

# IMMACULATE CONCEPTION

## P.S.R

### Parent Handbook



*(Revised August, 2022)*

Hope Wienhoff – P.S.R. Coordinator

Lizanne Young – Director of Faith Formation

## REGISTRATION

Registration for the following school year will take place during May and June.

Enrollment is done electronically by going to the parish website and clicking on PSR registration.

Please complete by July 1<sup>st</sup> to avoid a late registration fee.

## FEES

In January of 2013, our parish declared ourselves to be a Full Stewardship Parish, that is, a parish that invites everyone to make a full response to our Baptismal call to discipleship by participating in the celebration of the Eucharist each weekend, and by returning the first portion of our blessing of to time, talent and treasure.

As a Full Stewardship Parish we do not charge our parishioners for tuition at , or our Parish School of Religion (grades K- 8). Immaculate **Conception parents of ICS and PSR students are required to complete and return a stewardship of Time, Talent and Treasure commitment form by January of each year, and to fulfill their commitment to be active parishioners by attending Sunday Mass and practicing regular and generous stewardship of their Time, Talent and Treasure.** Therefore families are asked just to pay a fee to cover the cost of the textbooks.

K-\$45	1 <sup>st</sup> -\$45	2 <sup>nd</sup> -\$60	3 <sup>rd</sup> -\$45	4 <sup>th</sup> -\$45	5 <sup>th</sup> -\$45
6 <sup>th</sup> -\$45	7 <sup>th</sup> -\$45	8 <sup>th</sup> -\$45	non-parishioner fee is \$185/student		

*Fees are due at time of registration unless other arrangements are made.*

**A late registration fee may be added if registration fee is not completed by July 1<sup>st</sup>.**

### **Refund**

Refunds for textbook fees will be granted on a case by case basis.

## STUDENT SAFETY

**For the safety of the children and volunteers, the same crisis management plan for school emergencies will be followed.**

## CLASS INFORMATION

**P.S.R. Class is held on Wednesday evenings in the Catholic Education and Activity Center beginning at 6:30 sharp. Please plan to arrive at 6:20.**

## **Parent Involvement**

Being a Catholic in the world today calls us to daily conversion in response to our baptismal call. Parents are challenged to take seriously the time and commitment to help children grow their catholic faith.

Enrolling a child in the Parish School of Religion is only one of the ways in which a parent can help their child attain a proper religious education. There are many other things a parent does to help their child to know God's love. Ask yourself these questions:

1. Do I see that my child attends classes regularly and promptly?
2. Do I show an interest in what my child learns by discussing their lessons with them? Do I ask to see their books, papers, etc.?
3. Do I see to it that my child does his/her homework and willingly give them help when required?
4. Do I work with their teachers to help my child know their prayers and religion lessons?
5. Do I set a good example at home by praying with my child before meals and at bedtime or other times?
6. Do I see that my child attends Mass each week and on all Holy Days of Obligation?
7. Do I show my child how to help others?
8. Do I let my child know that I love God?

If you can answer "YES" to all these questions, then you are helping your child realize the importance of knowing, loving, and serving God.

## **Home Teaching**

If special circumstances keep your child from attending classes in person, please contact the PSR Coordinator to set up a home teaching plan for the family.

## **Special Needs Children**

We will work with you, your child and their Catechist to meet your child's special needs or sacramental preparation for Grades K-8.

## **Volunteers**

Our program is only successful because of help of volunteers. We need catechists, classroom aides, substitute catechists and office volunteers. For those new to the program, the catechists are responsible for teaching the class and the aides help the catechist with lessons, attendance, projects, etc. Substitute catechists fill in for the catechists and may specify the grade they would like to substitute for. The office volunteers, collect attendance sheets, lock and unlock doors during class time, etc. All volunteers must complete mandatory diocesan paperwork including a background check and complete an online child protection course. Catechists will be required to attend a parish training session at the beginning of the year. Three additional sessions will be held during the year. If you love God and are practicing your faith, you are well qualified to be a catechist!

## Mass Attendance

It is an obligation to attend Mass on Sundays and Holy Days and is the most important part of religious formation, regardless of age. Please be sure children participate in the liturgical life of the parish through weekly Mass attendance.

### Mass Schedule

Saturday 5:00 pm

Sunday 7:00, 9:00, & 11:00 am

## Prayer

Parents, we rely on you to take the responsibility of making prayer an integral part of family living. Your child will also be saying prayers each week in class and may be asked to work on memorizing prayers at home. Please help your child learn our foundational prayers.

## Reconciliation

We have scheduled reconciliation for the P.S.R. students during Advent and Lent.

## Books & Supplies

Students will be issued books which are usually kept at school but if a catechist sends the textbook home to complete assignments, it should be brought to class the following week. If a textbook is lost, you will be charged to replace the textbook.

**Please bring the following in a Ziploc bag with the students name on it.**

**Grades K-4** - a pencil and a 24 pack for Crayola crayons.

Bibles are gifted by to the parish to the 4<sup>th</sup> and 8<sup>th</sup> grade students for use every year in class and then to keep.

