

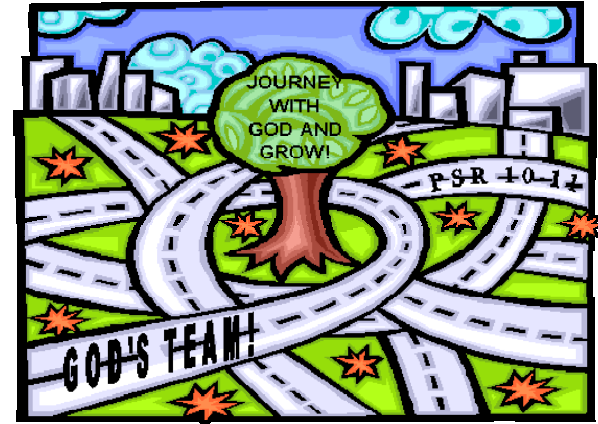
PARISH CONTACTS YOU MAY NEED

Pastor- Fr. Fred Pausche 352-8282
Coord. of Youth Faith Formation - Paul Kelly 352-8282
Administrative Coordinator: Lynn Hadesh 354-7551
Baptism Catechesis: Deacon Dan Clavin 352-8282
RCIA / Awareness: Maureen Dowd 352-8282
PSR Grades 1-5: Amanda Mooney 354-7551
PSR Grades 6-8: Karyn/Jeff Lancaster 354-7551
St. Gabriel School: Donna Lee Saladino 352-6169
Special Needs: Ron Martone 354-7551
Sacraments: Carolyn Jablonski 352-8282



We hand on to others what was handed on to us...

Welcome to God's Team!



Parish School of Religion Handbook

9935 Johnnycake Ridge Road
Concord Twp., OH 44060
Office Phone: 440.354.7551
Fax: 440.354.7559

Parish Office Phone: 440.352.8282

Email: religiouseducation@st-gabriel.org

Parish's Website: www.st-gabriel.org



ST. GABRIEL
FAITH FORMATION

BEING CHRIST · EVERY DAY · EVERYWHERE

MISSION STATEMENT

The goal of the St. Gabriel Parish School of Religion is to offer children of our parish an opportunity to learn and proclaim the message of the Gospel, to be involved in service to others by becoming participating members of the Church Community, and to grow in their relationship with Jesus Christ.



We hand on to you what was
handed on to us.

Dear Families,

While we will continue to “Journey with God and Grow,” we incorporate the Parish theme, “We hand on to you what was handed on to us.” It is the responsibility of every parent to hand on their faith, knowledge and love for Christ to their child. Our children also have a responsibility to strengthen their relationship with Christ and pass on to others what they have learned. The PSR Team will offer prayer and guidance to both parent and child as we journey together.

I look forward to seeing you along the road!

~Amanda Mooney, PSR Principal

ARRIVAL PROCEDURE

Parents must drop off students in the front of the MPR doors following the unloading directions of our traffic volunteers. For the safety of the children, please do not unload or move your vehicle until directed by the volunteers. Upon exiting their vehicle, all students are to proceed directly to their classrooms. Volunteers will be available to help children once inside the building. A map of this procedure has been included in your orientation packet. Visit the parish website for an additional copy.

DISMISSAL POLICY

All grades will dismiss from their classrooms. Parents must park and enter the building either through the MPR doors or the Main Entrance of the school. Please stand outside your child's door and wait for the catechist to open the door and dismiss the children. Catechists will ask adults to step forward and give the name of the child(ren) they are picking up.

Please remember that no child will be released to an adult not on the pick up list unless a note or call has come to the office indicating the change. If the catechist/aide is unfamiliar with the adult or it is the first time someone is picking up the child, they will be asked to show a photo ID.

Children who are not picked up on time will be sent to the REO to wait with supervision. If you arrive after 7:40, please go to the REO.

ATTIRE

Casual attire is appropriate for PSR. What would be considered appropriate for your child's day school is appropriate for PSR. Please be mindful that the purpose of our gatherings is to grow in faith both individually and as a group. Clothes or accessories that may be distracting to that purpose or the PSR mission statement should not be worn. Students are not to wear shoes with wheels, clothes with inappropriate writing/logos, or anything that shows the midriff.

