

St. Anne School of Faith Formation  
(CCD)



*Family Handbook*

**Grades 1 - 8**  
**2010 - 2011**

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# Welcome!

Dear Parents and Children,

Our parish and catechetical staff hope this handbook will provide you with valuable information about the St. Anne School of Faith Formation (C.C.D.) program for children. It is important that you read it and discuss it with your family.

We ask you to keep this handbook in a convenient place and refer to it as needed. We welcome any questions or suggestions you have, and look forward to serving you and your family this school year.

Sincerely,

Fr. Geoffrey Baraan  
Pastor

## **ST. ANNE PARISH MISSION STATEMENT**

*We, the people of St. Anne, will seek unity in our diverse community,  
establish a living church where people practice their faith,  
develop a compassionate communal leadership  
to foster and preserve solidarity among God's people.*

## **FAITH FORMATION (CCD) OFFICE INFORMATION**

**Helen A. Rojas (phone ext. 20)**  
**Grades 1-5 & First Communion Coordinator**

**Christine Suarez.....(phone ext. 21)**  
**Middle School (Grades 6,7, 8) Coordinator:**

School Office Hours:                      September - May  
Monday thru Thursday                      1:00pm - 7:30pm  
(Office also open when classes are in session)

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## **PHILOSOPHY**

The main purpose of the Faith Formation (C.C.D.) Program of St. Anne Catholic Parish is to continue the mission of Jesus by providing a catechetical program for children grades 1 through 8. Our values, beliefs, and traditions are best passed on to our children when parents (*as the primary educators of their children*) and the parish community work together to enhance the faith, spiritual, and prayer life of the children. By God's grace and with an openness of mind and heart, this program will form in the children a foundation that includes the teachings of Scripture, the traditions and teachings of the Church at the appropriate grade level. Recognizing that faith formation is a lifelong process and parental involvement is essential in the formation process, we hope to create an atmosphere where children & their families can grow in their appreciation and understanding of their faith and their role in the life of the community.

## **GOALS**

The goals of the Faith Formation (CCD) Program are:

- Ongoing conversion to Jesus Christ
- Full participation in the life of the Catholic Church
- Foster Christian values and attitudes

## **PARENT'S ROLE**

Parents are the primary educators of their children. Our staff is eager to work with parents to help them fulfill this responsibility and would like to ask each parent's cooperation in the following ways:

1. Celebrate Sunday Mass regularly and/or Holy Days of Obligation with your children. The Sunday Mass schedule is as follows: Sat. 5:00pm  
Sunday - 8:00am, 10:00am, 12:00pm, and 6:00 p.m.
2. Participate actively in the sacramental and community life of the parish. Attend all parent gatherings or family gatherings.
3. Share your faith and what it means to you with your children.
4. Pray with your children and help them memorize the traditional prayers of the Church.
5. Read and act promptly on all communications from the Faith Formation Office.
6. Assure your children's punctual & regular attendance at all sessions.

## **CHILD'S ROLE**

Children also have a responsibility to cooperate in order to benefit from the faith formation class sessions at St. Anne. They are expected to:

1. Be respectful of the catechist/teacher and other children.
2. Listen carefully, follow directions & participate in the class activities.
3. Share what was learned & experienced in the class sessions with parents & families. Complete home assignments. Follow attendance emergency & safety procedures, and discipline policies.

## **OVERVIEW OF PROGRAM**

St. Anne School of Faith Formation welcomes all children, baptized or not, to participate in the Faith Formation (CCD) program. One hour class sessions are held weekly from October through May.

Faith Formation (CCD) classes are offered as follows:

<b>Mondays</b>	5:00 Cp only 6:30p CP only
<b>Tuesdays</b>	4:45 First Communion only 6:15p First Communion only
<b>Wednesdays</b>	5:00p Grades 3-5 6:30p Grades 3-5
<b>Thursday</b>	5:00p 6th Grade only 6:15p 7th Grade only 6:00p 8th Grade only (Hall)

## **SACRAMENT PREPARATION**

St. Anne School of Faith Formation offers Sacrament Preparation for all children interested, grade 1 through 8 and is family centered.

**First Eucharist (Communion):** Preparation is a two-year process, beginning as early as *First Grade*. During the first year, students attend their appropriate grade level classes weekly. In the second year, in addition to the weekly classes, families must attend Parent Gatherings / Family Gatherings / Retreat as scheduled. Preparation is done for both First Reconciliation and First Eucharist.

