

Parent Handbook

2019-2020 School of Religion

Our Lady of the Presentation

17220 Tom Fox Avenue (Church Office)

P.O. Box 428

Poolesville, MD 20837-0428

www.ol-presentation-md.org



**OUR LADY OF THE
PRESENTATION
CATHOLIC CHURCH**
POOLESVILLE, MD

Parish Mission Statement: *We are a Roman Catholic Parish family united in the Eucharist, to love others, to grow and share our faith, and to welcome all.*

Philosophy of our School of Religion: The School of Religion (SOR) supports the mission of Our Lady of the Presentation (OLP) parish by striving to meet the catechetical needs of students and families whose children attend Public, Private or Home Schools. As catechists, we supplement the growth of faith that begins and is sustained by the family. We urge families to take an active part in the religious formation of their children through regular Mass attendance, weekly religious education assignments, and family prayer.

Registration Requirements

OLP Members: One registration form for the School of Religion should be submitted per family with a tuition check payment (we cannot accept credit cards) made out to Our Lady of the Presentation. Forms are available in the church vestibule, Rectory Office (301) 349-2045 or online at www.ol-presentation-md.org and should be mailed to OLP P.O. Box 428, Poolesville, MD 20837. **Submit by September 27 to avoid a \$25/child late fee.** To view **tuition, Religious Education time and location**, please see our parish registration form.

NEW Parish Members: If a family is enrolling in the School of Religion for the first time, a **copy** of your child's Baptismal certificate is required. Your child's permanent record is maintained at the church of Baptism, and we are required to notify that parish whenever a new sacrament is received.

New parish member registration may be submitted to Our Lady of the Presentation Church Office at the same time as your Religious Education application. Submit by September 30 to avoid a \$25/child late fee.

CGS Classes: Catechesis of the Good Shepherd (CGS) classes are limited to 12 students. Priority will be given to OLP parishioners.

General Policies

Absence: Our Lady of the Presentation's School of Religion attendance policy indicates a successfully completed year as six or fewer absences in any grade, per year. Contact your child's teacher for any make-up work. Parent meetings may be scheduled for any child missing more than six (6) classes within the school year. In case of excessive absenteeism (at least one third of classes missed), the student may be expected to repeat the grade the following year. In case of unavoidable absence, a

parent or guardian may contact the parish office or teacher.

Arrival and Dismissal: All Sunday School of Religion classes begin at **9:15am and conclude at 10:30am**. For children in grades K-2, parents or guardians must escort their child to and from class. In certain cases, parents of second graders may prefer an older sibling pick up their child. The second grade teacher must be notified **in writing** before this can begin. At dismissal time, parents should line up their cars in the circle outside Poolesville Elementary School (PES) and wait for their child to come out. For classes in the parish rectory basement, please park in the circle or parking lot before walking to the back of the rectory.

NOTE: Due to COVID-19, our plans will need to change and adapt. Please follow our email communications for up-to-date schedule information regarding which classes will be held online (Zoom) vs. in-person at the above locations.

Conduct: We try to promote a Christian model of kindness and respect for one another that is conducive to growth and learning. If a child is consistently disruptive in class, we will ask that the parent and child meet with the Director of the School of Religion and/or Pastor to discuss ways to improve behavior.

Catechists: Parishioners are encouraged to volunteer as a Catechist or Aide. If you are able to volunteer, please fill out our School of Religion Volunteer Interest form, or our SOR Registration form, both available on the parish website. Approved catechists and aides who have been assigned to a classroom this academic year will receive a tuition discount.

Mass Attendance: All children in the Religious Education Program are expected to attend Mass on Saturday or Sunday of each week as well as Holy Days of Obligation. Religion classes are not intended to be a substitute for Mass.

Snow Cancellations: We will follow Montgomery County Public Schools CUPF policy: Mon-Fri after 5:00 pm, Call 240-777-2710 or MC311, or www.AlertMCPS to sign up.

Students with Special Needs: Please inform the Director of any emotional, mental or physical conditions you would like us to know about. If your child has an IEP, please provide this to their teacher at the first class.

Supplies: Children in our traditional SOR receive a textbook for use at home and in class. The text is an important form of instructional material and is to be

brought to class each week. Cost of the book is included in the registration fee. A replacement book fee will be absorbed by the individual student if the original book is lost. The child's name should be written on the front of the book. Unwanted books may be donated to the School of Religion office at the end of the year.

Visitors in PES Classrooms: In order to provide a safe environment for our SOR students, all visitors must check in at the PES entrance with our Coordinator for the School of Religion, Mr. Bill Choinski. Parents or guardians are welcome to visit their child's classroom but **ONLY** after making an appointment with the Catechist prior to the visit and only if the conditions are not disruptive. If visits are ongoing, parent must meet with the Pastor.

