

**PARENTS' AND STUDENTS'
RELIGIOUS EDUCATION HANDBOOK
2011-2012**

WELCOME

We welcome you to the Religious Education Program at Our Lady of the Wayside Parish. This handbook has been designed to give information about the program, and its mission statement, goals, policies, and procedures. Our most important goal is the spiritual growth and development of the children entrusted to our care. The Religious Education Office is here to assist you in the faith formation of your children. The success of our program is largely dependent on our devoted and conscientious catechists and volunteers, as well as supportive and cooperative parents.

Please take the time to read through this handbook and keep it in an accessible place for easy reference.

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HISTORY OF OUR LADY OF THE WAYSIDE

In the early days, the image of Our Lady of the Wayside was placed in a grotto facing one of the streets of Rome and was moved frequently from one place to another.

The image is frescoed on a piece of stone taken from an ancient Roman edifice. The figure is of Latin type, and probably belongs to the fifth century. Its style closely follows that of the earliest frescoes found in the catacombs.

Tradition says that the Roman people erected a temple to honor Our Lady of the Wayside shortly after **the condemnation of Nestorius, the blasphemer of Mary's Divine Maternity, in 425 A.D. In the twelfth century**, an important Roman family built a Church to house the beloved and famous picture.

Those images of the Virgin particularly esteemed by some saint have been honored with a singular popular devotion. Mary has been pleased to respond with abundant proofs of her maternal care and love. This picture was especially dear to many saints, for example, St. Ignatius of Loyola was so attached to it that he requested it be transported to the first Church given to his Order. Eventually, both picture and Church were assigned to the Saint, and in the shadow of this miraculous image he laid the foundations of his Order.

Under the inspiration of St. Francis Borgia, a new Church was built to honor the Madonna and her Divine Son. This magnificent temple, erected in 1568 by Alexander Cardinal Farnese, was named the Church of Jesus and is one of the most splendid edifices in Rome. The image was transferred to a chapel in this new Church in 1575.

From then on, all classes of people have had recourse to the Queen under the title of Our Lady of the Wayside, and she dispensed her favors most generously to those who thus have sought her aid. It is of interest that the May devotions to Mary, now popular throughout the Church, had their origin before this shrine in 1815.

Copies of this image have been carried to distant lands. In Germany, France, Ireland, Scotland, England, and America, shrines have risen to honor Our Lady of the Wayside.

In 1638, the Vatican Chapter, after proper investigation, solemnly crowned the Mother and Child in recognition of the ancient veneration paid to the image and of the abundance of graces granted at this shrine.

In 1865, The Vatican Chapter replaced the former crowns, which were disfigured in the ravages at the end of the previous century. Instead, the Vatican chapter placed an imperial crown on the Child and a royal crown on the Mother. These crowns, of exquisite workmanship, are of pure gold and studded with precious jewels. Today they adorn the picture in the Church of Jesus in Rome.

The image in Our Lady of the Wayside Church of Arlington Heights was made in Rome, in October 1953, by a distinguished Roman artist. While the likeness was being made, the artist worked undisturbed and in close proximity to the original. The figures of the Virgin and Child appear as they must have been seen by the Christians in the streets of Rome in the early part of the fifth century, and by St. Francis Xavier and St. Ignatius in the sixteenth century.

RELIGIOUS EDUCATION STAFF

The Religious Education Staff of Our Lady of the Wayside:

Father Ed Fialkowski, Pastor
Father Peter McQuinn, Associate Pastor
Father Dan Brady, Retired Priest and Resident

Sister Joan Shields, S.N.D. deN. Director of Religious Education
for Preschool through Grade 4, and Vacation Bible School

Sister Adrienne Weseman, S.N.D.deN. Director of Religious Education
for Grades 5-8

Louise Dickey, Religious Education Secretary

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Staff members may be reached by calling the Religious Education Office, 847/398-5011, 847/398-5043 or the Rectory Office, 847/253-5353. If we are unavailable to take your call, you may leave a message on our voice mail: Sister Joan, Ext. 246; Sister Adrienne, Ext. 256; Louise Dickey, Ext. 247; Youth Minister, Ext. 241.

Religious Education Board

Nora Errico

Father Ed Fialkowski

Kim Franczyk

Danielle Kelley

Michele Kowalczyk

Mariane Leanes

Katie Morris

Christy Napoleon

Jen Nebel

Tonia and Paul Santangelo

Sister Joan Shields, S.N.D.deN.

Sister Adrienne, Weseman, S.N.D.deN.

Religious Education Mission Statement

We at Our Lady of the Wayside are called to follow Jesus, as we teach, serve, pray, and witness in our lives.

RELIGIOUS EDUCATION GOALS

Ministry of the Word

- 1) To teach the Gospel of Jesus within the Catholic tradition.
- 2) To encourage individual commitment to spiritual growth from Pre-school through Youth Program.
- 3) To teach the children to better know and grow in their relationship with God as Father, Son, and Holy Spirit.

Ministry of Worship

- 1) To develop and support both the personal and communal prayer life of the families in the Religious Education Program.
- 2) To have communal liturgies and prayer services for the children and encourage participation in the parish.

Ministry of Service

- 1) To follow the example of Jesus in serving others by encouraging special service projects.
- 2) To assist families in helping them realize the importance of their role as they raise their children in the Catholic Christian tradition.

Ministry of Witness

- 1) To respond to others in caring and loving ways.
- 2) To demonstrate respect for God and for all of creation.
- 3) To encourage parents to take an active role in setting the example for giving Christian witness.

**OUR LADY OF THE WAYSIDE
RELIGIOUS EDUCATION PROGRAM
Calendar 2011-2012**

August

- 9 Grade 2 Level Meeting-Faculty Lounge-Elementary School 7:00-9:00
Grade 5 Level Meeting-Middle School- Middle School Faculty Lounge-7:00-9:00
- 11 Grade 3 Level Meeting- Elementary School Faculty Lounge-7:00-9:00
Grade 6 Level Meeting- Middle School Faculty Lounge-7:00-9:00
- 16 Grade 4 Level Meeting- Elementary School Faculty Lounge-7:00-9:00
Grade 8 Level Meeting- Middle School Faculty Lounge 7:00-9:00
- 18 Grade 1 Level Meeting- Elementary School Faculty Lounge-7:00-9:00
Grade 7 Level Meeting- Middle School Faculty Lounge 7:00-9:00
- 29 Practice for REP Gr 7 & 8 Participants for Beginning of Year Mass 4:00 in Church
- 30 **First Class-Grades 7-8-Open House 6:30-7:00; Mass at 7:10 in Church followed by class until 8:30**
- 31 Practice for REP Gr 5& 6 Participants for Beginning of Year Mass 4:00 in Church

September

- 1 Practice for participants for the Beginning-of-the-Year Mass for Gr 2-4-4:00 in Church
- 5 Labor Day--National Holiday**
- 6 First Class-Grades 1-4-4:00- Mass - Open House in the Elementary School following the Mass Grades 5-6-6:30-7:00-Open House-7:10-Mass** in Church followed by class until 8:30
Grade 6 Bible Blessing and Distribution of Bibles and Class until 8:30
- 7 Religious Education Board Meeting-7:00-Parish Center-Cabrini Room**
- 13 Class-Grades 1-4-4:00-5: 15-Elementary School-Church Manners
Class-Grades 7-8-7:00-.8:30 Elementary and Middle School- Church Manners and Prepare Grade 7 for the Sacrament of Reconciliation after Church Manners
- 15 **Catechists' Meeting, Pre-School (4), Kindergarten-7:00-9:00-Faculty Lounge-Elementary School**
- 18 Catechetical Sunday-Recognition of Catechists and Teachers 9:45 Mass**
- 19 Second Grade Parent Meeting for First Reconciliation 7:00-9:00-Fr. Mackin Center**
- 20 Class - Grades 1-4-4:00-5: 15-Elementary School
General Practice –Grade 2-Reconciliation
Class-Grades 5-6-7:00-8:30-Elementary and Middle School-Church Manners
- 25 **Open House-Elementary School-Pre-School (4) and Kindergarten-10:45-11:30**
- 27 Class-Grades 1-4-4:00-5:15-Elementary School Prepare Grade 3-for Sacrament of Reconciliation
Father Ed or Father Peter talk to the Second Graders about the Sacrament of Reconciliation in Church
Grade 7-Reception of the Sacrament of Reconciliation
Class-Grades 7-8-7:00-8:30-Elementary and Middle School

October

- 1 **Grade 7 Retreat Fr. Mackin Center-9:00-12:00-Nancy McKnight**
- 2 **First Class-Pre-school (4), Kindergarten 9:45-10:45-Elementary School**
- 4 **Class-Grades 1-4-4:00-5:15-Elementary School-Grade 3 Reception of the Sacrament of Reconciliation-** Time permits practice with Grade 2 for Reconciliation
Class-Grades 5-6 Elementary and Middle School-Fire Drill Beginning of Class
Prepare Grade 5 for Sacrament of Reconciliation
- 5 **Religious Education Board Meeting 7:00-Parish Center-Cabrini Room**
- 9 Class-Pre-School (4), Kindergarten, - 9:45-10:45-Elementary School
- 11 Class-Grades 1-4-4:00-5:15-Elementary School-Fire Drill beginning of Class
Practice with second graders for Reconciliation-Schedule Times
Father Ed or Father Peter talks to 4th graders about the rosary and bless the children's rosaries 15 minute schedule
Class-Grades 7-8-7:00-8:30-Elementary and Middle School-Fire Drill Beginning of Class
Grade 7-1st Homily Evaluation due
- 16 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School
- 17 **Sacrament of Confirmation Parent Meeting-7:00-9:00-Fr. Mackin Center**
- 18 Class for Grades 1-4-4:00-5:15-Elementary School; First Grade Bible Stories-Father Ed or Father Peter
Practice with Grade 2-Sacrament of Reconciliation-Schedule Times
Class-Grades 5-6-(Shortened) - 7:00-8:15
Grade 5-Reception of the Sacrament of Reconciliation
Catechists' Planning Meeting-8:15-9:30-Room 11
- 21 **REP RAP Night (Sock Hop)-Gym-7:00 PM**
- 23 Class-Pre-School (4), Kindergarten - 9:45-10:45 Elementary School
- 25 **No Class-Grades 1-4-4:00-5:15**
Catechists' Planning Meeting -Elementary School Library 4:00-5:30
Class-Grades 7-8-(Shortened) - 7:00-8:15 Catechists' Planning Meeting-8:15 -9:30
Room 11
- 30 Class Pre-K (4) and Kindergarten - 9:45-10:45 Elementary School