**First Reconciliation (Confession):** Preparation for First Reconciliation follows the same format as preparation for First Eucharist. The parish policy for St. Anne requires students to receive First Reconciliation prior to the reception of First Eucharist. Preparation is done during the second year in the same manner described in the First Eucharist.

## **Christian Initiation for Children (RCIC)**

This Sacrament Preparation is for children in grades 1 - 8 who have **not** received the Sacrament of Baptism. This program is intended to help unbaptized children of catechetical age to prepare to become full members of the Church and is family centered. The preparation is a two-year process, beginning as early as *First Grade*.

During the first year, students attend their appropriate Faith Formation grade level classes weekly. In the second year, in addition to the weekly classes, families must attend Parent Meetings / Family Gatherings, and a Retreat as scheduled for the First Reconciliation and First Eucharist program. Parents / guardians and primary sponsor / godparent are also required to attend the following Rites:

\*Rite of Welcome (November)

\*Holy Saturday Preparation Rites

\*Rite of Sending (Season of Lent)

\*Holy Saturday Easter Vigil Mass

\*Rite of Election (Season of Lent)

## **SACRAMENT PREPARATION—continued**

The Lenten preparations will climax in the celebration of the Sacraments of Baptism, Confirmation and Holy Communion at the Easter Vigil Mass. The Catechists & the Coordinator of the School of Faith Formation will discern the readiness of the child.

### **Christian Initiation for Children (RCIC)**

The parish policy for St. Anne's requires students to receive the Sacrament of Baptism prior to the reception of the Sacrament of Reconciliation. The students in the RCIC program will receive the Sacrament of Reconciliation after they have been fully received in full communion with the Catholic Church.

After receiving the Sacraments, students in the RCIC program must continue to attend their faith formation classes till the end of the school year. Furthermore, these students in the RCIC and First Communion Sacrament Program are encouraged to attend Faith Formation classes until their 10th Grade (Confirmation year) to continue to develop and understand their faith as their lives change through childhood and adolescence.

#### **A. READINESS OF CHILD**

The readiness of the child to celebrate First Reconciliation, First Eucharist and Christian Initiation (RCIC) is based on:

- The child's basic understanding of God, the Creed & the sacraments.
- The child 's knowledge and practice of the basic prayers.
- The child's knowledge of the difference between ordinary bread and the Eucharistic Bread.

#### **B. CHILD'S RESPONSIBILITIES**

1. Learn the basic prayers at home & complete assignments in his/her workbook, with the help of parents.
2. Attend the Faith Formation class sessions regularly and actively participate in class activities.
3. Be present at all the Rituals (Masses, Retreats, Blessings, etc.).

#### **C. CATECHIST'S RESPONSIBILITIES**

1. The Catechist helps parents in the catechetical instruction of the child, including the basic understanding of Scripture, the Creed, the Lord's Prayer, the Liturgy, and the Sacraments.
2. The Catechists and the Coordinator of School of Faith Formation discern the readiness of the child based on:
  - Attendance at class and required meetings
  - Completion of assignments

## **REGISTRATION PROCEDURES**

### **A. REGISTRATION**

All families currently registered will receive pre-registration forms in the spring (May/June) for the following year. Newcomers to the parish are asked to call the Faith Formation (CCD) Office about registration information. All families must register each year.

### **B. TUITION FEES**

One child per family.....	\$ 95.00
Two children per family.....	\$110.00
Three children per family.....	\$125.00
Four children per family.....	\$160.00
Five children or more per family.....	\$175.00

Anyone who cannot afford to pay these fees because of financial difficulties should feel free to make arrangements with the Coordinator of Faith Formation (CCD). Everyone is entitled to catechesis regardless of their ability to pay tuition fees.

### **C. BAPTISMAL INFORMATION**

A copy of baptismal certificate is required for new students at the time of registration.

### **D. CHANGE OF ADDRESS/PHONE**

Please notify the Faith Formation Office of any change of address, telephone number (home/work/cell) immediately so that we will be able to contact you in the event of an emergency involving your child.

### **E. CONFIDENTIALITY**

When you register in our Faith Formation (CCD) program, your family will be added to the Faith Formation database. The Faith Formation office will not release any information about you or your family to an individual or special interest group inside or outside the parish without your permission.

### **Registration for Newcomers to the Parish:**

If you wish to register for the School of Faith Formation, you must first complete a separate Parish registration form. Parish Registration forms are available at the Parish Office or Faith Formation (CCD) Office during school registration days.