CAR POOLS

In compliance with our Safety First Policies, if your child is part of a car pool arrangement for PSR, we will need a signed permission form granting specified individuals authorization to transport your child(ren). A car pool signup sheet will be available in your child's classroom during the Orientation Night. If a child will be going home with someone other than a driver already listed, please call or send a note to the PSR office, so we can release the child to that driver. If we do not have authorization, the catechist will take the child to the office and a parent will be contacted for verification. For the safety of the children, catechists may ask to see a photo ID for verification. Your cooperation is appreciated.

ALL CLASSES ARE WEDNESDAYS FROM 6-7:30 PM

September

22 Parent/Child Orientation (CHURCH)
29 (School/MPR)

October

6 (School/MPR)
13 (School/MPR), regular class night for students
Parent Session/MPR
20 (School/MPR)
27 (School/MPR)

November

3 (School/MPR)
10 (School/MPR/Church)
17 PARENT/CHILD SESSION:Advent (School/MPR)*
24 NO CLASS-Thanksgiving Break

December

1 (School/MPR)
8 NO CLASS, Immaculate Conception, Holy Day of
Obligation, PSR Participation in 7 PM Mass
15 Regular Class, 7 PM Birthday Celebration for Jesus
(MPR), Families Welcome
22 NO CLASS, CHRISTMAS BREAK
29 NO CLASS, CHRISTMAS BREAK

January

5 (School/MPR)
12 (School/MPR)
19 (School/MPR)
26 (School/MPR)

February

2 (School/MPR)
9 (School/MPR)
16 (School/MPR)
23 (School/MPR)

March

2 (School/MPR)
9 PARENT/CHILD SESSION-Lent (School/MPR)*
16 (School/MPR)
23 (School/MPR)
30 (School/MPR)

April

6 NO CLASS-Spring Vacation
13 (School/MPR)
20 NO CLASS-Easter Break
27 (School/MPR)

May

4 (School/MPR)
11 Parent/Child Night-Closing Service @ 6:30 PM
(School/Pahler Center)

*GRADES 1,3,4,5 ONLY (DOES NOT INCLUDE GRADE 2)

Pahler Center=School Gym

MPR= Multipurpose Room/Cafeteria

Overview of the Curriculum,

Grades 1, 3, 4, 5



We are very excited about our new text books this year! The “Gospel Weekly Faith Formation Program” is a lectionary–based program that integrates the catechesis of young people with the ongoing life of the parish community at Sunday Eucharist, the font of Christian life. When classes follow the Sunday lectionary, religion classes easily take place within the rhythms and seasons of the liturgical year.

Each student receives a handbook, “What the Church Believes and Teaches,” plus 32 weekly lessons based on the Sunday lectionary or Gospel readings. The handbook guides children to understand the basics of the Catholic faith; the weekly lessons inspire them to seek out ways to practice their faith in their daily lives.

The learner-friendly format of the weekly booklets involves students in each lesson-and then goes home to involve parents as well, and to foster attendance at Sunday Mass.

This program builds on the foundation of the Sunday Gospels a comprehensive instruction in doctrine, sacraments, the commandments of the old and new law, and prayer—the four pillars of the *Catechism of the Catholic Church*.

We are confident that this process will help your children understand God’s Word in a more intimate way as well as to help prepare your children for attending Mass on Sunday. Having already heard and experienced the Gospel will make it that much easier for them to attend and be engaged in the Liturgy. We encourage you to make attending Mass a priority for your family and we can work together as a team to help your children understand the importance and joy of celebrating Mass together as a family with the church community.

KI Pills

In the event of an emergency at the Perry Nuclear Power Plant or elsewhere that would require a protective response by the Religious Education Office, the following steps will be taken:

*if a **SITE EMERGENCY** is declared, the children would remain on site until the normal dismissal time to await parental pick-up.*

*if a **GENERAL EMERGENCY** is declared and an evacuation has been recommended for our area the children would be safely bussed directly to St. Mary’s in Mentor until a parent or legal guardian arrives to pick up their child(ren.)*

We have KI pills and water available for each child. The water and pills are stored in a locked cabinet for each child having a signed permission slip. Only those children having the necessary form will receive a pill from an authorized administrator. Please make sure you fill out this form at orientation.

When an evacuation response is recommended, school driveways and access roads must be kept open for buses. If you must pick-up your child during such time, do not park in the fire lane located along the perimeter of the sidewalks as these are designated school bus loading/unloading areas. Enter the school building through the main door only and go directly to the Religious Education Office. Your child must be accounted for; therefore you must sign the child out. Students are only released to parents or guardians or person designated on the child’s emergency form. The child may not leave with anyone else.