November

- 1 Grades 1-4 Mass. After Mass students return to class- -4:00-5: 15-Elementary School Class
Grades 5-6 Mass at 7:30. Return to class after Mass
- 2 **Religious Education Board Meeting-7:00- Parish Center-Cabrini Room**
- 6 **No Class Pre-School (4), Kindergarten-Catechist Meeting**
- 7 **Final Practice for Sacrament of Reconciliation Gr 2-11:00 Group- 4:00-5:00 in Church**
Chastity Education Program for 8th Graders and Parents 7:00 in Mackin Center
- 8 Class Gr 1-4 Grade 2 practice for Sacrament of Reconciliation
Class Gr 7-8 Gr 8 Pink Information Form Due - Gr 7 Service Project Collection for Little Sisters of the Poor

10 **Final Practice for Sacrament of Reconciliation-Grade 2-1:00 Group-4:00-5:00 in Church**

12 **First Reception of the Sacrament of Reconciliation-Grade 2-11:00 and 1:00**

13 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

15 Class-Grades 1-4-4:00-5:15 -Elementary School

Grade 1-Practice for First Grade Christmas Program in Church-4:00-5:15

Class-Grades 5-6- 7:00-8:30-Elementary and Middle School

Grade 5-Baptism Ceremony

20 No Class-Pre-School (4), Kindergarten-Thanksgiving Vacation

22 No Class-Grades 1-8-Thanksgiving Vacation-OLW School Parent Teacher Conferences

27 No Class-Pre-School (4), Kindergarten - Thanksgiving Vacation

29 Class-Gr 1-4 Practice for Grade 1 Christmas Program-4:00-5:15

Class- Gr 7-8 Measurement of Confirmation Gowns-Grade 8

Gr 7 Second Homily Evaluation due

December

4 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

5 Practice for Advent /Christmas Prayer Service Participants-Gr 2-4-4:00-5:00

6 **Class-Grades 1-4-4:00-5:15-Advent/Christmas Prayer Service in Church 4:10 followed by class**

Gr 1 Christmas Program practice in Church after the Prayer Service

Class-Gr 5-6-7:00-8:30 - Practice with participants-6:15 in Church for Advent/Christmas Prayer

Service Grades 7:10 followed by class

7 REP Board Meeting Cabrini Room 7:00-8:30

11 Class-Pre-School (4), Kindergarten-(9:45-10:45)-Elementary School

13 Class-Grades 1-4-4:00-5:15-Elementary School-**First Grade Christmas Program in Church 4:15**

Class-Grades 7-8 - Practice with participants at 6:15 in Church; **Advent/Christmas Prayer Service in Church** 7:10 followed by class

18 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

20 **No Class-Grades 1-8-Christmas Vacation**

25 **No Class-Grades Pre-School (4), Kindergarten-Christmas Vacation**

27 **No Class-Grades 1-8 Christmas Vacation**

January

1 No Class-Pre-School (4) Kindergarten, Christmas Vacation

3 Class-Grades 1-4-4:00-5:15-Elementary School

Class-Grades 5-6-7:00-8:30-Elementary and Middle School-Report Cards Distributed

Prepare Grade 6 for Sacrament of Reconciliation

4 Religious Education Board Meeting-7:00- Parish Center-Cabrini Room

8 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

9 Second Grade Parent First Communion Meeting-7:00-9:00-Fr.Mackin Center

10 Class-Grades 1-4-4:00-5:15-Elementary School-Report Cards Distributed

First Communion Song Practice 4: 10

Class-Grades 7-8-7:00-8:30 Middle School Report Cards Distributed

Grade 8-Confirmation Name Ribbon, Saints Paper due, log sheet and Letter to the Bishop Prepare Grade 8 for Sacrament of Reconciliation

15 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

17 Class-Grades 1-4-4:00-5: 15-Elementary School-Report Cards returned with Parent Signature Father Ed or Father Peter conducts a First Grade Tour of the Church

Class-Grades 5-6-7:00-8:30- Middle School-Report Cards Returned with a Parent's signature

Grade 6-Reception of the Sacrament of Reconciliation

22 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

23 Confirmation Light Service Practice in Church at 4:00 for Participants

24 Class-Grades 1-4-4:00-5: 15-Elementary School

Grade 2-Explanation of Sacred Vessels in Church -4:10 by Father Ed or Father Peter

Class-Grades 7-8-7:00-8:30- Middle School-Report Cards Returned

Grade 7- 3rd Homily Evaluation due

Grade 8-Reception of Sacrament of Reconciliation

25 Confirmation Light Service 7:00-8:00

28 Eighth Grade Retreat 9:00-2:00 in Fr. Mackin Center- Mass at 1:00 in Church

29 Class Pre-School (4) Kindergarten

31 Class Gr 1-4 Practice for 3rd Gr Mass – 4:00 - 5:15

Class Gr 5-6 7:00 - 8:30

February

1 Religious Education Board Meeting-7:00-Parish Center-Cabrini Room

5 No Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School-OLW School Open House

7 Class-Grades 1-4-4:00-5:15-Elementary School

Practice for Third Grade Mass-4:00-5:10 in Church

Grade 2 Catechist check Joy, Joy, the Mass pp 4-11

Class-Grades 7-8-7:00-8:30-Elementary and Middle School-Grade 8 - Grade 7 5-hour project due

12 Class Pre-School (4) Kindergarten-9:45-10:45-Elementary School

14 Class-Grades 1-4-4:00-5:15-Elementary School; **Third Grade Mass in Church -4:15**

Grade-5-6-7:00-8:30-Elementary School

Distribute Rice Bowls Gr 1-4 and Gr 5-6

16 Catechists' Dinner Planning Meeting 6:30-Parish Center (3 rooms second floor)

19 No Class Pre-K(4) and K First Communion Retreat 2:00-4:00 Parents and Children

21 Class-Gr 1-4 4:00-5:00-Prepare Grade 4 for Sacrament of Reconciliation
Second Grade Catechist check Joy, Joy: the Mass pp. 12-20
First Communion Song Practice- 4:00-4:35
Class-Grades 7-8-7:00-8:30 Elementary and Middle School

**Grade 7-4th Homily Evaluation Due; Confirmation written test for Gr 8;
Distribute Rice Bowls**

26 Class Pre-School (4) Kindergarten-9:45-10:45-Elementary School

28 Class Gr 1-4; Gr 4 Reception of Sacrament of Reconciliation
Gr 5-6 Class; Make-Up test for Gr 8
REP Family Pizza Night

March

1 Confirmation Practice 10:00 Mass Confirmandi Only 6:30-8:00 (M-Z)

4 Class-Pre-School (4) - Kindergarten 9:45-10:45-Elementary School

5 Confirmation Practice 2:00 Mass Confirmandi Only 6:30-8:00 (A-L)

6 Class-Grades 1-4-4:00-5:15 Elementary School
First Communion Practice-4:10
Second Grade Catechist-Check Joy, Joy: The Mass pp.21 28
Class-Grades 7-8-7:00-8:30-Elementary and Middle School; Grade 8 - Review Written Test

7 Confirmation Practice 10:00 Mass Confirmandi, Parents, and Sponsors 7:00-8:30 (M-Z)

8 Confirmation Practice 2:00 Mass Confirmandi, Parents and Sponsors 7:00-8:30 (A-L)

10 Confirmation 10:00 and 2:00

11 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

12 Practice for Stations of the Cross-4:10-Grades 1-4-Grade 4 Participants

13 Class Gr 1-4; Stations of the Cross-4:10-Grade 4 Participants; First Communion Song Practice
following Stations of the Cross
Class Gr5-6-7:00-8:30-Elementary and Middle School – Attend Parish Mission

18 Class-Pre-School (4), Kindergarten-9:45-10:45-Elementary School

20 Class Gr 1-4 First Communion Practice - First Communion Banners Due
Class Gr 7-8

21 Religious Education Board Meeting-7:00-Parish Center-Cabrini Room

25 No Class Pre-K (4) and K Spring Break

26 Spring Break No REP Class

April

1 No Class Pre-K (4) and K Spring Break

2 Practice for End of Year Prayer Service Gr 2-4 4:00 in Church

3 Class-Grades 1-4-4:00-5:15 End of Year Prayer Service 4:10 First Communion Practice
Class-Grades 5 & 6
Return Rice Bowls in Gr 1-4 and Gr 5-6

4 REP Board Meeting 7:00 Cabrini Room

**8 Easter Sunday
No Class Pre-K (4), K**

10 Class-Grades 1-4-4:00 - 5:15-Elementary School
Practice with Second Graders for First Communion

**Last Class-Grades 7-8-7:00-8:30-Elementary and Middle School
End-of-the-Year Prayer Service- 7:10 in Church; Practice with participants-6:15
Distribution of Report Cards and Perfect Attendance and One-Absence Certificates**

15 Last Class Pre-School (4), Kindergarten-Elementary School-9:45-10:45

16 Practice for End of the Year Prayer Service 4:00 Gr 5-6

**17 Last Class Grades 1-4-4:00-5:15-Elementary School-Distribution of Report Cards and
Attendance Certificates**

**Last Class-Grades 5-6-7:00-8:30-Elementary and Middle School-End-of-
the-Year Prayer Service in Church-7:10
Practice with participants for End-of-the-Year Prayer Service 6:15
Distribution of Report Cards and Attendance Certificates**

