

St. Margaret Mary PREP
7813 Shelbyville Rd.
Louisville, KY 40222
(502) 426-1588



PREP Handbook
Sunday mornings from 11:15AM-12:15AM

Mission Statement:

To be disciples who know, love and serve God.

Vision Statement:

As Disciples of Christ in the Roman Catholic Tradition, St. Margaret Mary Catholic Community inspires deeper relationships with Jesus Christ through prayer, formation, education and service.

Goal Statement:

As disciples we commit...

To ignite an evangelical spirit that awakens our faith

To passionately empower relationships with Christ and each other.

To compel discovery of Christ's gifts

To enthusiastically be a witness to our Catholic faith and traditions.

Stewardship & Parish Membership:

Saint Margaret Mary parish is committed to the recognition of our lives as Christian disciples who are faithful stewards of the gifts of time, talent and treasure that God entrusts to us. As a stewardship parish, all are asked to be active participating parish members who regularly participate in the liturgical life of the parish, who is committed to the stewardship of time, talent and treasure as witnessed by completing the annual Stewardship Intention Card, and is one who fulfills his/her stewardship commitments.

St. Margaret Mary Catholic Community recognizes the importance of religious education. We desire to make every moment that your child spends with us a valuable and rewarding experience. Therefore, it is important that we establish certain policies for the efficient operation of our program. We ask that you read and reread the following information with your child/ren so that you and they are familiar with our expectations. Your cooperation in supporting these policies is greatly appreciated and will in the end be of benefit to everyone concerned.

Parish-based education gives the child the opportunity to learn, experience and celebrate in the context of the parish community and its facilities.

PARENT RESPONSIBILITIES AND PARTICIPATION

It is expected that parents will participate with their children at the Saturday/Sunday liturgy on a regular basis. "The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents." [Catechism of the Catholic Church, #2226](#) **Parents are the primary educators of their children in the faith.** The Pastor, Religious Education Staff and Catechists are partners with parents in handing on the Catholic Faith to their children. It is expected that parents be interested in and actively involved in their children's religious education and formation. This is achieved by talking to their children about their classes, helping with assignments, reviewing class material at home, attending parent meetings, volunteering in the PREP sessions, attending parent/child classes, etc.

ADMISSION

- A. No child shall be denied admission to any catechetical program solely on the basis of race, color, national or ethnic origin.
- B. Catechetical programs are designed for religious education and formation. Children shall be admitted to programs only with parental or guardian support and involvement.
- C. Late admissions to programs are discouraged but not necessarily denied. For the late admission of children, parents are responsible for any necessary makeup work or study.
- D. Concerns for prior years' work will need to be reviewed. Parents are responsible for any necessary makeup work or study.

CURRICULUM

St. Margaret Mary adopts curriculum that is consistent with the Catholic Catechism of the Church and in accord with the Kentucky Religious Education Guidelines.

In addition to approved curriculum, each teaching session will consist of prayer, Scripture, Catholic beliefs, traditions to enhance the child's knowledge of his/her faith.

In the option of Home-School Based Religious Education, the textbook must be one approved by the Archdiocese Office of Lifelong Formation and on record with the Children's Faith Formation Coordinator. The Parent & Child will need to meet periodically with the Coordinator to discuss the child's progress. If in a sacramental year, parents and child must participate in parish sponsored programs.

HOMEWORK

In addition to the material covered in the Sunday classroom, work may be sent home with the child to build upon that week's subject. Parents are to work with their child on this material and ensure it gets turned in the next week.

PREP (Grades K-8)

- A. Parents will attend a **mandatory parent orientation (First Sunday of PREP at 11:15 in the Cafeteria)** and a registration session. This applies to parents of both parish and home school-based education programs.

FEES

- A. The fee for PREP is \$45 per student, \$160 maximum for any family.
- B. There is an additional sacramental charge of \$60 per child for students preparing for Eucharist/Reconciliation or Confirmation.
- C. Children's religious education is an important ministry of the church and should not result in a financial hardship on families. If the fees are a financial burden, the family is advised to speak to the Children's Coordinator or Pastor to discuss this issue.
- D. Fees are waived for children whose parents/guardians are catechists in the program.
- E. Children who are taught in the homes will pay the registration fees.

