration Mass occurs on Pentecost Sunday at an Archdiocesan location. Call the parish office for more information or to register.

III. Curriculum

All curriculum used in the parish religious education programs are in conformity with the *Catechism of the Catholic Church* and approved by the Bishops Committee on Education. Most Holy Trinity, K-6th grade adheres to the Lifelong Learning Framework guidelines mandated by Cardinal DiNardo for the Archdiocese of Galveston-Houston in 2013.

A. Pre-k 4- 6th grade- *Loyola Press, Finding God -*

Students learn the Catholic faith as the four pillars of the catechism- Creed, Sacraments, Morality, and Prayer. *Finding God* utilizes a spiral learning approach that reinforces faith age-appropriately by teaching the pillars of the Catechism each year in every grade level. It incorporates special scripture lessons and weekly activities for the liturgical season as well as activities to learn about saintly life. It makes use of technology resources including video segments to accompany lesson themes and a free web site, www.loyolapress.com that can be accessed by students, parents, and catechists to provide further interactive activities correlated with every lesson on every grade level.

B. Jr. High and High School- (7-12 grade)-

A parish based weekly catechetical program that provides ongoing formation in the faith concepts of the Catholic Church. Additional opportunities are provided throughout the year, in conjunction with scheduled parish youth ministry programming, for gathered prayer and worship, retreats, community building, and service activities all geared toward helping students learn and understand how to put their faith in action.

C. **Sacraments** – Sacrament Preparation resources engaged are those, which incorporate solid sacramental theology and are centered in community. They are comprehensive programs that involve the child, family, and community in the immediate spiritual preparation for the sacraments that will help guide the child's journey of initiation into the Catholic Church. All sacramental catechesis engages ritual, catholic doctrine, theology, and scripture at an age appropriate level.

IV. Safety Procedures & Policies

The following general rules apply to all CCE classes for the good and/or safety of the learners and the catechist and are in accordance to the Archdiocesan VIRTUS Guidelines for the Protection and Safety of Children.

A. Medical & Emergency

1. A current medical history form must be on file for each student enrolled in MHT programs. Forms are available on the parish website or at registration. Parents are asked to return the completed form to the child's classroom teacher or the faith formation office no later than the second class session.
2. No catechist is allowed to administer medication to any student. Medication may only be given by the formation staff according to the written consent from the child's parent expressed on the medical consent form.
3. In the case of a life-threatening illness or injury, 911 will be notified and appropriate assistance given to provide care and comfort.

B. Arrival & Departure

1. All students and parents are to follow the drop-off and pick-up policies of the parish. (See Below)
2. Students may not be dropped off earlier than 15 minutes prior to the start of their session time and must be picked up by the parent or designated person no later than 15 minutes after the end of the session time. There is not adequate adult supervision on the premises outside this time frame and therefore we cannot provide the necessary supervision.
(See Drop Off and Pick Up Policies below)
3. Late arrival and Early pickup is discouraged, as is tardiness as it disrupts the classroom.
4. Transportation forms must be on file in the parish office for those students who will be picked up by someone other than the parent or designated guardian. Forms are available on the parish website or upon registration.
5. Written notification to the CCE office must be made by the parent if this changes during the year.
6. Pre-School students are to be signed in and out by the parent at the child's classroom.

7. Students operating vehicles on church premises must have a valid Driver License and motor vehicle insurance. High School student drivers may not drive another (non-family member) student to or from faith formation/church activities without advanced written permission on file in the parish CCE office from both student driver and student passenger parents.
8. Students may not be left unattended or alone with any adult volunteer or staff member.

C. Student Drop Off and Pick Up Procedures

To ensure the safety and protection of all of our students, all are asked to please adhere to the following policies regarding dropping off and picking up students from CCE.