**23 Practice for First Communion (Children Only) 4:00-5:30 in Church for April 28-10:30
Mass**

24 Practice for First Communion (Children Only) 4:00-5:30 in Church for April 28-1:00 Mass

**25 Practice for First Communion (Parents and Children) 4:00-5:30 in Church for April 28-
10:30 Mass**

**26 Practice for First Communion (Parents and Children) 4:00-5:30 in Church for
April 28-1:00 Mass**

28 First Communion Masses-10:30 and 1:00

**30 Practice for First Communion (Children Only) 4:00-5:30 in Church for May 5
10:30 Mass**

May

**1 Practice for First Communion (Children Only) 4:00-5:30 in Church for May 5-
1:00 Mass**

**2 Practice for First Communion (Parents and Children) 4:00-5:30 in Church for
May 5- 10:30 Mass**

**3 Practice for First Communion (Parents and Children) 4:00-5:30 in Church for
May 5- 1:00 Mass**

5 First Communion Masses-10:30 and 1:00

9 Religious Education Board Meeting Parish Center-Cabrini Room 7:00 - 9:00

22 Religious Education Board Dinner Meeting 6:30-Gathering Space

June

18-22 Vacation Bible School-PK 4- Grade 5-9:00-12:00-Fr. Mackin Center and Middle
School Rooms, corridors, and Rectory Meeting Rooms

22 Closing Prayer Service in Church for Vacation Bible School -11:00

CATECHISTS BACKGROUND CHECKS

All catechists are volunteers. Each person applying as a catechist at Our Lady of the Wayside is required to have an interview with the Directors of the Program, complete an application form and supply (2) references. References are checked and kept on file. Prospective catechists must have a criminal background check as required by the Archdiocese before being accepted into the program. They are also asked to participate in a "Protecting God's Children" workshop.

REGISTRATION

All families registering for the Parish Religious Education Program must obtain a parishioner number. This is done by registering in the Parish Center. A registration cannot be finalized until parishioner registration is complete. Parents are asked to be contributing members of the parish through the use of weekly Church envelopes. Weekly Mass attendance greatly reinforces our Religious Education Program.

We accept students outside the parish with the following stipulations:

- 1) Written recommendation from the former school or parish stating the grade work completed with an attendance record and dates of Sacraments received.
- 2) Additional \$270 fee per family per year for out-of-Parish tuition.

Registration takes place on or before April 30th. Previously registered families may register by mail or in person. **Families new to our program must register in person and bring a copy of the child's Baptismal Certificate at the time of registration. Outstanding balances must be paid before registration will be accepted for the following year.**

IMPORTANT: The Registration Form, Volunteer Form, and payment of at least 50% of the total of tuition and fees are due by April 30, 2011. A late Registration Fee of \$60.00 will be charged for forms, tuition, and fees received after April 30. The balance of tuition and fees is due before or on the first scheduled class of the year. Parents unable to meet this deadline should contact Sister Joan or Sister Adrienne 847-398-5011 to set up a payment schedule or apply for a Scholarship.

The Registration Form and Volunteer Form must be completed and returned by the due date, April 30 in order to reserve a place for your child in class and to avoid the late registration fee.

TUITION

Tuition for our Religious Education Program is as follows:

\$220.00	per student in grades 1-8
\$270.00	non-parish fee (per family) per year in addition to tuition.
\$110.00	per pre-school student (PK4 and K)

FEES FOR SACRAMENTAL PROGRAMS AND OTHER

First Eucharist- Grade 2	\$75.00
First Reconciliation - Grade 2	\$50.00
Personal Bible - Grade 6	\$15.00
Retreat - Grade 7	\$40.00
Confirmation - Grade 8	\$115.00 (includes gown rental, Retreat, and Chastity Education Initiative Program)
Non-volunteer Fee	\$130.00
Late Registration Form Fee	\$60.00
Applies to forms received after April 30th, 2011	

GRADE LEVEL COURSE DESCRIPTION

Pre-School 4 and 5 year olds

TEXT: I AM SPECIAL, Our Sunday Visitor, 2004.

This program introduces prayer and celebration. Since young children must first come to appreciate themselves before they can come to appreciate God, this program helps them to develop positive attitudes about themselves. **The children learn about God's love for them through the gift of creation**, including an increased awareness of their five senses. They are introduced to the liturgical seasons with emphasis on Christmas and Easter. Prayer and learning to pray is an important component of the program, as well as the development of a friendship with Jesus. The children are taught the Christian attitudes of sharing, listening, loving, thanking, and celebrating.

Grade 1

TEXT: We Believe Series With Project Disciple: God Loves Us, Wm. H. Sadlier, Inc., 2011

The topic of the first grade year is the presentation of God as Father, Son and Holy Spirit. **The Sacrament of Baptism is highlighted as the Sacrament that brings us into membership in God's family. The children are introduced to God's Word through the telling of Scripture stories.** Children **will learn about the Church as God's people, and also they will be taken on a tour of the Church.** The Church Year is emphasized: Advent, Christmas, Lent, Easter, and Ordinary Time. First graders are expected to learn the Sign of the Cross the Our Father, and the Hail Mary. They are also given the opportunity for spontaneous prayer.

EXTENDED ACTIVITIES:

Participate in a service project geared to their level

Take part in the Catholic Relief Fund

Tell the Christmas Story through a play

Liturgical Season Activities

Encourage the children to be good Stewards—time, talent, treasure.

Grade 2

TEXT: We Believe Series With Project Disciple: Jesus Shares God's Life, Wm. H. Sadlier, Inc., 2011

Second graders review the Sacrament of Baptism in conjunction with their church membership. Jesus is the one whom we meet in a special way in each of the Sacraments that we receive. **The main work of the year is the children's preparation and reception of the Sacraments of Reconciliation and Eucharist for the first time.** The Mass is studied in conjunction with preparation for First Eucharist. The Church Year is emphasized—Advent, Christmas, Lent, Easter, and Ordinary Time. In addition to the Sign of the Cross and the Our Father, second graders are expected to learn the Hail Mary, Glory Be, and Act of Contrition.

EXTENDED ACTIVITIES:

Joy, Joy, the Mass—Sunday Visitor Publication

Contribute to the Catholic Relief Fund

Experience a retreat prior to the celebration of First Eucharist

Up-close viewing and explanation of the sacred vessels used at Mass, vestments worn by the priest to celebrate Mass, and the significance of the altar

Liturgical Seasons Activities

Encourage the children to be Good Stewards—time, talent, and treasure.

Since Grade 2 is a sacrament year, children in Grade 2 are required to attend class at Our Lady of the Wayside on Tuesdays, from 4:00-5:15 weekly for their First Reconciliation and First Eucharist preparation. Students entering Grade 2 must have had formal religious instruction the previous year, otherwise they will be placed in Grade 1.

Dress Code for First Communion

Girls - White dress (long or short), white veil or headband of flowers, dress shoes

Boys - **White shirt** (long or short sleeves), **tie, dress pants** (any color), sweater or jacket is optional, dress shoes.

Grade 3

TEXT: We Believe Series With Project Disciple— We Are the Church William H. Sadlier, Inc. 2011

The work of the third grade year is to help the children understand the different aspects of the Church and their role as members. The Church Year is highlighted and emphasis is placed on the Liturgical Seasons of Ordinary Time, Advent, Christmas, Lent and Easter. A review of the Mass is one of the main focuses of the year, as well as the Sacraments of the Eucharist and Reconciliation. Third graders **are expected to learn the Apostles' Creed in addition to all previously listed prayers.**

EXTENDED ACTIVITIES:

Third Grade Class Mass (culmination of the study of the Mass)

Participate in the Catholic Relief Fund

Class reception of the Sacrament of Reconciliation

Liturgical Seasons Activities

Encourage the children to be good Stewards—time, talent, and treasure.

Grade 4

TEXT: We Believe Series With Project Disciple—God's Law Guides Us, William H. Sadlier, Inc. 2011

The thrust of the 4th Grade curriculum is an in-depth study of the Ten Commandments and the **application of these Commandments in the lives of the children. Jesus' teaching on the Beatitudes is** also presented as well as the Corporal Works of Mercy. The children are helped to a deeper understanding of the Sacrament of Reconciliation and taught to receive the Sacrament in a more mature manner. The Rosary is taught with emphasis on the Mysteries through meditation on the life of Jesus. Each liturgical season is given priority as the seasons, Advent, Christmas, Lent, Easter, and Ordinary Time occur, so that the children become familiar with the cycles of the Church Year.

EXTENDED ACTIVITIES:

Group Service Project decided by the Catechists

Liturgical Seasons Activities

Class reception of the Sacrament of Reconciliation

Participate in the Catholic Relief Fund

Encourage the children to be good Stewards—time, talent, and treasure.

Grade 5

TEXT: We Believe Series With Project Disciple—We Meet Jesus in the Sacraments—William H. Sadlier, Inc. 2011

The work of Grade 5 is a study of the seven Sacraments. The rites and symbols of the sacramental **life of the Church are taught, and an appreciation of God's presence in the Sacraments is deepened.** Students are taught the meaning of each Sacrament as it applies to the building up of our spiritual life as we grow in our relationship to God. The children learn the four marks of the Church. They learn that Mary, the Mother of God is our model of discipleship, the greatest of all the saints. The Liturgical **Year is presented as the Church's cycle of events in the life of Jesus and how each is celebrated in the** Liturgy.

EXTENDED ACTIVITIES:

Class reception of the Sacrament of Reconciliation

Conduct a Baptism Ceremony

Group service project decided by Catechists

Liturgical Seasons Activities

Collection for Catholic Relief Fund

Encourage the children to be good Stewards—time, talent, and treasure.

Grade 6—(Is a pre-requisite for entering the Confirmation Program for Grades 7 and 8.)

TEXT: We Believe Series With Project Disciple—We Are God’s People, William H. Sadlier, Inc. 2011

The Hebrew Scriptures (the Old Testament) are the foundation of study for this grade level.