Sacramental Policies

Membership: Ordinarily, people would receive the Sacraments of Reconciliation, First Holy Communion and Confirmation at the parish where they are registered and attend regularly. For those intending to receive a sacrament, we ask that they make sure that they are registered at Our Lady of the Presentation. Families outside the parish normally receive the sacraments at their home parish. This includes Catholic, Public and Home School families. Registration forms may be found in the church Gathering Space, Rectory Office at (301) 349-2045 or on-line at www.ol-presentation-md.org.

Sacramental Preparation: OLPs Sacramental preparation is a **two-year program** for all parish children (Public, Catholic and Home School). First Holy Communion preparation occurs in 1st and 2nd grade and is *normally* received in May of one's 2nd grade year. If your child was not in a Catholic Religious Education program last year, they will be placed in Year 1 of our parish First Holy Communion program and will be eligible to receive First Holy Communion in May of 2022. Confirmation preparation occurs in 7th and 8th grade and is *normally* received in May of one's 8th grade year. If your child was not in a Catholic Religious Education program last year and is registering for 8th grade, they will be placed in Year 1 of our parish Confirmation program and will be ready to receive the sacrament in May of 2022.

Children attending **Public and Home School** are required to enroll in our parish School of Religion classes for both years of our sacramental programs. Preparation for First Holy Communion happens in both 1st and 2nd grades. Preparation for Confirmation happens in 7th and 8th grades. Home School families wishing to teach their children at home **for 1st and 7th grades only**, may do so with Director approval of their curriculum. Please contact Maria Villarrubia (dsor@ol-presentation-md.org) to set up a curriculum review appointment prior to the beginning of the school year.

Children attending local **Catholic Schools** are encouraged to attend the OLP 2nd or 8th Grade School of Religion classes. They are **REQUIRED** to attend the last six (6) weeks of our parish classes prior to receiving their First

Eucharist or Confirmation. In this latter case, please fill out the registration form, paying only the Sacramental fee. Please see calendar for when these six classes begin.

ALL 8th grade Confirmation students (Public, Home School or Catholic) are expected to attend the retreat offered in their year. This year, our 8th grade retreat will be on April 10, 2021. A Confirmation retreat at another parish may serve as a substitute with prior understanding of pastors and catechetical leaders of both parishes. Students and parents must complete all paperwork and retreat expectations of the host parish.

Father Justin will schedule a Confirmation Interview with each of the 8th Grade Confirmandi in April 2021.

Any unusual circumstances may be specially requested before the beginning of the school year. Exceptions to the requirements may be granted by the Pastor on a case by case basis.

Service Hours for 7th & 8th Grade Students:

Never worry about numbers. Help one person at a time and always start with the person nearest you

- St. Teresa of Calcutta

Service is both an *attitude* and an *action* which flow naturally from one's Baptism call as a grateful response to God's gifts. Our vocation as Christians is to let the love of God take root in our physical words and actions. "...so it is with the faith that does nothing in practice. It is thoroughly lifeless." James 2:12-17

With this in mind, **Our Lady of the Presentation** expects its Confirmation-prep students to choose **three or more service projects** over the course of their 7th-8th grade years. *One project should emphasize a ministry in Parish Life. The second project should be a group project, perhaps with peers. The third project should include involvement in a parish event with family.* Below are some examples to choose from. More ideas can be found on our parish website and will be announced throughout the year.

- **Parish Life:** serving at Mass (choir, lectors, ushers, leading the Stations of the Cross), in-parish ministries (providing First Holy Communion and Confirmation receptions) and assisting in parish catechesis.
- **A Group Project:** planned and executed by the group under an agreed 'contract', format and supervision. Examples could include the March for Life, Parish Picnic, writing cards to retired religious during retreat.
- **Community-Based Service:** hospitals, nursing homes, shelters, soup kitchens
- **Immersion Experiences:** Missionaries of Charity

Service hours will no longer be tracked; however, **reflection** on ongoing service throughout the Confirmation process will be incorporated into class

reflection time, Confirmation Retreats and/or the Confirmation Interview.

Parental Requirements for Sacramental Years:

Parents of students enrolled in our sacramental classes are required to attend the class orientation at the beginning of the academic year. Please see calendar for date.

7th Grade families are expected to provide cookies and punch for the Confirmation reception. Likewise, we ask parents of 1st grade students to organize the cookie and punch reception following First Holy Communion.

For a complete list of all-important sacramental dates, please see our parish calendar, also located in this pamphlet. Dates pertaining to the sacraments will be highlighted in **red**.

Sacramental Lectures

Finally, an important focus for the future of Our Lady of the Presentation Catholic Church is Family Catechesis, in which parents and children share an educational and liturgical journey together. In keeping with this focus, all parents, but especially parents of children in our sacramental programs are encouraged to attend these lectures, given by our Pastor, Fr. Justin Huber. The lectures will begin with a Saturday, 8:30am Mass in our Church. We'll then meet for a continental breakfast followed by Fr. Justin's talk. See below to mark your calendars for these important dates!



