

St. Jane Frances De Chantal

Faith Formation Handbook

Kindergarten – Grade 8

2011 - 2012

The Mission of St. Jane Frances De Chantal Church

Founded in 1950, St. Jane Frances De Chantal Parish is a Community of 1900 families from many ethnic backgrounds and of varied professional lives and interests. Its primary purpose is to enable its members to live the life of Jesus Christ, to share their God-given talents for the benefit of each other and of society and to pass on to their children the rich gift of their Catholic Faith.

Faith Formation Goal

Our goal in the St. Jane De Chantal Faith Formation Program is to partner with parents to help children to develop a committed relationship with Jesus Christ, to accept the Christian message, and to serve others in living out their faith.

GENERAL INFORMATION AND PERSONNEL

St. Jane De Chantal
Seton Center for Religious Education
9701 Old Georgetown Road
Bethesda, Maryland 20817
301-530-1640

<http://www.stjanedechantal.org/FaithFormation.html>

Office Hours:

Monday	9:00am – 3:00pm
Tuesday	9:00am – 6:00pm
Wednesday	9:00am – 1:00pm
Thursday	9:00am – 3:00pm
Friday	By appointment
Saturday	Closed
Sunday	Closed

Director of Faith Formation:

Ms. Sally Daniel
Sally.Daniel@stjanedechantal.org

Admin. Assistant/

Mary McAdams

CPP Coordinator

Seton.Center@stjanedechantal.org

Librarian:

Mary Adams

Youth Ministry

Rebecca Carlson

DC.YM@stjanedechantal.org

K

Christine Gregorio/Kristen Farren

Kb

Shannon O'Donnell/Kerry Rohatgi

1a

Tiffany DeZee/Mary Ugarte

1b

Alison Bouquet

1c

Jason Chechitelli/Yvonne Bennett

2a

Louise Hendon

2b

Tracy Liden/Michelle Holloway

3a

Mary Walter

3b

Mary Hornyak

4a

Molly Durkin

4b

Beth D'Arcy

5a

Maggie Zimmerman/Chad Burns

5b

Rosemary Cragin

6a

Tiziana Cogliati/JoAnne Stracke

6b

William Cawood/Gilda Bonardi

7a

Arnold Kappeler

7b

Anneliese Simmons

8a

Daniel Masison

8b

Catherine Suttora

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FAITH FORMATION PARTNERSHIP

Parents are the child's primary educators of the Catholic Faith. To create an environment of learning, the parish and families work together in the religious formation of our children.

Parents are responsible for:

1. Providing a loving, Christian atmosphere at home so that children will be able to grow in their faith.
2. Ensuring that their children attend classes regularly and on time as well as attend Mass each Sunday.
3. Communicating any special needs or circumstances that may affect their child within the classroom
4. Actively participating in their children's learning through classroom involvement and volunteer activities such as catechist's aide, babysitting for catechists in the Seton Center during class times, baking for special celebrations, computer assistance, web page design, etc. (please contact the Seton Center at 301-530-1640 if you are interested in volunteering).

Students are responsible for:

1. Behaving in a Christian manner at all times showing respect and being cooperative with adults and other students.
2. Actively participating in classroom activities and discussions.
3. Attending class regularly and completing any assignments or homework.

Catechists are responsible for:

1. Providing a loving, Christian atmosphere within the learning environment so that children will be able to grow in their faith.
2. Preparing and teaching the designated curriculum
3. Communicating with and involving parents in the faith development of their children.

REGISTRATION

Classes are available first to St. Jane’s parishioners and then to members of other parishes on a space available basis. Registration takes place in the spring for re-enrolling students and the late spring and late summer for new students. Information will be in the Sunday parish bulletin and information letter and registration forms will be mailed to current students. Please adhere to the registration dates as announced. Late registrations increase the cost of the program (books and supplies ordered early are discounted) and inhibit our ability to plan and to obtain willing and qualified catechists.

A registration form and a copy of a baptismal certificate are required for each enrolled student at the time of registration. For re-enrolling students, a registration fee of \$35 is due by June 1 and is non-refundable. However, the fee will be credited towards tuition. The balance of the tuition is due by August 31. Registrations and tuition payments for re-enrolling students received after the deadline date of August 31 will be subject to a \$25.00 late fee. An additional fee will be charged for the Sacraments of 1st Reconciliation, 1st Communion, and Confirmation.