The history of God’s People begins with the story of Creation, and continues on through subsequent stories of the peoples’ turning from God and coming back again. The children receive an appreciation of our Judeo-Christian heritage. The fulfillment of God’s promise to send a Messiah is shown in the coming of Jesus in the last chapters of the book..

The Liturgical Year is emphasized as it progresses with Advent, Christmas, Lent, Easter, and Ordinary Time.

EXTENDED ACTIVITIES:

Class reception of the Sacrament of Reconciliation

Two group service projects

Participate in Bible Blessing Service and the Reception of a Bible

Liturgical Seasons Activities

One-evening Program on the Torah

Participation in collection for the Catholic Relief Fund

Encourage the children to be good Stewards—time, talent and treasure.

First Year Confirmation Preparation Year (Grade 7)

Text: We Believe Series—“We Live Our Faith As Disciples of Jesus, William H. Sadlier, Inc. 2007

This recently-published textbook is a continuing Religion study in the We Believe Series. It provides the perfect basis for moving toward the Sacrament of Confirmation in Grade 8. Seventh graders will learn to look at Jesus as their model and the object of our faith. The title of the text helps us to note clearly that in following Jesus, we can come to a deeper faith and understand the action of God in our lives. There are four large segments of the study for the year, each segment building on the ones before it:

1. Who Is God?
2. Who Is Jesus?
3. How Is Jesus Alive in the Church Today?
4. How Does the Church Live as the Body of Christ?

Students are led to a knowledge and understanding of the Blessed Trinity in the first unit. **The second unit focuses on Jesus, as students learn the story of Jesus’ coming, his life on earth, the fulfillment of the hopes of Israel and Jesus’ teachings about the coming of the Kingdom. Unit 3 reviews in depth the Seven Sacraments, showing how Jesus is alive today through his Sacraments. Unit 4 covers the topics of vocation, the use of our God-given gifts to help bring about the Kingdom of God, the place of justice, peace, and the works of mercy in our lives, and gives a thorough explanation of how we as the Body of Christ, form the communion of saints.**

The book also includes an assessment at the end of each chapter, which tells the student how much he/she has learned in the specific chapter. There are special activities for the students to engage in with each chapter that enrich their grasp of the topic at hand. With each chapter comes the highlighting of a particular person whose faith led them to follow Jesus closely and become a saint, or is still today a saint in the making. Students are also exposed to the use of Scripture in each chapter, and they often need to refer to particular passages in their Bible.

Overall, this textbook should prepare the 7th graders for their focus on their last step of Christian Initiation in Grade 8, which is their Confirmation in the Catholic Faith.

First Year Confirmation Preparation Year (Grade 7) (continued)

First Year Preparation Requirements of Confirmation:

Class reception of the Sacrament of Reconciliation—September 27 —7:00P.M.

Class Retreat—October 1—9:00—12:00—Fr. Mackin Center

Completion of 2 Homily evaluations per semester (a total of 4 for the year)

<u>First Semester</u>	<u>Second Semester</u>
October 11	January 24
November 29	February 21

Continuation of Stewardship—time, talent, and treasure

3 Group Service Projects:

1. Food Drive for Thanksgiving
2. Contributions to Catholic Relief Fund during Lent
3. Participation in the Confirmation Reception

1 Individual 5-hour project to be completed by February 7.

The above projects may not be used for the 20-hour service commitment for 8th graders.

SECOND YEAR CONFIRMATION PREPARATION YEAR (GRADE 8)

TEXTS: Confirmed in the Spirit, Loyola Press, 2007

Morality: Call to Faith Series-Harcourt Publishers 2008

This year builds on the experience and activities during the First Year Confirmation Preparation, and culminates in celebrating the Sacrament of Confirmation. Students are strongly encouraged to continue their stewardship of time, talent, and treasure after eighth grade.

FIRST SEMESTER TEXT: Confirmed in the Spirit: Loyola Press, 2007

The first semester of the year is devoted to a thorough study of the Sacrament of Confirmation. The students become aware of who the Holy Spirit is and what the Spirit does. They realize their need for the Spirit to strengthen them in faith and to guide them continually to holiness. Their desire to be renewed by the Spirit in Confirmation begins to grow. They are encouraged to look to the saints and other holy people as models of sanctity and for help in choosing a confirmation name.

The students study the beginning of the Church through the coming of the Spirit and their own beginning in the Church through the Sacraments of Initiation. They learn the meaning of the symbols used in the Rite of Confirmation. They are introduced to ways for preparing for Confirmation, and they are guided in choosing a sponsor.

The students examine the main truths of the faith as taught by the Church under the inspiration of the Holy Spirit. They are encouraged to profess their faith not only with their voices but also with their lives.

The students learn what Christ requires of them as his followers. They review the Commandments, the Beatitudes, and the Works of Mercy. They plan how they can give service as part of their preparation for Confirmation.

The students review the theological and cardinal moral virtues, the gifts of the Holy Spirit, and the charismatic gifts. They write a letter to the Bishop requesting the Sacrament of Confirmation.

The students study how the Sacraments of Eucharist and Reconciliation help unite us into the community of love and forgiveness, a true Christian community. They come to see how they can participate fully in these sacraments.

The students study the rite of Confirmation and learn the significance of the parts of the rite. They discover ways to live out their Christian commitment.

The students see the importance of having a plan for spiritual growth so they can live the Christian life more fully. They study the fruits of the Spirit and discover that these are a sign of the presence of the Spirit in their lives.

Second Semester

TEXT: Morality—Call to Faith Series-Harcourt Publishers 2008

Chapter 1— Freedom and Responsibility-With freedom comes the responsibility to honor and protect life at all stages. In this, session the young people explore the basic belief.

Chapter 2-Valuing Life-Every person possesses human dignity, and we have a responsibility to honor and protect life at all stages. In this session the young people explore this basic belief.

Chapter 3-Being Virtuous— Young people will learn about virtues of faith, hope, and charity and also virtues of prudence, justice, fortitude, and temperance as a means to healthy and holy living.

Chapter 4-Honoring God-Young people will learn about how we should value God above all people and things. They will learn about showing respect for the name of God.

Chapter 5-Honoring Family Members— We honor the relationship we have with our families. The young people will learn that the obedience they owe their parents is modeled on Christ's obedience to the Father, and that the Holy Family is our best model of a healthy family life.

Chapter 6-Everyone's Dignity— In the community in which we participate, we must be mindful of the well-being of each individual and of the group as a whole. The young people will learn how one person can make a difference through his or her acts of love and justice.

One of the chief goals of this topic is to assist students in moral decision making in accordance with the teaching of the church and their own conscience.

From March 1 through May of the Seventh Grade year, Confirmation Candidates may acquire 5 hours only of the required 20 hours of service for reception of the Sacrament of Confirmation. From June 1 through January 10th Confirmation Candidates are to complete their 20-hour requirement of giving service to others.

Service hours are to be recorded by the students on a green-colored Project Log Sheet given to them at the end of

Grade 7. Service hours are to be completed by January 10th.

A listing of suggested services and service log sheet will be given to the incoming 8th graders during the month of April.

Requirements for Confirmation, 2011-2012

1. At least one parent from each family is to attend the Confirmation Parents' Meeting on Monday, October 17 from 7:00-9:00 in the Fr. Mackin Center (Gym).
2. Retreat on Saturday, January 28 from 9:00-2:00 in the Fr. Mackin Center is for all Our Lady of the Wayside Confirmation Candidates, the combined group of REP students and O.L.W. School students.
3. **Pink Information Form given to parents at the Parents' Meeting is due on Tuesday, November 8.**
4. Chastity Education Initiative Program for eighth graders and their parents is on Monday, November 7 at 7:00 in the Fr. Mackin Center (Gym).
5. All Confirmation Candidates participate in the preparation of a banner for the altar for the Confirmation Ceremony by preparing a ribbon representing a candle with their Confirmation name on **it. A more detailed explanation will be given at the Parents' Meeting on Monday, October 17. The ribbon is to be completed and handed in by Tuesday, January 10.**

6. The written paper on information about the saint's name chosen for Confirmation is due on Tuesday, January 10.
7. REP students will be measured for Confirmation gowns on Tuesday, November 29. School students will be measured in school on this date or a date close to it.
8. Each Candidate is required to write a letter to the Bishop, who will administer Confirmation in our parish on Saturday, March 10. These letters are to be completed and handed in by Tuesday, January 10. In the letter, the students request the Sacrament of Confirmation, telling why they wish to be confirmed and how they intend to live out their commitment to the Catholic Faith. They may tell the Bishop about their service hours, as well.
9. The Confirmation Light Service is on Wednesday, January 25 from 7:00-8:30 in Church. Parents, Sponsors, and Confirmation Candidates attend this special Prayer Service.
10. Twenty hours of service are required in the areas of Parish, Community, Family, and School. Each **Confirmation Candidate's Project Log sheet is to be completed and handed in by Tuesday, January 10th.**
11. A written test on the Sacrament of Confirmation will be administered to the REP students on Tuesday, February 21 and to School students on a date arranged by their teachers.
12. Reception of the Sacrament of Reconciliation will take place on Tuesday January 24(REP) at 7:00 P.M. and Wednesday, January 25 at 1:00 for the School Students.

Dress Code for Confirmation

Red Robes Will Be Worn Over Clothing

Girls—Dress or skirt and blouse, dress shoes

Boys—Dress pants, white dress shirt, tie, dress shoes

Policy for Grades 6, 7 and 8

Grade 6 is a pre-requisite for entering the Confirmation preparation program. Preparation for Confirmation takes place in grades 7 and 8.

Students entering Grade 7 must have had formal religious instruction in Grade 6, otherwise they will be placed in Grade 6 instead of Grade 7.

During the two-year preparation program for the Sacrament of Confirmation, students are to attend classes regularly with as little absence as possible if they wish to be confirmed in Grade 8.

LITURGIES AND PRAYER SERVICES

Liturgies and prayer services are provided several times during the year. A variety of prayer forms are **used to enrich the children's** growth and spirituality according to their grade level.

