



Holy Name Catholic Church
Religious Education
Parent Handbook

Acceptance of Responsibilities

I have read this handbook and understand the policies concerning the parish catechetical program from Kindergarten to high school. I agree to abide by these policies and make sure that my child understands his/her responsibilities.

Signature of Parent or Guardian

Date

Print Name

For the Student:

I understand that I am taking classes to further my growth in the Catholic faith. I will do my best in class, participate fully, and show respect to teachers and classmates.

Student's Signature

Grade

Date

Student's Signature

Grade

Date

Student's Signature

Grade

Date

Copy must be signed and turned in to Catechist by second day of Class.

Welcome from the Pastor

Dear Parents/Guardians and Students,

It is with great joy that we welcome you to our Religious Education Program! We hope that your heart is open and ready to learn about our Catholic faith and ready to share it with others.

Our Religious Education teachers and volunteers are “ministers of the Church” eager to help you learn more about the Good News of Christ. Through their example they show us how to live a Christian life, both in celebrating the sacraments, and in how to live Christian values.

However, you are the primary educators of your children, and it is in our homes living our Catholic faith with our families, that imprints our faith on our children. Students learn by the example of those around them.

We need to know our faith in order to live it. Knowledge is important but above all it is important that we live our relationship with Jesus and live out His teachings. The Eucharist is the center of our Christian life. As disciples of the Lord we come together and worship Him every week. Religious Education does not take the place of Mass each week, nor daily prayer or the reception of the Sacrament of Reconciliation on a regular basis.

Thank you for entrusting your children and their faith formation to us. We look forward to working with you. If you have any questions or concerns at any time, please do not hesitate to contact the office. May the Holy Family be your guide as together you continue to grow in Faith.

Sincerely,

Rev. Martin F. Parayno, Pastor

Parish Office Hours

Monday – Friday: 9 a.m. - 12:00 p.m. and 1:00- 5:00 p.m.

Religious Education Office Hours

Monday – Thursday: 9am – 2:30pm or by appointment.

Schedule of Classes

Grades K to 8 and High School/Confirmation Class

Sundays:

9:15 a.m. - 10:30 a.m.

Mass at 11:00 a.m.

Confirmation II – B

Mondays:

7pm – 8:30pm

Sacrament Prep for 6th – High School

Wednesday:

6:15pm – 7:30pm

REQUIREMENTS FOR FIRST COMMUNION

Children will receive communion in 3rd grade.

1. Attend Sunday (or Saturday evening) Mass as a FAMILY.
2. Attend Religious Education classes regularly. **NO MORE THAN 2 ABSENCES PER SEMESTER!**
3. Students MUST ATTEND the Reconciliation and RETREAT
4. It is the parent's responsibility to teach the child the required prayers (located at the back of the book).
5. Parents must attend the 2 required meetings listed on the calendar.
6. A copy of the child's BAPTISMAL CERTIFICATE must be submitted at registration time.

NOTE:

- ❖ *Children that have never attended Religious Education program and in grades 3rd – 5th are required to attend 2- year- program before receiving Communion.*
- ❖ *Children 6th – High School will have to complete a one-year, two days a week program, Sunday and Wednesday, to receive Communion.*



REQUIREMENTS FOR CONFIRMATION

(2-year program)

1. Preparation for Confirmation is a FULL TWO-YEAR program separate from the preparation for First Communion.
2. Preparation for Confirmation begins in the 9th grade; confirmation will be completed the 10th grade.
3. Attendance must be consistent with **NO MORE THAN 2 ABSENCES PER SEMESTER!**
4. Families **MUST** attend Mass every Sunday (or Saturday evenings).
5. Parents must attend ALL REQUIRED MEETING listed on the calendar.
6. Students **MUST ATTEND** the RETREAT! See calendar.
7. Students **MUST** complete at least 24 hours of COMMUNITY SERVICE in two years of program. We take up the challenge that Jesus gives to each of us. When we step out of our comfort zone and serve others we experience the joy of giving and begin to be transformed into Christ. (Please check with Volunteer Coordinator for Community Service).
8. Choose **ONE** sponsor (usually a godparent) early in the first semester.
9. A copy of the student's BAPTISMAL CERTIFICATE must be submitted at Registration time.
10. Other requirements will be given and explained to the students.

SACRAMENTAL POLICIES

All requirements for the reception of First Communion, Penance and Confirmation will be handled at a parent meeting scheduled for each of these sacraments. These meetings include faith instruction and adult education for parent(s) and guardian(s) on the particular sacraments. Attendance at these meetings is required and failure by a parent/guardian to attend may delay a child's reception of the sacrament (see Religious Education calendar for specific dates).

Program Registration

Registration starts May of every year. You can also register in the parish office during office hours. In August we will have Sundays and Wednesday evening available for registration.

Registration Information

Tuition fee information is reviewed annually and adjusted as necessary. Tuition covers the cost of each student's textbook, art supplies, resource materials and other miscellaneous items. It also helps to defray the overall cost of running the program.