No student will be denied religious education for financial reasons. If assistance is needed, please contact the Director of Faith Formation. Your request will be handled in the strictest confidence.

Tuition (including registration fee) (before August 31)	First Child (parishioner)	\$125.00
	Each additional child	\$ 40.00
	First Child (non-parishioner)	\$175.00
	Each additional child	\$ 65.00
Sacramental Fees:	1 st Communion & 1 st Reconciliation	\$35.00
	Confirmation	\$35.00

If a student must withdraw after payment has been made but before classes have begun, a full refund less the registration fee will be refunded if requested in writing. If withdrawal occurs after classes begin, a pro-rated refund will be made if requested in writing prior to December 31. After December 31, no refunds will be issued.

Class Schedules

Kindergarten to Grade 5

Tuesday afternoons, 4:15 – 5:30 pm
Classes are held in parish school.

Junior High Grades 6 - 8

Tuesday evening from 7 – 8:15pm
Classes are held in the parish school and the Seton Center.

ATTENDANCE

Students are expected to attend at least 85% of the scheduled classes. If a student must be absent due to illness, a parent or guardian should notify the Faith Formation Office (301-530-1640) at least forty-five minutes prior to the start of class. When three or more classes have been missed; special arrangements must be made to bring the student current with class work. If a student must be absent for reasons other than illness, arrangements should be made in advance with the catechist to make-up the missed class work. Absences in excess of five classes may require that the grade be repeated.

ARRIVAL AND DISMISSAL

Students in Grades K-5 will be permitted into the school building through the doors across from the gym entrance at 4:10pm. Parents are asked to park their cars in the designated spaces and walk their children to the door. The process is the same for dismissal.

Students in Grade 6 will have classes held in the Seton Center.

Students in Grades 7 - 8 will enter the school building through the door in the side of the school building nearest the Church and gym.

CLASS CANCELLATION

We follow Montgomery County Public Schools for closures due to inclement weather or for other reasons. If public schools are closed for the day or dismiss early, there will be no afternoon or evening classes. If only outdoor activities are canceled, we will have class.

In the event that classes must be canceled for a reason specific to St. Jane de Chantal (i.e., lack of power or heat) we will notify parents through e-mail or a message on the telephone answering machine. We will only send an e-mail on the day of class if class is canceled. Please check your e-mail on the day of class.

CURRICULUM – PROGRAM OUTLINE

Each child receives a textbook for use in class and at home. The text is an important form of instructional material and is to be brought to class each week. Cost of the book is included in the registration fee. If a book is lost, there will be a charge to cover the cost of a new text.

For Grades Kindergarten through Sixth – we are using the Sadlier textbook series “We Believe.” This curriculum focuses on the child, the family, the catechist, and the church community. There are clear, concise lessons and a three-step process – We Gather, We Believe, and We Respond – that make the program easy to use. Age appropriate family-friendly activities and on-line resources (www.webelieveweb.com) strengthen the link with the family.

Kindergarten – God Made the World

The kindergarten focus is that God has given us many gifts and that the greatest creation is human life. We are to show our love for God through loving ourselves and others. Jesus is the one who shows us how to love and He wants us to share God’s love.

First Grade – God Loves Us

In the first grade the students learn that Jesus is the one who teaches us about God’s love. As followers of Jesus, we have the Holy Spirit to help us. Through the sacraments we belong to the Church and we learn to celebrate and live our faith through the Mass.

Second Grade – Jesus Shares God’s Life

In second grade, the children are prepared for the Sacraments of Reconciliation and First Eucharist. They learn that they can choose to love and obey, or choose to do an unloving action which is sin. They also learn about the Mass and how to participate in it.

Third Grade – We are the Church

In third grade, the students learn that Jesus gives us the Church and that we are members of the Church. It is the Church, through the celebration of the sacraments that leads us to worship. We are called to carry on the mission of Jesus by being His disciples.

Fourth Grade – God’s Law Guides Us

In fourth grade, the students learn that God’s law guides them. They learn this by looking at the Ten Commandments with a focus on each commandment as a way to belong to God. By following the Ten Commandments we are being called to love God, love others, and live a holy life.

Fifth Grade – We Meet Jesus in the Sacraments

In fifth grade, the students learn that they meet Jesus in the seven sacraments. The sacraments are divided; into the Sacraments of Initiation, the Sacraments of Healing, and the Sacraments of Service.

