

Parent Handbook

“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another.”
- Romans 12:4-5

Religious Education Office Hours (Pre K-8th Grade)

- Monday - Wednesday 11:00 am-3:00 pm
- Thursday - 11:00 am- 4:00 pm
- Friday - Closed

Important Numbers & Contact Info

Mimi McGlauchlin	Coordinator of Religious Education	O 847.726.4850 E mmcglauchlin@stfrancislz.org
Holly Moorman	Administrative Assistant for Religious Education	O 847.726.4840 E hmoorman@stfrancislz.org
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	Religious Education Main Office	O 847.438.3233 E religiouseducation@stfrancislz.org
	Ministry Center	M 847.438.6622 F 847.438.6638 E parishoffice@stfrancislz.org
	Parish Website	www.stfrancislzparish.org

Mission Statement of St. Francis de Sales Parish

**One Family
United
Empowered
Committed**

United as a Catholic faith family;

**Empowered by the Holy Spirit
to proclaim Christ's teaching
in word and deed;**

**Committed to be Christ
to one another through
love and service.**

**...as we welcome and honor the
dignity of all people.**

WELCOME!

Dear Parents and Guardians,

Welcome new families and welcome back to our returning families!

At St. Francis de Sales, we recognize that the needs of families are many and varied and we have tried to keep that in mind while creating our programs. Hopefully, our program will work well for both you and your child. However, if you run into any problems or have any questions, please know that I am always glad to receive emails and phone calls at 847.726.4850 and mmcglauchlin@stfrancislz.org.

Communication is the key to any successful partnership. Family and the Religious Education Office are no exception. We have an open door policy for parents with questions, concerns, or problems. Please do not hesitate to contact us. We will communicate with you primarily through emails but your child's catechist might send home activities or other handouts.

In his document ***"On Catechesis In Our Time"***, Pope St. John Paul II wrote, "The definitive aim of catechesis is to put people not only in touch, but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity." It is an honor to be allowed to assist and accompany your family on this journey.

May God Bless You!

God Give You Peace,

Mimi McGlauchlin
Coordinator of Religious Education

Fr. David F. Ryan
Pastor

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Preschool/Kindergarten

Program Curriculum

- [*Pflaum Gospel Weeklies*](#) is a lectionary based program we use in our Preschool/Kindergarten Religious Education Program.
- Its content is based on the Sunday Gospels heard at Mass for the day.
- This helps integrate the catechesis of our preschoolers and kindergarteners into the ongoing life of the parish community at Sunday Eucharist.
- Storytelling, prayer, and fun activities relate to children's own experiences to the Gospel.
- Bright colors and sturdy paper make the manipulative activities manageable for young learners.
- Each week, our preschoolers and kindergarteners will go home with the lesson they completed that day so they will be able to share their faith lesson with their parents. Parental involvement is a key part of our program.
- *Seeds* is a program designed for 3 and 4 year olds who are just beginning to understand the concept of God's love for them.
- *Promises* is the program designed for 5 year olds who are beginning to participate with a more active understanding of our faith stories.
- Because young children learn best through actual experiences, lessons in this program use stories, songs, dramatizations, finger plays, sensory activities, Bible stories, and prayers in which participation is the primary component.

Music Component

- Each week your student will learn a new song that corresponds to our faith or in preparation for our annual Christmas Show & Family Fun Event.

Class Information

- Preschool/Kindergarten classes begin at 9:30 am and are held in the parish school building.
- Doors open at 9:15 am to allow parents enough time to drop children off and then get seated in church before the 9:30 am Mass begins.

- Because Mass length varies depending on such things as the liturgical season, the length of the homily, and special blessings, there is no set dismissal time for preschool classes.
 - Parents are simply expected to come pick up their children as soon as Mass ends so that our preschool teachers have time to put their things away and get to the church for the next Mass if needed.

Tuition for Preschool

NOTE: There will be no tuition fee refunds issued after the first scheduled class.

1 Child	\$120
2 Children	\$216
3 Children	\$280
3+ Children	Add \$58 per child to the \$280

Grades 1-5

Program Curriculum

- The children in grades 1-5 use the [*Finding God*](#) series from Loyola Press.
- *Finding God: Our Response to God's Gifts* is a faith formation program that fosters a lifelong relationship with God.
- It is based on a spiral curriculum that integrates the fundamental themes of the *Catechism of the Catholic Church* as well as Scripture and Catholic Social Teachings.
- As children are introduced to and revisit concepts and vocabulary from one year to the next, their knowledge and experience both broaden and deepen.

Class Information

- Classes run Monday or Wednesday in the Parish School.
- Class runs from 4:15-5:30 pm M/W and 6:15-7:30 pm on Wednesday evenings.
- Parents are not allowed to walk to the classrooms unless they have signed in as a visitor. This is for the safety of all program participants.