(A replacement fee may be charged for books that are lost or damaged). In the event that a family is having financial difficulties and the fee presents a hardship for the parents. Please make an appointment to speak with the Pastor as soon as possible.

FEES & DOCUMENTS

Tuition covers the cost of each student's textbooks, art supplies, resources materials. Payments may be made by cash or check **ONLY**.

One child	\$40.00
Additional children	\$10.00 per child

ADDITIONAL FEES:

Second year First Communion	\$10.00
Second year Confirmation	\$15.00

Note: All fees and sacramental records **MUST BE DUE BEFORE classes begin**. Please bring copies of sacramental certificates of Baptism, First Communion, and/or Confirmation at the time of registration.

Non-discriminatory Policy

The Holy Name Religious Education Program is operated under the Archdiocese of San Antonio. The Program does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of its policies, supplementary programs or any other program-based function.

Snacks in the classroom

Since no snack time has been planned for Sunday morning classes, please be sure that your child eats breakfast. Food will be allowed in the class only on special occasions with permission from the Religious Education Director.

Arrival/Dismissal

All students are expected to arrive on time. Classes on Sunday start at 9:15 a.m. and end at 10:30 a.m. All children are encouraged to attend Parish Mass at 11:00 a.m. Parents are asked to escort their child to their classroom and make sure their catechist is present before they leave. If they arrive before the catechist, they're asked to please wait with their child outside the classroom until the catechist arrives in the room.

Children are not allowed in the classrooms unattended and/or unsupervised.

During dismissal time at 10:30 a.m., all parents **must wait outside** until the dismissal bell rings before going to the classrooms to pick up the children.

- ❖ Parents of grades K-5 must go to their child's class to pick up the children. Then take your child to the Church if you attend a Mass at 11:00 a.m.
- ❖ Parents of other grades must sign off your child if your child is not attending Mass at 11:00 a.m.
- ❖ Parents are not allowed to wait in the hallways; crowding the halls and/or stairways is a violation of safety regulations.
- ❖ Every child has to be signed out by an authorized adult. Parents are asked to please be on time when picking up their children.
- ❖ In the event that children need to be picked up before the end of class, parents need to stop in the office first. They'll be asked to sign the early dismissal log before going to the classroom.

It is imperative that our drop-off/pick-up procedures are followed to ensure the safety of all our children. Failure to do so may result in your children being dropped from our program. Children should never be dropped off at the entrances of the building. All children must be accompanied by an adult at all times.

Attendance

Children are expected to be present at each class session. If the child is ill, or will be absent for another reason, the parent/guardian should notify the teacher or the Religious Education Office, and make up the missed lesson at home. The child cannot be absent **more than 4 times** for the year.

Emergency

In case of an emergency during Religion class hours, you may call Irma Bickel (817) 846-6294 cell phone.

Cancellation of Classes

If classes are cancelled due to an emergency, a member of the religious education staff will notify you.

Health Concerns

Health information is collected on the Catechetical Registration Form. Catechists and other personnel are not allowed to dispense or administer medication to students.

If your child is on medications, please follow the doctor's orders in administering the medication.

NOTE: Kindly inform us on the registration form if your child has any learning difficulties that the teacher should be aware of so that we can be prepared.

Student Responsibilities/Code of Conduct

Students are expected to:

1. Treat others with Christian charity, and Church property with respect.
2. Always walk carefully and quietly.
3. Address others respectfully.
4. Refrain from using electronic devices. **No cell phone** during class. Attend classes each week, be prepared with necessary materials, and be punctual.
5. Read and complete any work that was missed due to an absence.

Dress code

Students must dress in **attire that is appropriate**. Our efforts to teach children **reverence for God** and **for each other** include guiding them to present themselves appropriately. Clothing that's too tight or revealing should not be worn and undergarments should never be showing.

Parent Responsibilities

Parents are the primary educators of their children. Our program is intended to complement the teaching children receive at home. We look forward to working with you in this joint venture of bringing up your children in our Catholic Faith.

Parents are responsible to:

1. Read all the information provided in this booklet.
2. Keep our office informed of any changes in status, including telephone numbers, e-mail and home addresses, and emergency information.
3. Bring the children to every class, on time.
4. Present us with a note explaining an absence when the child returns to class.
5. Make sure their child comes to class prepared.
6. Be a good Christian role model and live by the teachings of Jesus Christ.
7. Be a good example for the children by being involved in the parish community.
8. Attend parent meetings.
9. Read all notices sent home, either by mail or through their children.
10. Pray with your children daily.
11. Bring your child to Mass and celebrate the Sacraments together every week.

If you are not attending Mass each week with your child/children, ask yourself: Why attend Faith Formation classes? This is a question only you can answer!

THE
family
THAT PRAYS TOGETHER
STAYS *together*

Holy Name Catholic Church

3814 Nash
San Antonio, Tx 78223

Mass Times:

Saturday:

5 p.m. English; 7 p.m. Spanish

Sunday:

7 a.m.; 9 a.m.; 11 a.m. & 1 p.m.
English