Sixth Grade – We are God’s People

In sixth grade, the students learn that we are God’s people by studying the Old Testament and what it means to be a people who live by a covenant. They follow the Old Testament from the story of creation to the patriarchs, the story of Moses, the divided kingdom and the prophets.

Seventh Grade – We Live Our Faith

The seventh grade book focuses the students’ attention on the New Testament. The book explores who is God, who is Jesus, the seven sacraments, and Discipleship..

Eighth Grade – Confirmed in the Spirit

The eighth grade book helps students grow in an awareness of the Sacrament of Confirmation. Students are encouraged to grow in their understanding of their commitment to Christ throughout their lives.

SACRAMENTS

Archdiocesan policy states that children are to receive the sacraments in their parish churches, or may obtain a letter from their pastor giving permission to participate at St. Jane Frances De Chantal. Therefore, families desiring to have children receive the sacraments at St. Jane de Chantal are encouraged to register as parishioners. If you are not currently registered, registration forms may be obtained by calling the Rectory at 301-530-1550 or the Seton Center for Religious Education at 301-530-1640.

As a parent, you are the primary educator of your child's faith and development. With our sacramental program, you will be given educational preparation to help you prepare your child for the sacraments. As a parent of a child receiving one or two sacraments this year, you will be required to attend the course work relevant to your child's preparation. The scheduled parent classes are listed in the calendar at the back of the handbook.

First Sacraments

First Reconciliation and First Eucharist are available to students in Grade 2 who have had prior religious training. First Reconciliation is usually held in January or February and First Eucharist in May. Children who are older but have not received these two sacraments are also prepared within the Faith Formation program and with supplemental study materials and meetings.

Confirmation

Preparation for Confirmation is available to students in Grade 8 (or older) who have had prior formal religious training. Students who are enrolled in Catholic schools other than the parish school are required to attend a series of Confirmation preparation classes. All candidates for Confirmation will have an interview with a parish priest as part of their preparation. Confirmation is usually scheduled in the spring.

CHILD HEALTH AND SAFETY

Catechists and other personnel WILL NOT dispense or administer medication to students. If a medical necessity exists to request an exception to this policy, the parent or guardian must contact the Director of Faith Formation for a confidential meeting. Parents are strongly encouraged to list any special needs on the registration form. All forms are maintained in confidence.

In addition to the religious formation of children, their safety and well being are of utmost concern to us. All Catechists are volunteers who are required to furnish a qualifications statement to the Archdiocese and submit to fingerprinting and a criminal background check by the State of Maryland and the Federal Bureau of Investigation (FBI).

Pursuant to state law, we are required to report suspected child abuse and we will also follow Archdiocesan policy on such matters. All staff members and catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Archdiocese.

DISCIPLINE

We promote a Christian model of kindness and respect for one another that is conducive to growth and learning. Behavior such as repeated interruption of the teacher or class, hitting, shoving, abusive language, unnecessary noise, or disrespect to teachers or other students is not acceptable. Unless requested by the Catechist, students may not bring food or drink into the classroom. Gum chewing during class is prohibited.

We ask that students do not bring cell phones or any other electronic devices to class. If a student has a cell phone or electronic device with them, and uses it during class time, the teacher will hold it until the end of class period.

If a child's behavior disrupts the learning process for him or herself or others, the steps listed below will be implemented:

1. The Catechist will remind the child of expected behavior.
2. The Catechist will discuss the behavior with the parent.
3. The Coordinator or Director of Faith Formation will be consulted to determine appropriate action.

Failure to abide by rules may result in dismissal from the program.

COMMUNICATION

The Faith Formation staff uses four methods of communication with the Faith formation Families throughout the year. This handbook, e-mail, monthly newsletters, and your student's folder are the communication tools of choice. These tools are meant to provide parents with useful information about what is happening in the Faith Formation Program. Announcements will also be made in the Sunday parish bulletin under the Faith Formation Section. The bulleting can be picked up at mass.

All Faith Formation Families must have a valid e-mail address on file as this will be our primary source of communication regarding the sacraments. Please make sure you put us in your address book so that our e-mails will be received. You may e-mail the staff at the following addresses: Seton.center@stjanedechantal.org, or Sally.Daniel@stjanedechantal.org.

We also ask that you check your student's folder each week for lessons covered, forms to sign, important announcements and the monthly newsletter.

A progress report for each child will be provided in January and May.