

ELEMENTARY CCD PROGRAM GUIDELINES FOR STUDENTS AND PARENTS

1. **CLASSES BEGIN PROMPTLY AT 4:30 PM.** Please be a few minutes early but NOT before 4:20 PM unless you remain to supervise your child until his or her teacher arrives.
2. **PLEASE DROP-OFF YOUR CHILD IN THE BACK PARKING LOT TO ENSURE THE SAFETY OF OUR CHILDREN.**
3. **DISMISSAL IS AT 5:35 PM. PLEASE BE PROMPT IN SIGNING OUT & PICKING UP YOUR CHILD FROM INSIDE THE CHURCH.** Students will NOT be dismissed to the parking lot.

*** JR. CHOIR PRACTICE TBA AND WILL IMMEDIATELY FOLLOW MONDAY CCD CLASSES UNTIL 6:00 PM.** All students are invited to join.
4. **A NOTE FROM HOME IS REQUIRED FOR YOUR CHILD TO BE DISMISSED EARLY.**
*** Parents/Guardians: Please come to your child's classroom to pick him / her up for early dismissals.**
5. **WRITTEN EXCUSES ARE NEEDED FOR DAYS ABSENT.**
6. **EACH CHILD IS EXPECTED TO BRING HIS OR HER BOOK TO CLASS IF SENT HOME ALONG WITH ANY COMPLETED HOMEWORK ASSIGNMENTS. YOUR DONATION TO CCD AND YOUR CHILD'S SUNDAY OFFERTORY ENVELOPE HELP TO PAY FOR TEXT BOOKS AND OTHER SUPPLIES.**
7. **LOST BOOKS WILL BE REPLACED AT AN ADDITIONAL COST TO THE PARENTS.**
8. **PARENTS ARE RESPONSIBLE FOR THEIR CHILD'S SACRAMENTAL ELIGIBILITY.**

THE SACRAMENTS OF FIRST RECONCILIATION AND FIRST COMMUNION ARE RECEIVED IN THE 2ND GRADE, UNDER NORMAL CIRCUMSTANCES (i.e. the child has been baptized and has attended 1st grade CCD classes regularly).

A child is considered a candidate for First Holy Communion IN THE SECOND YEAR OF CATECHESIS no matter what grade he or she is currently enrolled at school.

If you child's circumstances are other than the norm, PLEASE DISCUSS IT WITH THE CATECHETICAL ADMINISTRATOR, LINETTE KERR, TO FIND THE APPROPRIATE REMEDY FOR THE MATTER.

(Special concerns include: a child who is not baptized, an older child who has not yet received 1st Communion, a child who has not attended CCD at St. Hugh prior to the year he or she is eligible for the sacrament, and a child whose parents are registered members of another parish.) **We are here to help. For appointments, call the PARISH OFFICE AT 724-966-7270.**

1st Reconciliation and 1st Communion require 2 years of good CCD attendance plus attendance at any special practice secessions deemed necessary by the CCD teacher. Attendance records are kept in a permanent file.

BAPTISM IS NOT REQUIRED TO ATTEND CCD, but this situation must be discussed with the Catechetical Administrator so that it may be attended to in a timely fashion and does not interfere with your child's placement into the 1st Communion class.

9. **ATTEND SUNDAY MASS WITH YOUR CHILD AND RECEIVE THE SACRAMENTS OFTEN. YOUR GOOD EXAMPLE IS THE BEST TEACHER.**