SERVICE PROJECTS

All grades, first through eighth, are expected to do at least one service project in light of the Gospel message to "love your neighbor" (Matt 22:39). **All catechists work within their grade level to provide** opportunities for our students to reach out to others. Families are encouraged to support this effort.

STUDENT MINISTRIES

Students in Grade 5 are given the opportunity to become Altar Servers, and are given information concerning the training and expectations of this ministry. Altar serving is also open to students in Grades 6-8. In order to encourage students to become actively involved in the liturgy, classroom and group prayer services are developed in which the children can participate directly in the Liturgies and Prayer Services. After Confirmation liturgical ministries are offered to eighth grade students through the Director of Youth Ministry.

LEARNING ENVIRONMENT

Parents/Guardians are asked to notify the **Religious Education Office concerning a child's** special needs: hearing impairment, vision impairment, speech problem, hyperactivity, behavioral problems, autism, physical needs, in regular school with full-time aide, and medical conditions such as allergies, etc. Please indicate this on the registration form.

DISCIPLINE/BEHAVIOR

Guiding the child to form Catholic, Christian values is a fundamental responsibility of the parent/guardian and catechist. The essence of Christian discipline is the development of a personal value system to motivate self-discipline. The religious education department and home must work together to guide student growth in values and create a climate which encourages responsible behavior. The time we share together in class is limited, therefore, consistently disruptive or uncooperative behavior cannot be permitted. When a student is disrupting the class the student will be corrected by the catechist. Corrective measures will be in the form of warnings, discussion of the problem, staying after class, or meeting with one of the Directors of Religious Education. If a student is sent to the Religious Education Office a second time during the year, the student will be asked to call home to discuss his/her behavior with the parent and a corrective measure will be agreed upon by the parent/guardian and the Director together. If a student is sent to the Religious Education Office a third time during the year, the Director will call home and ask the parent to pick up the child from the office and take him/her home. Parents/guardians who are required to teach their child at home due to disciplinary reasons, will be given material and guidelines to complete the course of study for the year. Once each semester parents will be required to bring their child for a test on the material. **If a student's behavior should result in physical damage or property loss, that parent/guardian is expected to make full restitution.**

CONFLICT MANAGEMENT

Should a conflict occur, direct and personal communication between the conflicting parties takes place first, and most often results in resolution. An agreed upon third party may be needed to assist in the effort to resolve the conflict. Qualities of trust, mutual respect, consideration for one another and the willingness to listen with an open mind are fundamental to our religious education community and, therefore, provide a basis for communication in the resolution of conflict.

PROGRESS REPORTS

Progress reports will be distributed twice a year during the months of January and April. Please refer to calendars for specific dates. Children are given the reports in class. Please ask your child for his/her report. All points listed on the report card will be graded as follows:

VG-Very Good—G - Good -- NI-Needs Improvement.

Parents/guardians are expected to review the progress report, and return it signed to the catechist at the next class session. Any time a parent/guardian has a question or concern, please contact the catechist directly.

ATTENDANCE/TARDINESS

Attendance

Regular attendance is required and is in the best interest of those participating in our programs. Students missing a class should make arrangements with the catechist to complete all necessary assignments. **Other outside activities, or "too much homework" should not take priority over attendance at religious education classes. Parents/guardians are required to phone the Religious Education office when their child is absent from class. (Please call 398-5011 and report the student's absence. After hours, please use extensions 247,256, or 246.) Give the student's name, grade level, Catechist's (teacher's) name and reason for absence.** Please notify the office before class begins. If a student is absent and a phone call has not been made, a representative of the Religious Education Office will call the student's home to verify that the student is home. This is a safety precaution, and a courtesy gesture made to you. Children who are frequently absent may be required to repeat the grade level or complete work missed over the summer and present the required work to the Directors of Religious Education - Grade 5-8, Sister Adrienne and Grades Pre-K - Grade 4, Sister Joan.

Tardiness

Students who arrive after the class has begun in the Elementary Building are to use the Mitchell Avenue entrance and ring the bell for entrance into the building. Students in the Middle School Building are to use the door nearest Park Street. Before proceeding to class, the students are to stop at the office to report their arrival before going to their classroom. This is to prevent the office from calling the student's home. **If you have received a phone call concerning your child's absence, but the child (to your best knowledge) is present in class, the office attendant will check in the student's class to verify the student's presence, and will inform you of such.** Consistent tardiness is both disruptive to the class and an embarrassment to the student. **Frequent tardiness will result in a call from one of the Directors of Religious Education.**

Attendance Certificate Awards

Boys and girls in grades 1-4 will be awarded Perfect Attendance Certificates during their last class period of the year. Boys and girls in grades 1-4 who were absent one or two times will also receive recognition through the presentation of a certificate.

Perfect attendance certificates will be presented to boys and girls in Grades 5-8 who were present for all of the classes for the year and students who were absent only once will also receive a certificate. The certificates will be distributed to the students in their classrooms after the End-of-the-Year Prayer Service.

Absentee Policy

Frequent absence from class may necessitate having the child repeat the grade level the following year or complete the class curriculum in a home study program supervised by the parent during the summer.

Candy and Gum

Students **may not** bring candy or gum to class. Parents' cooperation in this matter is greatly appreciated.

TOBACCO/DRUGS/ALCOHOL/WEAPONS

The possession, sale and distribution of weapons, tobacco, alcohol, drugs and controlled substances is prohibited on school property, and/or at REP-related activities.

Any student in possession of a weapon or an article being displayed as a weapon or used in a threatening manner may be suspended or expelled from REP classes, depending on the circumstances and gravity of the matter.

Any student showing visible signs or symptoms of the use of alcohol, drugs, and/or other controlled substances, may be suspended or expelled from Religious Education classes.

In any of the above circumstances, parents/guardians will be contacted and civil authorities may be consulted with regard to the enforcement of local and state laws.

VISUAL AIDS

All use of visual aids, including videos and DVD's, must be authorized by the Directors of Religious Education and must support the subject matter being presented in class.

INSIDE WAYSIDE NEWSLETTER

Our Religious Education Program will email a newsletter three times per year (August, November and February). Seasonal updates and complete calendar information are some of the highlights of this publication. Also included are articles from our Pastor, Associate Pastor, and Directors of Religious Education as well as religious program notices about sacramental events, liturgies, prayer services, and grade level feedback.

PARTIES

Although everyone looks forward to parties and the community-building value they have, parties should be held to a minimum. Parties should be coordinated by the catechists of a particular grade level. This insures uniformity and consistency. Room parents may be asked to help, both with time and materials. Catechists and Room Parents of grades 1-8 may organize a schedule for their students to have **healthy snacks** during the class period.

LOST AND FOUND

Clothing and books are to be marked with the student's name. The loss of an article should be reported to the catechist and office. The Religious Education Office will keep any lost articles for a period of time. Children should check the office when an item is lost. All unclaimed items **will be added to the lost and found box of the school building and given to St. Mark's.**

MEDICAL INFORMATION

A request for medical information about your children is on the registration form. Please list any medicine they may be currently taking or medical conditions they experience, such as allergies. This information is vital in the event of an emergency and the course of action to be taken. All information is kept confidential and shared only with the Catechists.

INFECTIOUS DISEASES

Students who show signs of illness should remain home. Parents are advised to consult the following regulations set by the Department of Public Health:

<u>Disease</u>	<u>Isolation</u>
Chicken Pox	Six days after the first eruption
Measles	Seven days
German Measles	Three days
Strep Throat	Twenty-four hours after treatment begins
Mumps	Nine days after onset of swelling
Head Lice	Until treated with medicated shampoo and checked
Conjunctivitis (Pink Eye)	Twenty-four hours after treatment begins
Flu/Fever	Fever free for 24 hours

EARLY DISMISSAL

Children will not be allowed to leave class early. In case of an emergency, a note from the parent/guardian must be brought to the Director of Religious Education (not the classroom catechist). ***Catechists will not dismiss children early without permission from the Director of Religious Education.***

EMERGENCY SITUATIONS

Fire and Disaster Drills

Each class has a fire/disaster plan at all times. Students will be instructed as to the plan at the beginning of the REP year. One practice fire drill a year is held in the first semester. In the event of a storm or civil defense warning, all students will remain at school until an "all clear" signal is received or until a parent/ guardian personally picks up the child from school. Students will not be dismissed early from REP class unless parents /guardians have been notified.

REP Closing and Emergency Phone Relay

If there is to be no REP class due to weather or other emergency, parents will be notified by email or by phone. Catechists or Room Parents will notify all families in advance as much as possible. **When schools are closed because of inclement weather, REP classes are not necessarily cancelled.**

GYM FACILITIES

For Grades 5-8

Use of the gym (the Father Mackin Center) during Tuesday evenings from 6:30 - 8:30 PM and between the months of September through April is reserved for the Religious Education Program exclusively.

Supervision Before Class-Grades 1-4

Parents who volunteered will be expected to do their responsibility on a weekly basis by being in charge of 2 or 3 classrooms before class, beginning at 3:45 and staying on duty until catechists arrive for each classroom.

SAFETY PATROL - GRADES 1-4

Parents who volunteered to be on the safety patrol for Grades 1-4 before and after class are to wear a safety vest located in the bin inside the hallway door. Parents are to be on duty at 3:45 P.M. and close the gate off of the Mitchell Avenue entrance to the parking lot, put out the orange traffic cones and leave these in place for dismissal. At dismissal time, parents are to arrive at 5:10 to pick up their vest and then make sure that the cones are in place and the gate is closed. No children are allowed beyond the orange traffic cones or the gate without an adult with them. Safety patrol parents are to wait until all children have been picked up, or if a parent does not arrive by 5:25, the child or children will be taken to the Religious Education Office.