Family Involvement

- Religious Education works best when we work together!
- **In fact, the best way to ensure that your child is placed at a time that works best for you is to teach his/her class.**
 - In order to make our program successful and more meaningful to our children, we need your help!
 - Please consider signing up to help in some capacity on the volunteer form included in your registration materials or email us at mmcglauchlin@stfrancislz.org.
 - We especially need catechists! If you are thinking of teaching, but feel inexperienced, please know that you will receive all the training, materials and support that you will need to be a successful catechist.
 - If you cannot make a weekly commitment, please consider co-teaching every other week, being an aide in the classroom, or serving as a substitute teacher.
- During our classes, we also rely on volunteers to serve as front desk staff.

- These wonderful helpers monitor visitors in the building, greet those who come in, record attendance, and help the catechists by making copies, getting additional supplies, etc.

Drop Off for Weekday Classes

- **We only have a DROP OFF Line at the beginning of class. Please see the map below.**
- **Note that there are school activities that are happening at the same time as RE classes. Please be aware of your surroundings while in the parking lot. Go slow and please do not use any cell phones.**
- For the first three weeks of class, we ask 1st grade parents to walk their child to the main front door of the school.
- Students should arrive no earlier than 10 minutes before class and should be picked up promptly at dismissal time.



Pick-Up for Weekday Classes

- **When it comes time to pick up your student(s), you will need to PARK your car and meet your student at the front of the building. WE WILL NOT HAVE A drive-thru pick up line.**
- We will have a staggered release time to prevent congestion at the front of the building.
 - Grades 1 & 2 will be released at 5:30 pm/7:30 pm.
 - Grades 3, 4, & 5 will be released at 5:35 pm/7:35 pm.

- Please see the image below of the area that will be coned off for parents to gather in while waiting for your student to be brought outside by their teacher.
- **We will not let the students walk through the parking lot without an adult with them.**



Early Pick Up

- When picking up a child early, a parent or guardian must come to the lobby area and sign out the child.
- Please stop at the front desk and we will assist you.
- We ask for your cooperation with this so that we may ensure the safety of all students.
- **A child will not be released to anyone other than a parent or guardian unless there is written permission given by the parent or guardian to the Religious Education Office and catechist.**

For the safety of our children, please observe the proper traffic pattern when dropping off or picking up your children.

Student Behavior & Discipline

- It is hoped that the atmosphere at St. Francis de Sales would be a Catholic one based on love and dignity that all of God's creation has.
- **Respect for each other and for one's self is paramount.**
- All students are expected to be respectful of their catechist, staff members, their fellow students, and parish property.
- We have a "zero tolerance" policy where bullying and physical violence is concerned.
- Students who fail to act accordingly will be given two warnings, after that they will be sent to speak with the Coordinator of Religious Education.
- If a problem still exists after speaking with the Coordinator, parents will be asked to meet with the catechist and the Coordinator to find a constructive resolution so that the student may return to class.
- **Care and respect should be given to the property and the learning environment used. This includes the desks that our students use while in class. Many parish school students store their supplies and materials in the desks. Parents/guardians will be notified of any property that is taken (pencils, erasers, etc) damage done by their child (graffiti on the desk or other materials, tearing books, etc). Repair or replacement of the damage is the parents' or guardians' responsibility.**
- Toys, such as balls, small toys, stuffed animals, trading cards, which may cause disruption in the class, should be left at home.
- If your child needs to have a fidget toy to help them focus during class, please alert the Coordinator of Religious Education and their teacher before classes begin. If the toy becomes a distraction we will revisit the use of this toy in class.
- Cell phones or tablets may not be used during class.
- If these items are causing a disruption in class, the Coordinator will hold on to them until the end of class and return them to the parents at pick up.

Food/Drinks

- Outside food/drinks (other than water) is not allowed in the classrooms.
- We may have celebrations when special treats are brought to class. At those times, we will use Fr. Firnbach gym where food can be eaten.

- If a treat is given out for positive behavior, catechists will use something that is peanut/tree-nut free, or is acceptable for students who may have an allergy. These treats will be taken home with students.
- We ask that you do not send treats for birthdays or other events outside of our Christmas and end-of-year celebrations. If you want to send something, a small non-food item is acceptable.

Attire

- We expect all of our students to dress appropriately for the learning environment and the time of year.
- Out of respect for the individual, short-shorts, halter tops, crop tops and shirts advertising alcohol & tobacco products or displaying profanity will not be allowed.
- Sport uniforms may be worn, but clean shoes are required.