ARRIVAL AND DISMISSAL PROCEDURES

In order to minimize any danger to our children when entering and leaving the building, please have students enter through the main door to St. Margaret Mary Pastoral Center and proceed to the cafeteria. Students should be in the cafeteria no later than 11:30 a.m. **Students will leave the building through the same doors. Your child will not be dismissed from the cafeteria unless you give written permission found on the back of the registration form. Please note: Your child MUST be picked up no later than 12:20PM.**

INCLEMENT WEATHER POLICY

You may access the children's faith formation office voice mail system after 9:00 am Sunday morning for notification of cancellation of class. (We will make every effort to send out an email notification as well.)

(Step 1) Dial the Children Formation Coordinator's Direct Line (502) 690--2851.

(Step 2) There will be a recorded message informing you of the cancellation of a class. If you receive a busy signal, please try again. *If inclement weather becomes an issue on a day of a scheduled parent meeting or another PREP related event, follow the same procedures as above.*

Please be aware that the message may be posted later in the day due to the timing of the weather situation.

SAFE ENVIRONMENT TRAINING

All adults volunteering in the PREP program have attended or will attend the mandatory Archdiocesan Safe Environment Training. This record is kept on file in Parish Office. In addition, all volunteers must have a current Criminal Background Check on file.

CODE OF CONDUCT

Each child attending PREP is expected to abide by the code of Christian conduct in which that child shows proper respect for self, others and church property at all times. Each student is responsible for his/her own behavior. In addition to common courtesy and respect, he/she is required to be prepared for the session with completed assignments, book and other class materials and requirements. In justice to the body of participants who suffer as a result of even one student's misbehavior, inappropriate conduct cannot and will not be tolerated.

- A. For less serious offenses, the catechist in collaboration with the PREP Coordinator and/or Pastor will use judgment in offering a variety of constructive solutions to the problem.
- B. For chronic incidents of misbehavior, a child will be properly reprimanded.
- C. If he/she fails to respond to constructive disciplinary action, parents will be called for a special conference. If no improvement is shown after this the Pastor will be informed and the child may be suspended from PREP.

- D. For serious matters involving gross misbehavior (e.g. fighting, stealing, damaging property, showing disrespect, etc.), the child will have to call his/her parents immediately to pick him/her up. If necessary, the pastor will be notified and the child may be automatically suspended from the program.
- E. Food, drink, toys, playing cards, etc. are not permitted in the classroom. MP3's, CD players, cell phones, watches with audible alarms should not be used in the classroom. Exceptions occur when the catechist gives the children a treat as a part of their lesson or to celebrate a special event. Likewise, students may bring in a treat on special occasions to celebrate a special event at the catechist's discretion. Items not permitted or not to be used in the classroom are subject to confiscation by the catechist and may be returned to the parent at the end of the class.

CSAA GUIDELINES

Athletes **should not miss church services or PREP** for an athletic practice or game. If any conflict arises, the athlete will be dismissed from the athletic event **without penalty** by the coaching staff. **Athletes will not be allowed to participate in practices that conflict with church, school or PREP/CCD. Similarly, practices cannot be held during Holy Day, Sunday morning Masses or Parish Family nights.**

MEDICATIONS

No medications may be administered by any staff member or volunteer. This includes aspirin. Children will need to contact a parent or guardian if feeling ill.

ATTENDANCE

Every session has important content to be covered; every lesson builds upon the previous one which is necessary for the child's complete understanding and grasp of the faith. Regular attendance is expected for all participants. This is especially important for those who are preparing for sacraments. Students who miss a class will be given take home work and expected to make up any missed assignments.

COMMUNICATION

It is expected there will be communication between PREP and the family. It is important to ask your child/ren if they have a note, letter or some other form of communication from their teachers. We will make every effort to send pertinent information out through email.

ALTAR SERVERS

Children who are entering 4th grade are invited to be trained and serve at Mass. Registration forms will be provided at sometime during the year.

EMERGENCIES

If emergency situations occur such as fires, earthquakes, tornadoes, etc., the Religious Education staff will work with the children to keep them as calm and safe as possible. First Aid supplies are available in the Religious Education Office.