SAFETY PATROL - GRADES 5-8

Parents who volunteered to be on the safety patrol for Grades 5 and 6 or 7 and 8 before and after class are to wear a safety vest, located in the Religious Education Office in the Middle School. Parents are to arrive at 6:45 and direct all children to go directly into the School building. Between 8:25 and 8:45 the entrance off of Park Street will be blocked to insure the safety of the children as they are dismissed. At dismissal time parent volunteers are to arrive at 8:20. While children are waiting for rides, they are to be kept near the building and away from traffic. After all the children have been picked up, the cones are to be collected and put in the corridor of the Middle School building inside the door nearest the area where the cones are set up.

HALL MONITORS The purpose of the Hall Monitors is to ensure the safety of the children during the evening classes. A hall monitor is stationed outside of three classrooms in the lower corridor of the Elementary School to supervise the children when they leave the classroom, to assist the teacher with errands to the office if needed, to bring a sick child to the office, and/or to check with any adult who enters the corridor. The hall monitor is asked to bring something to do (reading, etc.) during his/her time of supervision. The hall monitor for the Middle School Building is stationed in the corridor near the Gym (Fr. Mackin Center). **(The main duty of the Middle School hall monitor is the supervision of the children in the corridor before, during, and after class.)** We also have Hall Monitors for Grades 1-4 in the Elementary School. Parents may be contacted to assist in this capacity if necessary.

BABYSITTING

An adult babysitter supervises the young children of the catechists who teach Grades 1-4 during their classtime from 4:00-5:15. Adult volunteers need to be here at 3:45, come to the Religious Education Office in the Elementary School to pick up their attendance book and snacks, and stay with the children until the teaching parent comes for them at the end of class. Middle School age students sign up to assist the adult babysitter.

DROP OFF/PICK UP - SAFETY AND PARKING GUIDELINES

Grades 5-8 Classes begin at 7:00 PM

Girls and boys arriving for class between 6:50 and 7:00 PM are to use the southeast (nearest to Park Street) Middle School entrance. Students are to remain in the south corridor of the building until instructed by the Director of Religious Education to proceed to class. A security system is in place and the doors will be locked at 7:10 PM. Due to the increase in enrollment, the Elementary School Building will also be used for some classes. Students who have class in the Elementary School Building are to use the same southeast entrance when they arrive and wait in the corridor until they are instructed by the Director of Religious Education or by a catechist to proceed to class. The use of two buildings increases the volume of pedestrian traffic on the blacktop and between the buildings. The increased enrollment also increases car traffic. In order to ensure the safety of our students please note the following: Orange cones are placed to block entrance onto the blacktop area near the Middle School

PLEASE DO NOT MOVE THEM!

Parents/guardians are asked to wait in the parking lot between buildings for students at pick-up time until 8:40.

Extreme caution and courtesy is needed while driving in the lot.

Please follow safety patrol directions.

Parents are encouraged to car pool.

Grades 1-4 Classes begin at 4:00 PM

Children will enter and exit the Elementary Building at the far north end. The doors will be opened at 3:30 PM. A security system is in place and the doors will be locked at 4:10 PM. Students arriving late must use the Mitchell Avenue entrance, ring the bell, and wait for access. Dismissal time is 5:15 PM. Please be prompt, as children become distressed when they are the last one remaining. If a child is not picked up within 10 minutes after dismissal time, that child will be taken to the Religious Education Office. The late parent/guardian must use the Mitchell Avenue entrance; ring the bell and wait for access.

Please **NO PARKING** along the fence on the north end of the back lot in front of the bicycle racks-this parkway is to be used by pedestrians including those walking to/from the far west lot (Ridge Avenue Parking lot).

Do not double-park on Mitchell Avenue when dropping off and picking up children. Also, do not block driveways, park in driveways, or park too close to fire hydrants on Mitchell Avenue.

PLEASE BE CAUTIOUS ... DRIVE SLOWLY ... BE COURTEOUS ... it only takes an extra minute or two. **Parents/guardians must park their cars and escort their children to and from the building at both drop-off and pick-up times. Children should never be "called over" to a car.** Parent volunteers have been instructed **NOT TO RELEASE A CHILD WITHOUT AN ADULT.**

Parents/guardians/with younger children - please do not leave any young children in an unattended parked or "running" car.

Parents/guardians who don't have younger children with you should consider parking in the far west lot (Ridge Avenue parking lot) and walking over to meet your children, thereby leaving the closer spots for those with little ones in tow.

Those arriving after 5:15 PM are asked to use the far west lot (Ridge Avenue parking lot). This will prevent further congestion in the west lot, as the traffic flow at that time is leaving the lot. **Parent/guardian volunteers are there to help ensure our children's safety** - please follow their directions. Please do not honk or call from your cars. Please share these guidelines with those you have designated to drop off and pick up your children. These Safety Guidelines apply to everyone. Thank you for your cooperation in following them.

The following areas have been designated for parking for Tuesday **afternoon** Religious Education classes:

- **West Lot** - The parking lot that is just to the west of the Religious Education entrance/exit doors. Enter Park Street and continue north into the back lot just beyond the Parish Center. Please remember that a limited number of cars can fit into this parking lot. It is sometimes necessary to allow cars to exit the lot before cars can enter this lot.
- **Far West Lot** (Ridge Avenue parking lot) - The parking lot that is just west of the Parish Center and near the playground equipment. Enter from Ridge Ave.
- **Mitchell Avenue** - Please park only along church/school property. Please do not double park and wave children in front of parked or standing cars - IT IS UNSAFE! Please do not park to the north of the school driveway; that is, do not park in front of neighbors' houses or driveways. Also, please do not drop off on the east side (South Middle School side) of Mitchell Avenue and wave children across two lanes of traffic. Again, IT IS UNSAFE! A gate will be closed to keep traffic out of the school driveway at this entrance. Please do not attempt to pull in or turn around here.

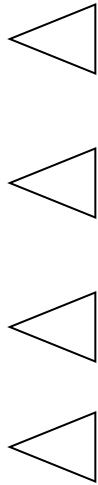
Be alert! Students do the unexpected. They are not watching for you.

We thank you for following these Safety Guidelines. Your cooperation is appreciated by all the pedestrians — the students, the teachers, the parents, and the parent volunteers. These guidelines are for the safety of all of our children.

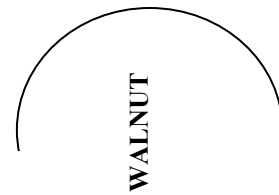
FENCE NO ENTRY
No Parking Beyond Driveway



NO PARKING-CHILDREN ENTER AND
LEAVING BUILDING HERE



NO PARKING



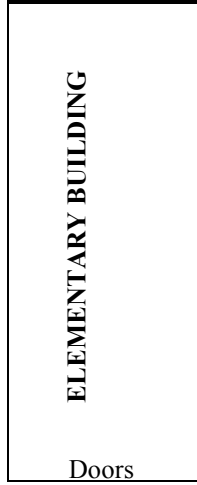
Far West Parking

Entrance

Mitchell Avenue

Tuesday Class 4-5:15

Entrance for Late Arrivals Only



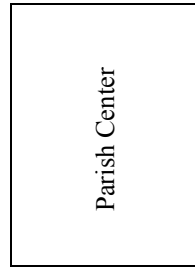
Door Locked at 4:10

West Parking Lot

PARKING



N O P A R K I N G



Parish Center

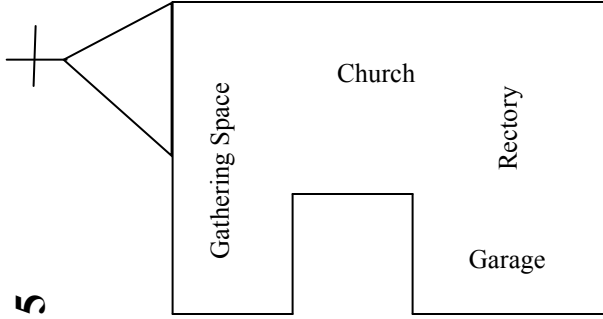
Please park in designated
areas and walk children to
school side door off
Mitchell Avenue