Attendance Policy

- The goal of Religious Education is to encourage lifelong, ongoing formation in the Catholic faith.
- **Parent example is a key part of your child's Religious Education experience.**
 - **Please set a good example by making Sunday Mass a family priority.**
- If it is difficult to attend the class time originally signed up for, contact the Religious Education Office and we can discuss other options.
- If a child has missed multiple classes in a row, we will make a phone call or send an email to check in on things with you.
- For 1st and 2nd graders preparing for their Sacraments, any missed classes will be expected to be made up through completing the lesson at home.
 - This lesson outline will be emailed home at the end of the week that was missed in order to complete the lesson on time to turn in any work at the next class.

Tuition for Grades 1-5

NOTE: There will be no tuition fee refunds issued after the first scheduled class.

1 Child	\$210
2 Children	\$342
3 Children	\$463
3+ Children	Add \$58 per child to \$463

Home Study

Program Overview

- Home Study is an option for those children in grades 3 through 8 who have difficulty fitting Religious Education into their weekly schedule.
- The parish will provide the material to use during the year.
 - Unit Tests are expected to be completed and turned in by the end of the year to track comprehension.
- Work at home is supplemented by monthly gatherings for all Home Study Families.
 - If you cannot attend a Family Session, make-up work will be assigned.
 - At these sessions, we will pray together and explore specific topics through presentations, conversations, and activities.
- Our calendar for Family Sessions can be found on the parish website.
- Each Home Study family is also asked to participate in a family service project.
 - At our final gathering, each family will give a brief presentation about their project.
 - Details about this requirement will be discussed at the first Family Session.
- You are, of course, also welcome to call the Religious Education office for more information.

Tuition for Home Study

NOTE: There will be no tuition refunds issued after the first Family Session.

1 Child	\$120
2 Children	\$216
3 Children	\$280
3+ Children	Add \$58 per child to the \$280

Middle School/Edge

Program Curriculum

- [Edge](#) is used for our grades 6–8 program
- Edge is a part of the “Life Teen” program. Our ultimate goal is to help lead our teens closer to Christ. This is done by creating a Christ Centered Community for the teens.
- Faith Communities are extremely important during the middle school years. Middle school is awkward, hard and fun all at the same time. It can be difficult to navigate and teens are experiencing such tremendous amounts of change. During all this change, teens will ask questions about everything, especially their faith and religion.
- That is where Edge comes in.
- Edge is MADE for Middle School Students! The nights consist of Large Group Time, Games/Activities, Small Groups, and Prayer experiences. We will follow the general sequence of Gather, Proclaim, Break & Send to emulate how our Mass is laid out.
- Small Groups are the biggest part of the Edge Nights. This is where teens will break open the topics each session, ask questions, and be vulnerable.
 - **It is so important to have adults who will foster that community feeling and create a judge-free zone for the teens to share within. Please consider helping to facilitate a small group!**
 - These small groups will allow the teens to build their identity in Christ. Each year we have a theme that is followed throughout the year. All of the Edge nights are rooted in the Catechism with support from Scripture.

Class Information

- Middle school religious education meets twice a month on Mondays or Tuesdays.
- We meet in the Ministry Center from 6:30 pm–8:00 pm.
- Students can be dropped off 10 minutes prior to the start time.
- Please follow the diagram below for drop off and pick up routes
 - When you are using the car line, please enter from the back of the church to form the line. **DO NOT** enter through the Ministry Center and try to get into line.



Attire

- We expect all of our teens to dress appropriately for the learning environment and the time of year.
- Out of respect for the individual, short-shorts, halter tops, crop tops, and shirts advertising alcohol & tobacco products or displaying profanity will not be allowed.
- Sport uniforms may be worn, but clean shoes are required.

Teen Behavior & Discipline

- It is hoped that the atmosphere at St. Francis de Sales would be a Catholic one based on love and dignity that all of God's creation has.
- Respect for each other and for one's self is paramount.

- All students are expected to be respectful of their small group leader, staff members, their fellow students, and parish property.
- We have a “zero tolerance” policy where bullying and physical violence is concerned.
- Teens who fail to act accordingly will be given two warnings, after that they will be sent to speak with the Coordinator of Religious Education.
- If a problem still exists after speaking with the Coordinator, parents will be asked to meet with the small group leader and the Coordinator to find a constructive resolution so that the teen may return to Edge.
- Care and respect should be given to the property and the learning environment used. Parents/guardians will be notified of any damage done by their teen. Repair or replacement of the damage is the parents’ or guardians’ responsibility.

Cell Phone Policy

- Each small group area will have a designated place for students to place their cell phones in during the time they will be with us at Edge.
- If we find teens on their phones during class time, we will kindly ask for them to turn in their phone to us and it will be returned at dismissal time
- If any issues arise, parents will be contacted and a discussion will be had.
- We are looking forward to growing in community and building a relationship with our students
- In order to do this, we do not want the students to be distracted by their phones.
- If there is an emergency and you need to get a hold of your teen while they are at Edge, please call Miss Mimi’s office phone.