- 1) Students may not be dropped off earlier than 15 minutes prior to the start of their session time and must be picked up by the parent or designated person no later than 15 minutes after the end of their session time. There is not adequate adult supervision on the premises outside this time frame and therefore we cannot provide the necessary supervision to ensure your child's safety.
- 2) All Students are to be dropped off and picked up at the circle driveway on the north side of St. Basil Hall, only. Dropping off or picking students up in undesignated areas could result in children having no adult supervision and cause traffic issues.
- 3) One way traffic through the parking lot is in effect for both drop off and pick up times during all session days and times. Please enter parking lot from Northridge and exit on Tinsley. Pick up line moves quickly once all are released. Parents who wish to park and walk inside to pick up their student are asked to use parking on Tinsley street side of property and walk to circle drive to pick up their student.
- 4) St. Basil Hall is to be used as a gathering area for all students upon their arrival until time for class to begin. Students should not remain in their vehicles or gather in other areas of church property prior to start or end of session times.
- 5) A transportation pickup form must be on file in the Faith Formation office. Students are not allowed to walk home or ride home with anyone other than their parents without written permission on file in the faith formation office.
- 6) If it is necessary for a student to leave early, advance notice is requested for the catechist and written permission from the parent/guardian must be given to a faith formation staff member.

D. Fire & Weather Emergency

Visit the Church's facebook page or Webpage at www.mhtangleton.org for updates on bad weather days and emergency closings.

1. In the case of severe weather, CCE classes may be canceled. If enough advanced warning, parents will be notified and signage will be placed at drop off location.
2. If severe weather occurs while students are present for class, all necessary precautions will be taken by the staff and adult volunteers to ensure the safety of each child to the best of their abilities, which may include moving children indoors or interior hallways such as in the case of a tornado warning.
3. If the local schools have closed due to inclement weather or other emergency situations, CCE classes will generally be canceled. If there is any doubt, please call before bringing your child to class. Heavy rain does not automatically cancel classes. Use your best judgment.
4. Fire evacuation drills will be conducted to insure prompt evacuation and all procedures are followed.

E. VIRTUS & Keeping the Promise Alive Policy

Most Holy Trinity adheres to the Archdiocesan Guidelines for "Protecting God's Children." All catechists and adult volunteers and staff members working with children and/or youth in any of the parish's programs are required to receive the three hour mandatory training for identifying unsafe situations for children and the proper behavior for adults working with children and youth. **"Keeping the Promise Alive"** is a mandatory refresher course that went into effect 2011-2012. Employees and volunteers are required to attend "Keeping the Promise Alive" after 5 years of attending the "Protecting God's Children"® program. It is a 1.5 hour session with one video that provides ongoing awareness for the prevention of child sexual abuse. The material covered in "Keeping the Promise Alive" is designed to identify and reinforce the lessons of the original "Protecting God's Children" program by clarifying some of the more challenging aspects of the sessions and strengthening the participants' ability to recognize risky behavior by adults in their environments and take action to intervene in potentially threatening situations.

F. Safe Environment Program

Circle of Grace is the Archdiocese of Galveston-Houston's safe environment formation program for children and youth in Kindergarten through 12th grade. Cardinal DiNardo has directed that all parishes participate in the program which operates in accord with the United States Catholic Conference of Bishops (USCCB) charter for the Protection of Children and Young People. Article 12. Advanced notification of dates when classes will be conducted will be done through Sunday bulletin and Flocknote.

V. Classroom Management Policies

A. Learners Code of Conduct

All Faith Formation Programs are to promote an atmosphere in which the learners can best hear, learn, experience and live the Good News. Christian principles of respect for the rights of others will govern the action of all. Students will be expected to follow all of

the rules of good order and behavior and to accept the consequences for the failure to do so. All students enrolled in Faith Formation programs or attending any special event sponsored by Most Holy Trinity Faith Formation or Youth Ministry will be expected to abide by the following Code of Conduct:

- Christ like behavior will be expected at all times.
- Learners will be asked to be responsible for their own actions and assume the natural consequences for any negative behavior or disturbance.
- Learners will be expected to be on time and attend all classroom activities and to not leave the premises until scheduled class dismissal time without written notification from a parent.
- Learners are to be respectful and courteous to catechists, adult volunteers, and other students at all times.
- Learners are expected to dress in a Christian manner. Sunglasses, hats and caps are not to be worn in buildings during class, or outside prayer times.
- Clothing with inappropriate wording or logos are not acceptable. Shorts, skirts and shirts are to reflect Christian modesty at all times. All discretion is left to the faith formation staff.
- It is preferred that cell Phones, pagers, or other electronic devices are not to brought to class. If brought to class, they are to be kept on silent or off during the course of the session.
- Alcohol, cigarettes, drugs, and weapons of any sort are strictly prohibited. If a student is found in possession of any of these or other illegal items, parents will be contacted and removal from program may follow.