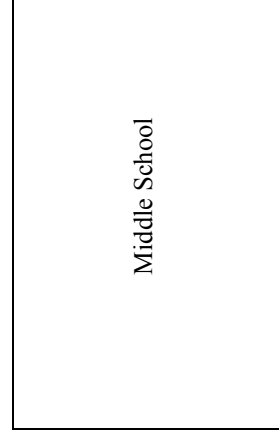
Ridge Avenue

Entrance

Park Street



PARKING



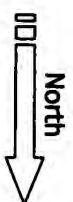
Middle School



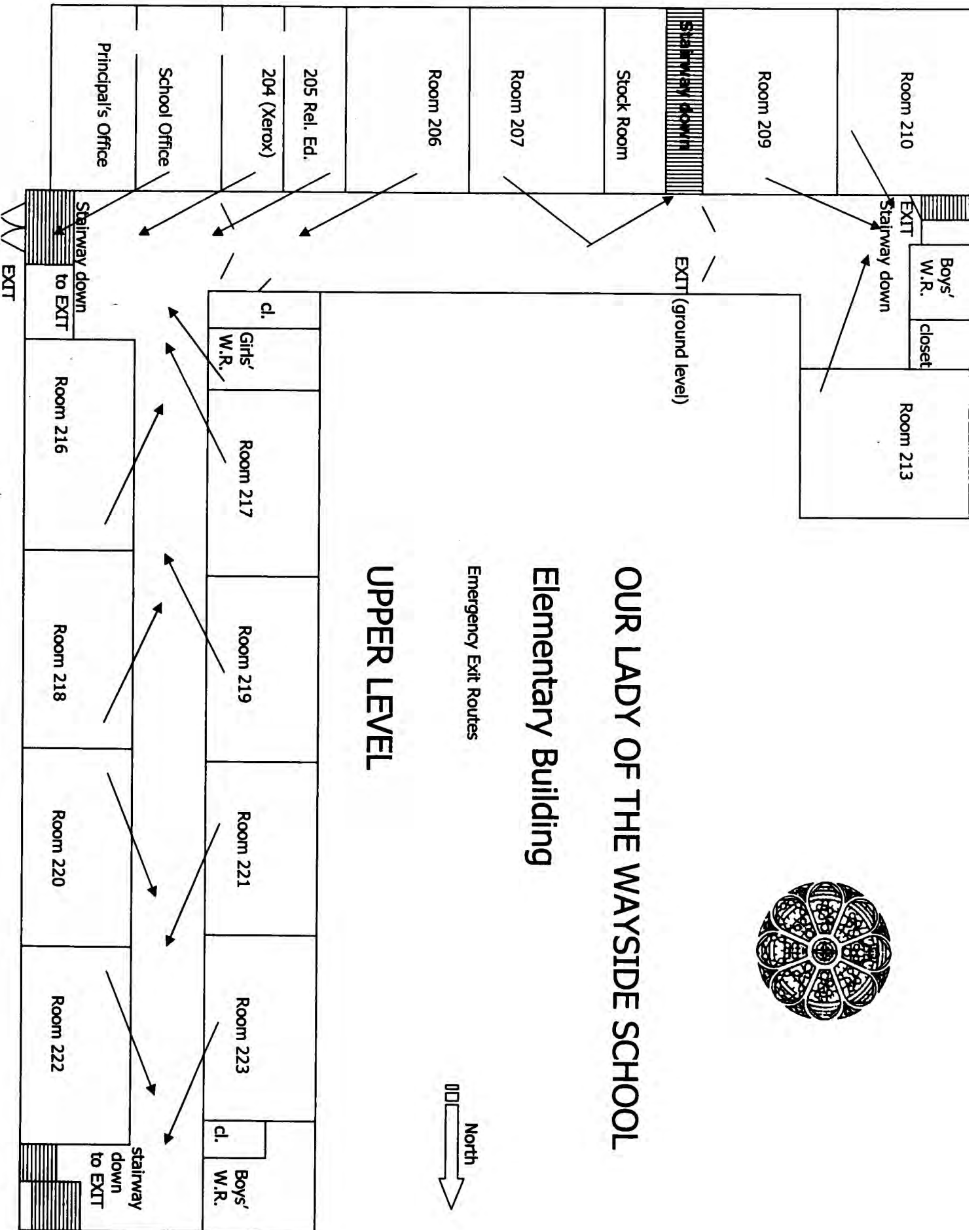
OUR LADY OF THE WAYSIDE SCHOOL

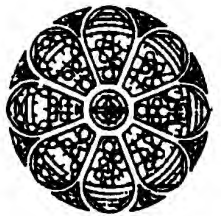
Elementary Building

Emergency Exit Routes



UPPER LEVEL



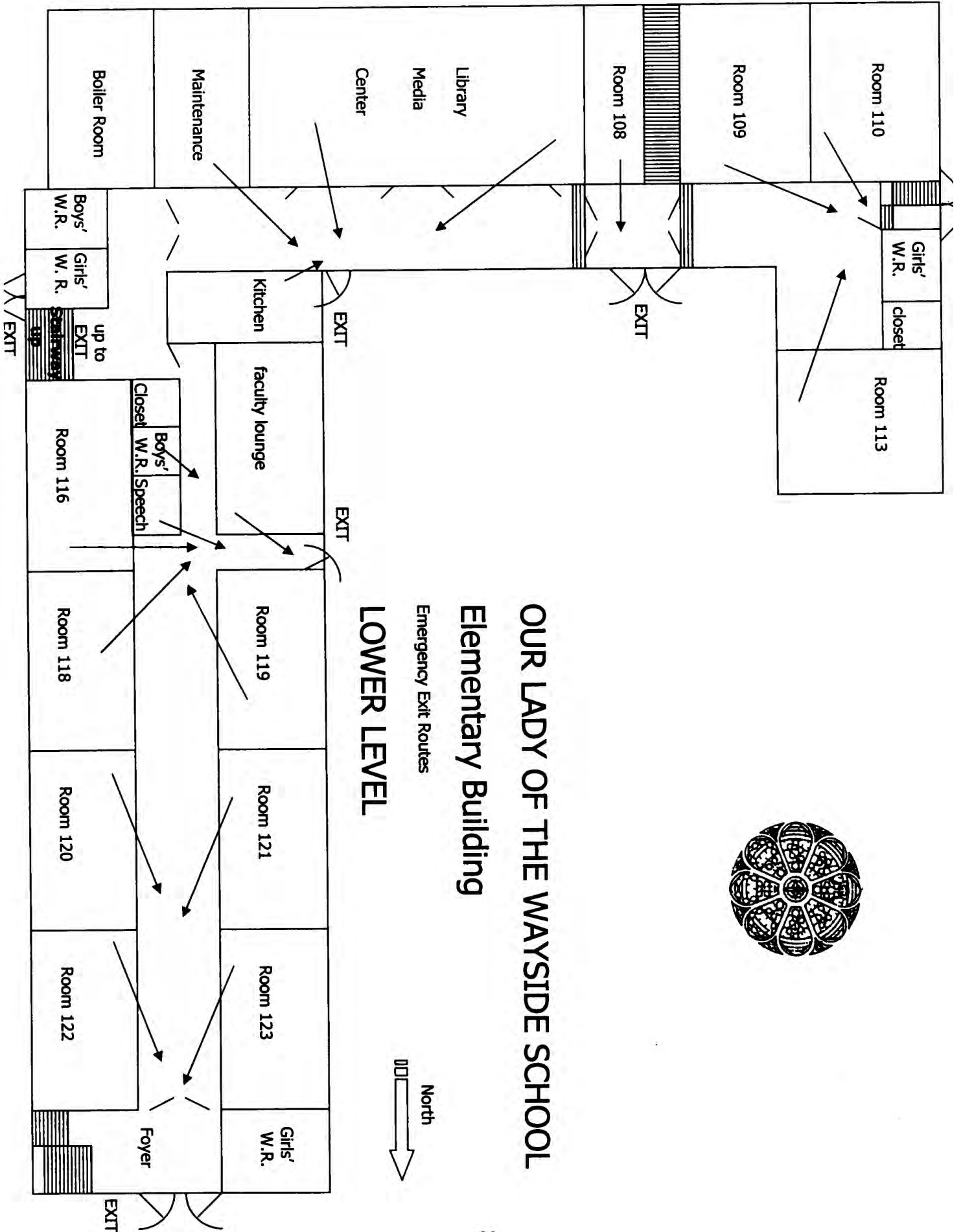


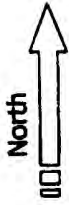
OUR LADY OF THE WAYSIDE SCHOOL

Elementary Building

Emergency Exit Routes

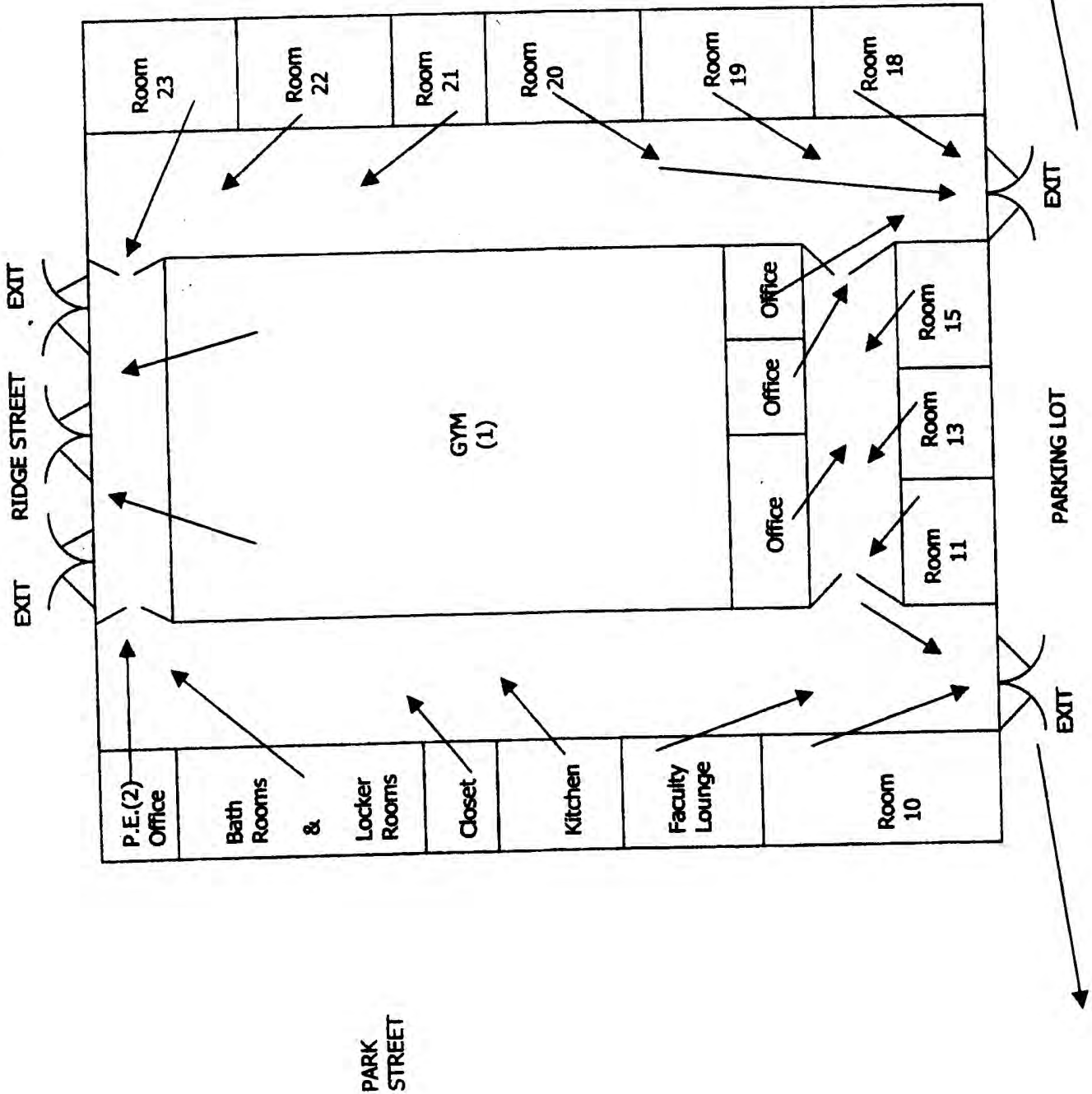
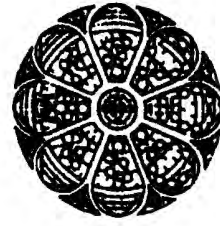
LOWER LEVEL