## **ARRIVAL AND DISMISSAL**

The safety of your child is a primary concern for all those involved in the Faith Formation (CCD) program. All drivers are expected to comply with the following arrival and dismissal procedures.

**PARKING:** Please pull into a **legal, designated parking** space before letting students into or out of the car. **All driveways, roads and red zones are fire lanes, and must be kept CLEAR.**

- 1. Arrival Time** - For the students' safety, they should not arrive on the premises more than ten minutes before their class starts. If they arrive early, their parent / guardian must stay with them until the Catechist / Teacher Aide is in the classroom.
- 2. Dismissal Time** – Students will wait in the classroom to be picked up by a parent/guardian/adult family member. Students will not be allowed to leave school with a friend/Catechist unless specified or with written authorization by their parent/legal guardian.
- 3. Late Pick-up** – Students will not wait at the Church's patio/parking area if parent is late. They will be instructed to wait in the CCD Office. When late, parents must pick-up their child at the CCD office.

**Students should arrive NO SOONER than 10 minutes before class and should be picked up NO LATER than 10 minutes after class.**

## **ATTENDANCE**

### **A. ABSENCES**

1. Students are expected to attend the sessions regularly.
2. Parents or guardians must call the Faith Formation (CCD) Office in advance if their children are to be absent from the day's session.
3. If a student misses three consecutive absences without notification from parents, he/she will be dropped from the class (unless make-up class is fulfilled).
4. **Only 3 excused absences are permitted per school year especially for those students in the Sacrament Program.**

### **B. EARLY RELEASE**

If your child must leave the class session before the usual dismissal time, **a dated written request or authorization signed by the parent or guardian is required.** Student/s will only be released to the parent, guardian, or persons noted on the registration / emergency form. Parent / legal guardian must check-in, sign-out & pick-up student in the CCD office for early release.

### **C. VISITORS**

Parents/guardians are welcome to visit their child's class session after checking in the CCD office. All visitors & parents/guardians must sign in the CCD office before going to the classroom.



## **DISCIPLINE POLICIES**

One of the first concerns of the Faith Formation staff is to maintain an atmosphere that fosters community, faith sharing, and an effective and enjoyable learning environment.

As part of a Catholic Christian learning community, students and their families are expected to understand and follow rules:

1. Behave respectfully & courteously toward all catechists, adults & other children. Inappropriate behavior includes disrespectful verbal and body language.
2. Walk at all times to avoid accidents.
3. Remember to bring workbook to class. **Replacement fee for lost workbook: \$35.**
4. Respect parish property and the property of others.
5. Do not chew gum in the classroom, hall, church during class or a service.
6. Skateboards, roller blades, scooters, electronic games/items and any type of balls should not be used on church property during school hours.
7. Follow class rules as required by Catechist.

In fairness to the Catechists and to the students who are willing to grow in their faith, students who misbehave will be addressed. The following consequences will be followed:

1<sup>st</sup> Offense – The Catechist will work with student to resolve the problem in class.

2<sup>nd</sup> Offense -- The student will be sent to the Office to speak with the Coordinator.

3<sup>rd</sup> Offense – The Coordinator will contact the parents to discuss the situation and work out a solution.

4<sup>th</sup> Offense – If misbehavior persists, the parents will be called to come and pick up their child.

**Serious misbehavior or continual defiance may result in the student being dropped from the program for the remainder of the year.**

## **STUDENTS WITH SPECIAL NEEDS**

Parents of students with special needs are strongly encouraged to help in the classroom to better benefit the faith formation of the student.

## **HARASSMENT**

St. Anne School of Faith Formation believes in the sanctity and integrity of all persons: that we are all created in God's image and are of inestimable value. Any form of harassment is completely contrary to this belief and St. Anne School of Faith Formation is committed to providing an environment free of harassment.

## **EMERGENCY/SAFETY PROCEDURES**

The safety of the students and catechetical staff is of great importance. All actions taken shall bear in mind the safety and well-being of both students and staff members. In the case of an emergency / natural disaster, the **Emergency Procedure Plan** will be followed. The emergency procedures for each classroom are posted and will be discussed with each class by the Catechist.

In the case of an emergency/natural disaster, catechists, office staff and the coordinator will remain with the children until either a parent or designated person picks the children up. A checkout system will be provided for parents/guardians to sign out.

## **MEDICAL EMERGENCY / ACCIDENT**

In the case of accident or medical emergency, the coordinator, office staff or catechist will call 911, give appropriate immediate care, and notify the parents/guardians.