## ATTENDANCE

Please make every effort to have your children in class each week and on time. Our classes are built on each other and carry a central focus throughout the year and the students work together as a team. P.S.R. attendance should take precedence over all extra-curricular activities.

Students who are preparing for a sacrament are required to have religious formation not only the year of receiving the sacrament but also the year prior.

If your child has five consecutive absences, we will notify you to discuss whether your child will remain in the program.

If early dismissal is necessary, notify the catechist when bringing your child to class and also inform the office volunteer. (If this is not done, it will result in a phone call to you.)

Parents are asked not to go to the classroom to pick up their child. The office volunteer will bring your child to you.

Students must be picked up on time. Our program is run by volunteers and they need to leave immediately after class is over.

## CURRICULUM

### Kindergarten

***Allelu! Growing and Celebrating with Jesus*** – The interactive activity sheets are designed to be a learning tool for the classroom and then sent home to share with the family during family mealtime. The Activity Sheets double as the child's personalized place mat for the dinner table. They provide both structure and support for important family rituals such as eating meals together, praying together, reading Scripture, and talking about their faith.

What better time is there for families to come together and talk about their faith than at mealtimes? In fact, some of the most significant moments of Jesus' own ministry centered around meals with others. The Eucharist -- a holy meal -- is at the center of Catholic worship.

### 2<sup>nd</sup> Grade

***God's Gift Reconciliation and Eucharist*** - Scripture and doctrine are foundational to the program, as is prayer, which is offered throughout each chapter and helps young learners develop a prayerful relationship with God. Each chapter follows a four-part structure—Engage, Explore, Reflect, Respond—that fully involves both the heart and the mind.

The My Own Reconciliation Booklet and My Own Mass Booklet are tailored to each sacrament and designed as resources to bring to Mass and to work on at home. Each provides an opportunity for children and parents to actively grow in prayer and in knowledge of the sacraments, and for children to use their own words and drawings to reflect their feelings about God's love and care for them.

***Kindergarten and 1<sup>st</sup> grade lessons prepare the 2<sup>nd</sup> grade students for the next step in the Sacramental journey.***

### 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Grades

***Alive in Christ*** - This curriculum effectively implements the six foundational tasks of catechesis (National Directory for Catechesis, 131). Activities, features, and questions throughout the text prompt children to relate knowledge of our Catholic faith with their life experience. Each lesson provides practical examples of ways we worship, live, pray, and serve together as Catholics and introduces children to Catholic figures who stand as models of heroic virtue in everyday life.

### 7<sup>th</sup> & 8<sup>th</sup> Grades

***Decision Point*** - A Confirmation program specifically developed to engage young Catholics in a meaningful conversation about Catholicism. The content meets junior high students where they are in their everyday lives, and teaches and inspires students to respond to God's grace. Studies will be supplemented with the Confirmation Journal received in 7<sup>th</sup> grade during Lent, and activities with their confirmation groups made up of all parish candidates

## **LEARNING ENVIRONMENT**

**Students are expected to follow the rules and regulations.** Courtesy, cooperation and respect are expected from students towards each other and the catechist. Care must be taken of classroom property including tables, chairs, walls, projects, etc. Cell phones should be used for emergency purposes only or at the catechist's request. **No texting during class time**; the catechist may choose to collect cell phones at the beginning of class.

- Students should act respectfully toward all adults and fellow students
- No toys or games
- No food or drink should be brought into the classroom. Snacks will be provided at the catechist's discretion (If class snacks are approved by catechist, they are required to be individually wrapped items with an ingredient label available) WE ARE A NUT FREE ENVIRONMENT.
- Student may not touch any items inside the desks, lockers, displays or any other personal property inside the classroom. (The student will be responsible for replacing or fixing any broken or missing item.)
- **Cell phones may only be used for emergency purposes only.**

### **Disruptive Behavior**

- 1<sup>st</sup> Step: Catechist will speak to the child in class when the incident occurs.
- 2<sup>nd</sup> Step: The PSR Coordinator will call the parents and notify them of the situation and ask that they speak to the child.
- 3<sup>rd</sup> Step: The child and a parent will meet with the PSR Coordinator to discuss how to resolve the situation.

### **Change of Address or Phone Number**

Please notify the Parish Office if your home address, e-mail address or phone number(s) change during the year. This is especially important for those receiving Sacraments as we mail out meeting notices and important information during the year.

**FOR YOUR CHILD'S SAFETY, WE MUST BE ABLE TO REACH YOU BY PHONE AT ALL TIMES WHILE YOUR CHILD IS ON IMMACULATE CONCEPTION PARISH PROPERTY.**

## **INCLEMENT WEATHER**

We follow the inclement weather cancellation decision provided by Columbia Unit School District 4. If school is cancelled or has early release due to weather, we too will cancel classes. If the weather situation develops after school has been released for the day, you will be notified by email. You may also receive an automated telephone call from the Parish Office.