OUR LADY OF THE WAYSIDE
MIDDLE SCHOOL
BUILDING

EMERGENCY EXIT ROUTES



OUR LADY OF THE WAYSIDE RELIGIOUS EDUCATION
432 S. Mitchell, Arlington Heights., Il. 60005 REP 847-398-5011
REGISTRATION FORM 2011-2012

TUITION
Grades 1-8 \$ 220.00 per child
Non-Parish Fee (per family per year) \$ 270.00
 (plus tuition amount)
Pre-School /Kindergarten \$ 110.00 per child

FEEES FOR SACRAMENTAL PROGRAMS & OTHER
First Eucharist - Grade 2 \$ 75.00
First Reconciliation - Grade 2 \$ 50.00
Personal Bible - Grade 6 \$ 15.00
Retreat 7 \$ 40.00
Confirmation - Grade 8 \$115.00

Amount Rec. _____
Check # _____
Date _____
Bal. _____

Amount Rec. _____
Check # _____
Date _____
Bal. _____

Family Name _____
Parish Number _____
Non-P Fee _____
Tuition _____
Sacraments Fees _____
Other Fees _____
Late Reg. Fee _____
Non-Vol. Fee _____
Total _____

Amount Rec. _____
Check # _____
Date _____
Bal. _____

IMPORTANT: The Registration Form, Volunteer Form, and payment of at least 50% of the total of tuition and fees are due by April 30, 2011. A late Registration Fee of \$60.00 will be charged for forms, tuition, and fees received after April 30. The balance of tuition and fees is due before or on the first scheduled class of the year. Parents unable to meet this deadline should contact Sister Joan or Sister Adrienne 847-398-5011 to set up a payment schedule or apply for a Scholarship. The Registration Form and Volunteer Form must be completed and returned by the due date, April 30 in

(please print)
FAMILY NAME _____ **ADDRESS** _____
Primary E-Mail _____

FATHER'S INFORMATION (Address needed if different from child)
 First Name _____ MI _____ Last Name _____
 Address _____
 City _____ State _____ Zip _____
 Religion _____ Marital Status _____ Home Phone () _____ Cell Phone() _____

MOTHER'S INFORMATION (Address needed if different from child)
 First Name _____ MI _____ Last Name _____
 Maiden Name _____
 Address _____
 City _____ State _____ Zip _____
 Religion _____ Marital Status _____ Home Phone () _____ Cell Phone () _____

EMERGENCY INFORMATION

Father's Employer _____ **Phone** _____ **Work Email** _____
Mother's Employer _____ **Phone** _____ **Email** _____
Emergency Contact, other than parent _____ **Phone** _____
 (Relationship to child) _____
Family Doctor _____ **Phone** _____

Emergency Consent: If the parents (or guardians) cannot be contacted in case of serious injury or illness, I authorize the Religious Ed. Program to take such emergency action as may be deemed necessary, including the transportation of the student to a hospital or medical center. As a parent and/or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of the above named minor in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me. This is valid for the School Year September 2011-April 2012.
 Date _____ Signature-Parent or Legal Guardian _____

CHILD # 1 **Grade in REP 11-12** _____
 First Name _____ MI _____ Last Name _____
 Male _____ Female _____ Ethnic Background _____ Religion _____
 Child lives with: Both parents _____ Mother _____ Father _____ Other (specify) _____
 Birth date ___/___/___ School attending _____ **Grade in School 11-12** _____
 Does your child have any special needs (eg. Allergies, vision, hearing, epilepsy/seizures, asthma, heart condition, diabetes etc.)
 Please state these _____
 Does your child take any daily prescribed medicine for chronic illness or condition? Specify _____
 Is your child presently receiving or is he/she in need of special services or learning support in school? **___Yes___No**
 If yes, please specify below so the Religious Ed. Program can provide a successful teaching and learning environment:

Parents who are registering their child/children for the first time must submit a copy of their child's Baptismal Certificate along with this Registration Form. (For Office Use Only) Rec'd ___Yes___No _____Date
****If your child was baptized at Our Lady of the Wayside please indicate date here _____.**

CHILD #2 **Grade in REP 11-12** _____
 First Name _____ MI _____ Last Name _____
 Male _____ Female _____ Ethnic Background _____ Religion _____
 Child lives with: Both parents _____ Mother _____ Father _____ Other (specify) _____
 Birth date ___/___/___ School attending _____ **Grade in School 11-12** _____
 Does your child have any special needs (eg. Allergies, vision, hearing, epilepsy/seizures, asthma, heart condition, diabetes etc.)
 Please state these _____
 Does your child take any daily prescribed medicine for chronic illness or condition? Specify _____
 Is your child presently receiving or is he/she in need of special services or learning support in school? **___Yes___No**
 If yes, please specify below so the Religious Ed. Program can provide a successful teaching and learning environment:

Parents who are registering their child/children for the first time must submit a copy of their child's Baptismal Certificate along with this Registration Form. (For Office Use Only) Rec'd ___Yes___No _____Date
****If your child was baptized at Our Lady of the Wayside please indicate date here _____.**

CHILD #3 **Grade in REP 11-12** _____
 First Name _____ MI _____ Last Name _____
 Male _____ Female _____ Ethnic Background _____ Religion _____
 Child lives with: Both parents _____ Mother _____ Father _____ Other (specify) _____
 Birth date ___/___/___ School attending _____ **Grade in School – 11-12** _____
 Does your child have any special needs (eg. Allergies, vision, hearing, epilepsy/seizures, asthma, heart condition, diabetes etc.)
 Please state these _____
 Does your child take any daily prescribed medicine for chronic illness or condition? Specify _____
 Is your child presently receiving or is he/she in need of special services or learning support in school? **___Yes___No**
 If yes, please specify below so the Religious Ed. Program can provide a successful teaching and learning environment:

Parents who are registering their child/children for the first time must submit a copy of their child's Baptismal Certificate along with this Registration Form. (For Office Use Only) Rec'd ___Yes___No _____Date
****If your child was baptized at Our Lady of the Wayside please indicate date here _____.**

**PLEASE RETURN THIS COMPLETED FORM WITH YOUR REGISTRATION FORM
EVERY FAMILY IS EXPECTED TO SERVE IN SOME WAY.**

**OUR LADY OF THE WAYSIDE RELIGIOUS EDUCATION PROGRAM
VOLUNTEER COMMITMENT FORM 2011-2012**

If you are not volunteering, please attach your check in the amount of \$130.00 to this form.

Volunteer Parent's Name _____ E-Mail _____
Home Phone _____
Last _____ First _____ Cell Phone _____
Address _____

_____ **I WOULD LIKE TO TEACH A RELIGIOUS EDUCATION CLASS:**

(Please state your grade preference)

- _____ Pre-School (age 4) Sundays 9:45-10:45
_____ Kindergarten Sundays 9:45-10:45
_____ Grades 1-4 Tuesdays 4:00-5:15 (*Babysitting available ages 3-5*)
_____ Grades 5-6 Tuesdays 7:00-8:30 (every other week)
_____ Grades 7-8 Tuesdays 7:00-8:30 (every other week)

_____ **Adult Catechist Assistants for the Year 2011-2012- Grade Level or Levels _____**

_____ **Substitute Catechists – Preference of Grades _____**

_____ **Hall Supervisors of 3 classrooms from 3:45 until Catechists arrive in case they are late. This is an all-year long volunteer position.**

Safety Patrol (2-3 times a year) Tuesdays Grades 1-4

_____ **Before Class - 3:45-4:10** _____ **After Class - 5:10-5:30**

Safety Patrol (1-2 times a year) Tuesdays Grades 5-6

_____ **Before Class - 6:45-7:10** _____ **After Class - 8:30-8:50**

Safety Patrol (1-2 times a year) Tuesdays Grades 7-8

_____ **Before Class - 6:45-7:10** _____ **After Class - 8:30-8:50**

Hall Monitors: On duty during the class period for security purposes. Volunteers will be assigned 1-2 class dates a year:

_____ **Grades 1-4 - 4:00-5:15** _____ **Grades 5-6 - 7:00-8:30** _____ **Grades 7-8 - 7:00-8:30**

_____ **Adult Babysitters (Tuesdays 3:45-5:30) twice a year, or if needed, three times a year.**

_____ **Record Attendance and Assist in Office Weekly Elementary School (Grades 1-4) 4:00-5:15**

_____ **Record Attendance and Assist in Office on Alternating Weeks**

_____ **Middle School or Elementary School (Grades 5-6) 7:00-8:30**

_____ **Middle School or Elementary School (Grades 7-8) 7:00-8:30**

_____ **Room Parents: Set up snack list, class email, make phone calls concerning emergency closing and classroom assistance for special projects, etc.**
_____ **Grade level (1 for each classroom)**

Sign-Up for Open House will include being a Substitute for Safety Patrol if necessary.

_____ **Beginning-of-the-Year Open House (Grades 1-4) Direct Parents and Children to classrooms.**

_____ **Beginning-of-the-Year Open House (Grades 5-6) Direct Parents and Children to classrooms.**

_____ **Beginning-of-the-Year Open House (Grades 7-8) Direct Parents and Children to classrooms.**

_____ **Confirmation Reception Coordinators (2) (REP Seventh Grade Parents): Organize, plan, and facilitate the reception with School Seventh Grade Parents.**

_____ **Chastity Evening Program – Grade 8 Parents – Coordinate Refreshments Fr. Mackin Center (set-up, serve, clean-up) (Required Program for eighth graders and parents) once a year, usually in month of November.)**