## **CHILD ABUSE**

As mandated by the Diocese of Oakland Safe Environment for Children policies, evidence of apparent non-accidental injury, suspected neglect or child abuse will be reported to the proper authorities.

## **LOST AND FOUND**

Items found in the classrooms or yard or church will be taken to the Faith Formation (CCD) Office. Items not claimed within 30 days will be turned over to St. Vincent de Paul Society. St. Anne assumes no responsibility for lost or stolen items.

## **COMMUNICATION PROCEDURES**

Parents / guardians and faith formation staff work in partnership in helping children grow in faith, therefore, good communication is essential. If a parent/guardian wishes to speak with a catechist they may do so after the session or they may make an appointment with the catechist by calling the Faith Formation (CCD) Office. Parents/guardians may also call or visit the CCD Office if they wish to speak with the Coordinator.

The Faith Formation Office or catechists will communicate with parents or guardians by telephone, e-mail or by sending notes home with the children. Please take time to read reminders or letters so you will know what is going on in the faith formation of your child.

### **Middle School Faith Formation Grades 6,7,8**

#### **2010**

October 17..... Bake sale –CCD sponsored (all masses)  
November 11.....Veterans Day-Thursday  
*No school for 6,7,8 graders*  
November 19-20.....Catechist Conference, Santa Clara  
November 22-25.....Thanksgiving break  
December 4.....Saturday 9:30-11:00 Advent Reconciliation  
December 24.....Family Mass-6,7, 8 graders will participate.

#### **2011**

March 17.....LA Congress-Thursday  
*No school 6,7,& 8th graders.*  
March 24.....Lenten Reconciliation for 6,7, & 8 grades  
March 26.....Grade 6& 7 combined half –day retreat  
Saturday - Parish Hall  
April 2.....Grade 8 Annual Retreat-Saturday  
Parish Hall

**As part of their curriculum, all Middle School Students are required to attend the annual retreat as scheduled above.**

### **CHILDREN’S STEWARDSHIP ENVELOPES**

Based on the monthly “Virtues,” students are encouraged to use the stewardship envelopes weekly. The presider will ask them to drop their envelopes in a special basket every Sunday at mass.

## 2010-11 SCHOOL YEAR—CALENDAR OF EVENTS

### 2010

September 11.....	<b>10:00am Welcome Mass</b> - CCD School Opening Commissioning of Catechists
<b>September 13-14-15-16-.....</b>	<b>First Day of Classes</b>
October 4-7.....	1st week of the month "Prayer Service" & Fire Drill
<b>October 2.....</b>	<b>Catechists' Retreat 9:00am-3:00pm</b>
November 1.....	Monday-All Saints Day All classes attend mass in church
November 2-3-4.....	1st week of the month "Prayer Service" & Safe Environment
November 11.....	Veteran's Day (School closed)
November 22-25.....	Thanksgiving Break (School closed)
December 4.....	Saturday— Advent reconciliation Grades 3-4-5-6-7-8 9:00am-11:00am-church
<b>December 7.....</b>	<b>First Reconciliation 4:45 &amp; 6:15</b>
December 14-16.....	Christmas Pageant Rehearsals
December 17.....	Christmas Pageant
December 24, 5:00pm .....	Christmas Family Mass Middle School Participation
December 17 - 31.....	Christmas Break (School closed)

### 2011

<b>January 3-4-5-6-.....</b>	<b>Classes resume</b>
January 17.....	Martin L King (School closed)
January 22.....	Saturday—9:00am —4:00pm Catechist & parents Retreat
February 21.....	President's Day (School closed)
February 26.....	CCD-LA Congress Fund raising dinner
February 1, March 1-2-3.....	1st week of the month "Prayer Service" & Earthquake Drill
March 9.....	Ash Wednesday, All classes attend mass in church
March 12-19-26 & April 2.....	Optional dates-Lenten reconciliation For grades 3,4,5
March 17-20.....	Catechists' LA Congress
March 24.....	Lenten reconciliation-grades 6,7,& 8
March 26.....	Annual Retreat-grades 6 & 7
April 2 .....	Annual Retreat—Grade 8
<b>April 4,-7.....</b>	<b>Spring Break 1 week only (School Closed)</b>
April 11-12-13-14.....	School open
<b>April 18-19-20-21.....</b>	<b>Holy Week 1 week only (School Closed)</b>
April 25-26-27-28.....	School open
<b>May 2-3-4-5-.....</b>	<b>Last day of classes</b>

May 14, 2011 - First Communion Celebration