CALLED TO PROTECT PROGRAM

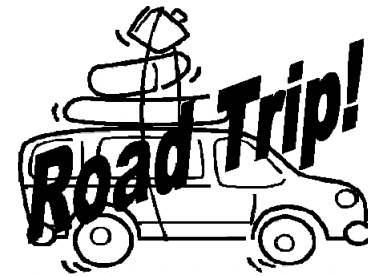
Praesidium's "Called to Protect" is a multi-media training program focused on matters of personal safety, abuse prevention and the creation of safe environments for children in Preschool through 12th grade.

It does not replace the Virtus training for employees and volunteers, but is supplementary to that. This first-ever program designed specifically for parents and children in Preschool through 12th grade is based upon the latest child development research on how children and youth can best protect themselves.

Lessons will be woven into classes during regular class times. An annual parent meeting will be offered on January 11, 2011 at 7pm in the Multipurpose Room covering such topics as how offenders gain access to children, warning signs to look for in children and adults, and actions to take when noticed. The parent meeting is for parents new to our program and for those parents who missed the meeting last year. More information will be given to you later on in the year through the newsletter and website.

SAFETY PROCEDURES

For the safety of your children both in the classroom and the parking lot, two sheriff deputies will be on the premises during class times. All doors to the school will be locked ten minutes after class begins. Should entry be required at times other than these, kindly use the doorbell which is located to the left of the main entrance. Our primary concern is your children's safety and the volunteer hall monitors will help with this procedure as well.



We want your children to experience God and His love with their whole body! Research reminds us that children learn best when they have hands-on experiences to go along with the words they hear. To do this, the children in grades 1,3,4,and 5, will be taking occasional "Road Trips." These journeys within the school or church will focus on activities that will help the children understand their faith more fully. These sessions may involve art, music, skits, scripture reflection and sessions to learn more about Mass. Our volunteers are either professionally trained in the area they are teaching or have special gifts and talents based on their experiences working as a catechist.

NOTE FOR GRADE 2

What an exciting year it is in grade 2! With the year focused on sacramental preparation for both Reconciliation and First Holy Eucharist, different books, themes, and activities will happen in this grade. As a result, we have made a separate handbook for grade 2 families. If you did not receive one, please ask your child's catechist.



GRADES 1, 3, 4, & 5
FAMILY PARTICIPATION

Below you will find important information regarding your necessary involvement in your child's PSR Program.

The calendar indicates "Family Road Trip" which will take place twice throughout the year; once to prepare for Advent and once for Lent. These programs are special sessions that will give families an opportunity to experience guest speakers, hands on activities, and prayer services together. These sessions are a part of the PSR curriculum and attendance is expected the same as at all other gatherings. If a parent is not able to attend, please feel free to invite another important adult in your child's life to spend this time with them. All family members are welcome for Family Road Trips. We look forward to these opportunities to gather in faith together.

Reminder: These events are for grades 1, 3, 4, & 5 only.



P.I.T. Crew
Parents Involved
Together

Parents are invited to be a part of our **P.I.T. Crew- Parents Involved Together**. We are asking interested parents to become members of our PSR advisory team. This team will meet occasionally throughout the school year to discuss important issues and topics effecting our PSR children. Your input is valuable to us and imperative to the success of the program. Please consider joining this important group. Sign ups will take place at our Orientation Night.

SUSPECTED CHILD ABUSE OR NEGLECT
REPORTING POLICY

If you know, believe or have a reasonable cause to suspect that a child under eighteen years of age or a mentally retarded, developmentally disabled, or a physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound injury, disability, or condition of a nature that reasonably indicates abuse** or neglect of the child you SHALL immediately report that knowledge or reasonable cause to suspect to: Lake County Department Job and Family Services @ 440-350-4000 and/or Lake County Sheriff's Department @911. You SHALL also:

Immediately notify your Principal or Program Coordinator that a report has been made, or jointly make that call together; the Principal would then report the same to the Bishop's Office or Br. Patrick Shea.

**Examples include, but are not limited to, physical abuse, sexual abuse, and emotional abuse.

Confidentiality Agreement:

All details of suspected and/or reported abuse are to be kept strictly confidential except for reporting requirements.