Tuition for Middle School

NOTE: There will be no tuition fee refunds issued after the first scheduled class.

1 Child	\$210
2 Children	\$342
3 Children	\$463
3+ Children	Add \$58 per child to \$463

Sacramental Preparation

Confirmation

- The Confirmation program at St. Francis de Sales is a two-year process that begins with the teen's freshman year in high school.
- Please call the Youth Ministry Office at 847.726.4842 for more information or refer to the "Youth Ministry" section on our parish website.

First Communion

- First Communion is normally celebrated in 2nd grade.
- Sacramental preparation is a 2 year process.
 - This allows time for your child to develop a sense of community and a deeper understanding of the sacraments.
- Excessive absences may result in a delay in the reception of the sacrament so that your child can receive appropriate preparation.
- 2nd graders and parents are expected to participate in each of the following:
 - Sacramental Prep Parent Meeting (Parents Only)
 - 1st Reconciliation Commitment Sunday
 - 1st Reconciliation Retreat
 - 1st Reconciliation
 - 1st Eucharist Commitment Sunday
 - 1st Eucharist Retreat
 - First Communion rehearsal in church

Children's Catechumenate

- This is a program for children in grades 3 through 8, who, for whatever reason, have not yet been Baptized or who have not received First Communion.
- Children in this program attend Sunday class sessions in addition to regular weekday religion classes and participate in two Rites during the year.
 - They receive the sacraments in the spring of the enrollment year, rather than waiting an additional year.
 - There is an additional \$40 per child book fee for children in this program.
- Please contact the Religious Education Office for more information.

Tuition

Payments

- Tuition is payable in full at the time of registration.
 - This enables us to pay our costs in a timely manner.
- We realize that this is not always possible. If that is the case, please know that you are welcome to set up a payment plan to make monthly payments instead.
 - If this is a problem for your family, please call the Coordinator of Religious Education at 847.726.4850 to make other arrangements.
 - All conversations will be kept confidential.
- Please note, the high school Confirmation Program and the Religious Education Program have separate registration forms.
 - You are welcome to write a single check to cover a combination of Preschool, Home Study, grades 1-5, and Middle School tuition payments, but please *write a separate check* for the Confirmation program.
- Payments can be made at the Ministry Center during regular office hours:
 - Monday through Friday 8:30 AM to 4 PMor can be mailed to:
 - St. Francis de Sales Religious Education Office
 - 135 South Buesching Road, Lake Zurich, IL 60047
 - Or be submitted through our online payment portal on our website under Religious Education and then our [Schedules & Forms Page](#).

Communication

With Families

- We believe in having as much communication with parents as possible about what we are doing in the programs with your children.
- Email through Flock Note will be used as the main point of communication.
- We will send updates on content, things we are doing with the students, and tips or ideas for the Liturgical Year.
- Please make sure you have a valid email address on file with us!

Class Cancellation Procedures

- In the event of class being canceled we will utilize email notification.

IN CASE OF SEVERE WEATHER
VISIT *EMERGENCY CLOSING CENTER.COM*

SIGN UP FOR EMAIL NOTIFICATION
OR TUNE TO:

WGN RADIO AM 720

WBBM RADIO AM 780

-OR-

TV STATIONS

CBS 2

NBC 5

ABC 7

WGN 9

FOX 32

Emergency Procedures

Evacuation Procedures

- In the event that we need to evacuate the school or the ministry center, we will take the students to the Church or to the basement (Fr. Valker Hall).
- During Grades 1-5 Classes:
 - 1st & 2nd Grade - Pews by St. Joseph
 - 3rd & 4th Grade - The Chairs
 - 5th Grade - Center Pews in front of the Altar
 - Child Care - Behind 5th Grade in center pews
- During Preschool/Kindergarten & Children's Catechumenate Classes:
 - In Fr. Valker Hall in the Main Space as Mass will most likely be happening during class time.
- During Middle School Nights
 - 6th Grade - Pews by St. Joseph
 - 7th Grade - The Chairs
 - 8th Grade - Center Pews in Front of the Altar
- If the Church is occupied we will proceed to Fr. Valker Hall in the basement of the Church.

Family Reunification Procedure

- If an emergency happens and we need parents to pick their child up, we will send out communication via email.
- Please do not call us, wait until you receive notification.
- Parents/Guardians will be expected to have a photo ID in order for us to release any child.
- We will only release a child to a person who has been listed on their Emergency Authorized Pick-Up List.

- If we do not have a name, we will call the parents directly and get verbal permission before release.
- Please park your car and make your way to the building we are in after evacuation:
 - This may be the Church, Fr. Valker Hall or the Ministry Center.
 - This location will be communicated in our email notification.