B. Discipline and Problem Solutions

Positive reinforcement techniques will be used as much as possible to promote and encourage good behavior in the classroom. If a child's behavior disrupts the learning process for him/herself or for others, the steps listed below will be followed to ensure that class participation may continue.

Pre-Kinder through 6th grade

1. At the first incident, the child will be reminded of expected behavior and the consequences of misbehavior. (Refer to posted Classroom Rules).
2. If the misbehavior is repeated, the student will "step away" from the classroom/situation to think about what positive choices he/she can make instead. Parents will be notified by formation staff member.

3. Third offense, the student will be removed from the classroom setting and parents will be notified for a consultation with formation staff and catechist to determine if the child may continue in the program.

7th-12th Grade

4. Catechists are the first responsible for the discipline in the classroom. On the first offense, student is given a warning
5. If inappropriate behavior continues, the catechist may find it necessary to contact formation staff and have student removed from the classroom. Parent's will be contacted and the student will only be allowed back into the classroom with the catechist's permission.
6. If the staff and/or catechist feels it is warranted, the student will call his/her parents, explain his behavior and ask to be picked up early. The student will not be allowed back into the class until the following week. If ongoing discipline problems occur, it may be necessary for the parents to accompany the student to class. Excessive discipline problems may warrant removal from the program.

C. Awards Programs

- A. Prayer Awards-** Students in grades Pre-Kinder through 12 will receive prayer booklets at the beginning of each CCE year with predetermined prayers selected for each grade level to learn for the year. Those who participate and learn their prayers will be recognized at the end of the year with a special certificate. The intent is to stress the importance of developing a good and faithful prayer life in each student. Although participation in the prayer awards program is optional it is highly encouraged for all students.
- B. Attendance Awards-** Students in Pre-kinder through 12th grade with perfect attendance will be honored at the end of the year for showing their commitment to growing in their knowledge of the faith.

VI. Other Formation Offerings

A. Quince Años

The Quince Años celebration marks an important moment in a young person's life. The Church affirms the value of this celebration as a public expression of faith, culture and tradition within the Hispanic Community. Those interested in this opportunity should contact Norma Mata in the Parish office.

VII. RIGHT TO Amend

Most Holy Trinity reserves the right to amend this handbook as necessary. If deemed necessary, parents will be notified in writing if changes are made to any procedures or information contained in this handbook.

Faith Formation Transportation Information Form

Dear Parents

The Faith Formation Department at Most Holy Trinity wants to ensure the safety and protection of all our children in our programs. Please indicate how your child will be returning home after CCE class. If the child is to be picked up by someone other than their parent or legal guardian we must have written permission on file in the parish office. **By diocesan policy, students may not ride home with another student driver without written permission from parents of both students.** Please return the form below to your child's CCE catechist.

_____ (Child's name) in grade _____ is attending the (time) _____ session on _____ (day). They will be returning home by

_____ walking home

_____ car rider (picked up by parent or legal guardian)

Other adults who may pick up my child are:

Name Phone Number

Name Phone Number

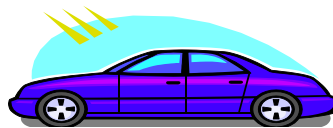
Name Phone Number

_____ driving oneself (must have a valid driver's license)

_____ riding home with another student

name of student driver & drivers license #

If any of the above information changes, please inform the Faith Formation Office in advance.



Most Holy Trinity Handbook Parent Acknowledgement

This is to acknowledge that I/we have received the Most Holy Trinity Faith Formation Handbook. We understand and agree to cooperate with the parish policies and procedures set forth in the handbook.

If married both parents should sign.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Signature of Student

Grade

Signature of Student

Grade

Signature of Student

Grade

Signature of Student

Grade

Signature of Student

Grade