Not all situations or circumstances can be covered under this policy. Therefore, some situations will be handled on an individual basis, taking any unique circumstances into consideration.

Policies for Sacramental Preparation

Since the sacraments are peak moments in the life of any Catholic, sacramental preparation is seen as a profound privilege and responsibility of the parish staff, parents, and the whole parish. Peak moments are meant to be shared.

Because parents are the “primary educators of the faith” for their children, they are expected to participate in the process of the sacramental preparation of their children.

- **Active Participation in the Faith**
The most fundamental way a family prepares for the reception of the sacraments of their children is to actively and regularly participate in the sacrament of the Eucharist on Sundays and Holy Days. Regular reception of the Sacrament of Reconciliation also sets an example for the children. Prayer in the home and participation in the activities of the parish also teach the children the importance of living in the presence of God and contributing to the life of the parish.
- **Attendance at special sessions**
Special parent sessions are held prior to the sacraments of First Reconciliation, First Eucharist, and Confirmation. These sessions are designed to both help parents grow in their own understanding of these sacraments and offer ways they may guide their children’s progress in their preparation for each sacrament at home.
- **Home Faith Sharing**
Parents are expected to work with their children on home activities supplied by the Parish Religious Education Program. The involvement of parents sets an example to the children of the importance of their faith.

Readiness for reception of any of the sacraments for children is determined by parents and the Parish Religious Education staff in accord with the directives of the Catholic Church and the Archdiocese.

BAPTISM

Of Infants and Young Children

Baptism for infants is celebrated in the parish church regularly. Those who seek Baptism for their infant or young child are required to attend their parish preparation program for infant Baptism. This program explains the meaning of the sacrament and the obligations of the parents to raise their child in the practice of the Catholic Faith.

Older Children

Children who are of catechetical age, normally 7 to mid-teens, participate in the Children's Catechumenate which is the Rite of Christian Initiation adapted for children. Depending upon their age and previous religious formation, the process normally extends for at least a year. When the children are ready they may celebrate Baptism, First Communion and Confirmation at the Easter Vigil.

RECONCILIATION

After completing one formal year of Religious Education, second graders prepare for and celebrate First Reconciliation in the Fall.

Preparation for First Reconciliation for baptized older children and adults is arranged on an individual basis by the Religious Education staff of the parish.

FIRST EUCHARIST

After completing one formal year of religious education, second graders prepare for and celebrate First Eucharist in the Spring, after Easter.

Preparation for First Eucharist for baptized older children and adults is arranged on an individual basis by the Religious Education staff of the parish.

CONFIRMATION

Confirmation ordinarily is celebrated in the Spring of the 8th grade with both those enrolled in our Parish Religious Education Program (PREP) and in St. Margaret Mary School.

Candidates are required to participate in all sessions, activities, and service projects. For those who can not participate, make-up work is required. Parents and sponsors are required to support and participate in the program.

Exceptions to any of these policies will be considered by the Coordinator and the Pastor on an individual basis. Preparation for older teens or adults is arranged on an individual basis by the Parish Religious Education staff of the parish.

GIVE TO THE COORDINATOR OF RELIGIOUS EDUCATION

BY: September 20, 2020

THE PARENT/GUARDIAN/STUDENT AGREEMENT

As a parent/guardian, I fully realize that, when I had my child baptized into the Body of Christ, I both agreed and accepted the responsibility to be the primary teacher of my child in the ways of our faith according the Roman Catholic Tradition.

Realizing the awesome responsibility of my commitment to God in seeing that my child has a living understanding of the Roman Catholic Faith, I am asking my faith community to aid in my task as primary educator, by offering a Parish Religious Education Program in which my child can participate.

I agree to participate fully in the program by:

- * praying and sharing my faith with my child, most especially by attendance at the Sunday celebration of Mass
- * ensuring the regular attendance of my child
- * seeing that my child completes his/her assignments
- * assisting the catechist
- * attending all parent/guardian meetings
- * attending parent/child classes

By my signature I fully agree with and support the above Parish Religious Education Program as stated in this handbook. I have read this handbook and agree to follow the rules, policies, and responsibilities stated therein.

Parent or Guardian Signature:

Date _____

Students are also expected to read this handbook and become familiar with it.