*(reviewed and approved by Bro. Patrick Shea, Legal Office,
Diocese of Cleveland- Mar 17, 2010)*

POLICIES AND PROCEDURES

DISCIPLINE POLICY

The purpose of the PSR program is to help the children grow in their faith through hands-on, creative, fun activities. We expect the children to participate in whatever way they are comfortable while also complying with guidelines set by the catechists. Because all children of the parish have the right to a religious education, it is important that we create an environment where children feel safe to speak, participate and share their ideas. This is why maintenance of classroom rules is important for everyone. All children will be treated fairly and respectfully. All classrooms will have age appropriate guidelines that children will be expected to follow. Catechists will work with all children to help them understand and follow the rules. Catechists do have the right to remove a child and bring them down to the office if the situation cannot be appropriately handled in the classroom. The PSR Principal will then intervene and work with the catechist and student to come to an agreement on what changes need to be made-either within the environment or with the child. The parent will be informed of any incident requiring classroom removal.

CHILD SAFETY AND VIRTUS TRAINING

In compliance with the child sexual abuse policy issued by the Catholic Diocese of Cleveland, all employees and volunteers involved in our religious education programs who have contact with children have completed a volunteer application form, have been fingerprinted, and have been properly screened. Each has attended a three-hour training session focused on child abuse and prevention, along with the reporting of the same to the proper authorities. In addition, all employees and volunteers are familiar with the safety procedures covered in our parish safety policy. Young people ages 14-17 serving as classroom aides are also fingerprinted by the parish.

For the safety of our children, no child will be allowed to be in the hallways of the school building unsupervised. Volunteer hall monitors will be posted throughout the building during class and at entrances at arrival and dismissal.

Copies of the parish's Safety Policy booklets are available on the Parish Website under "parish forms."

REGISTRATION PROCEDURE

To participate in our program, families must be registered, active members of St. Gabriel Parish, or receive permission from their Pastor to attend PSR here. PSR registration takes place annually. Families are required to fill out a new registration form and bring it to the Religious Education Office during the designated registration times to re-register their child(ren) for the next year of classes. Information regarding registration will be sent home and notices will be placed in the parish bulletin. No family will be turned away because of an inability to pay fees in any Religious Education program. In the event of financial difficulty, please contact Lynn Hadesh at 354-7551.

PSR Grade 1-5 TUITION FOR 2010-2011:

One child - \$90.00

Two children - \$145.00

Three or more children - \$195.00

Families attending programs at St. Gabriel who are not registered in the parish will be charged an extra \$10.00 fee.

If financial aide is needed, please contact Lynn Hadesh in the Religious Education Office (REO), located in the school building.

EMERGENCY FORMS

All parents are required to complete the Student Emergency Form for each child registered in the program. This will enable us to contact you in the event that your child should get sick or be involved in an accident.

ILLNESS/ACCIDENTS

Students who become ill or who are injured during a gathering will be brought to the Religious Education Office. Should it be determined that the child not return to class, a telephone call will be placed to the parent or guardian to that effect. Should medical attention be required, the child will be transported to the nearest emergency center for treatment after an attempt is made to contact the parents.

Please keep the Religious Education Office up-to-date on phone/cell numbers to assure you can be reached if needed. When a significant accident/injury or damage to property occurs, an incident report will be filled out by the catechist and all parties involved will sign and receive a copy.

SIGN-OUTS

When a student needs to leave before the PSR gathering is over at 7:30 p.m., a note should be sent to the catechist stating the time that he/she will be picked up. Please come to the Religious Education Office to sign the child out and a volunteer will bring your child to the office.

ATTENDANCE POLICY

Consistent week to week and year to year attendance in our Parish Faith Formation Programs is necessary for a child to achieve full growth in his or her Catholic faith.

Kindly call the Religious Education Office (354-7551)

if your child will be absent.

Please be ready to give the child's classroom number or name of the catechist.

If a student has chronic absences without notification by the parent to the PSR Program, a call will be made to follow up with the family.

CLASS CANCELLATION

When St. Gabriel Day School is cancelled due to inclement weather, PSR is cancelled for that evening. However, if inclement weather begins later in the day, a decision will be made no later than 4:00 PM. Listen to AM radio station WTAM 1100; television stations: WEWS-News Channel 5 or WKYC-Channel 3 for cancellation of PSR classes. Information regarding class cancellation will also be posted on the Parish website: www.st-gabriel.org