Our Lady of the Presentation Catholic Church School of Religion/ Schedule of Classes and Events 2020-2021

Dates Subject to Change

Areas highlighted in **red** are sacramental year events.

Areas highlighted in **purple** are SOR holidays.

August 2020

22 2020 FHC

29 2020 Confirmation

September 2020

5 2020 FHC

7 Labor Day

12 2020 Confirmation

27 (Tentative) Orientation for PARENTS and STUDENTS in 8th Grade

TIME: 9:15-10:30am

LOCATION: Meet via Zoom.

October 2020

4 First Day of Sunday SOR for Grades K-8

TIME: 9:15-10:30am.

LOCATION: see below

Throughout the year, K-1st and 3rd graders will meet in person in the parish rectory basement or via Zoom.

Throughout the year, 2nd and 4th -8th graders will meet in person at Poolesville Elementary School or via Zoom.

LOCATION: meets in the parish rectory basement or via Zoom

11 Sunday SOR Classes Meet for Grades K-8

18 Sunday SOR Classes Meet for Grades K-8

25 Sunday SOR Classes Meet for Grades K-8

November 2020

1 Sunday SOR Classes Meet for Grades K-8 (Daylight Savings Time Ends: turn clocks back one hour)

8 Sunday SOR Classes Meet for Grades K-8

15 Sunday SOR Classes Meet for Grades K-8

21 Importance of Forgiveness lecture

TIME: 8:30am start

LOCATION: Church or via Zoom

22 Sunday SOR Classes Meet for Grades K-8

29 No Sunday SOR Class for Grades K-8 (Thanksgiving)

December 2020

6 Sunday SOR Classes Meet for Grades K-8

13 Sunday SOR Classes Meet for Grades K-8

20 Sunday SOR Class for Grades K-8

27 No Sunday SOR Class for Grades K-8 (Christmas Break)

January 2021

3 No Sunday SOR Class for Grades K-8 (Christmas Break)

10 Sunday SOR Classes Meet for Grades K-8

17 Sunday SOR Classes Meet for Grades K-8

24 Sunday SOR Classes Meet for Grades K-8

30 Explanation of the Mass lecture

TIME: 8:30am start

LOCATION: Church or via Zoom

31 Sunday SOR Classes Meet for Grades K-8

February 2021

6 First Reconciliation Date

TIME: 8:30am

LOCATION: Church or via Zoom

7 Sunday SOR Classes Meet for Grades K-8

14 No Sunday SOR Class for Grades K-8 (President's Day)

17 Ash Wednesday

21 Sunday SOR Classes Meet for Grades K-8

**27 Five Practical Ways to Bring Faith Close To Home
lecture**

TIME: 8:30am start

LOCATION: Church or via Zoom

28 Sunday SOR Classes Meet for Grades K-8

March 2021

7 Sunday SOR Classes Meet for Grades K-8

12 8th Grade Stations of the Cross/Confession

14 Sunday SOR Classes Meet for Grades K-8 (Daylight Savings Time Begins: turn clocks forward one hour)

21 Sunday SOR Classes Meet for Grades K-8

**21 CATHOLIC SCHOOL CHILDREN IN 2nd and 8th
GRADE SACRAMENTAL YEARS BEGIN ATTENDING
SCHOOL OF RELIGION CLASSES**

21 Tentative: Rite of Inscription for 8th Grade

TIME: 10:45am Mass

28 Sunday SOR Classes Meet for Grades K-8 (Palm Sunday)

April 2021

4 No Sunday SOR Class for Grades K-8 (Easter Sunday)

10 8th Grade Retreat w/ Mike Tenney

TIME: 8:30am-5:00pm

LOCATION: Rectory/Church

11 Sunday SOR Class for Grades K-8

18 Sunday SOR Classes Meet for Grades K-8

25 Sunday SOR Classes Meet for Grades K-8

25 Last Class for CGS Level I Class

May 2021

1 2nd Grade Retreat

LOCATION: Church

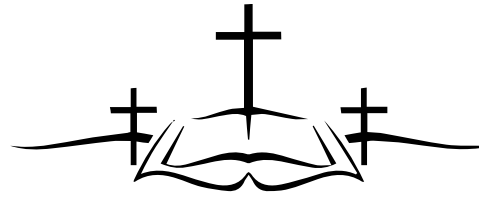
2 Last Class for Sunday SOR, Grades 2-8

7 FHC Rehearsal

8 First Holy Communion

14 Confirmation Rehearsal

15 Confirmation (w/ Bishop Fisher)



Contact Information

Director of School of Religion:

Maria Villarrubia

dsor@ol-presentation-md.org

Administrative Support for School of Religion:

Dean DeLongchamp

dean.delongchamp@gmail.com

Coordinator for School of Religion:

Bill Choinski

bill-choinski@idexx.com

Parish mailing address:

Our Lady of the Presentation

P.O. Box 428

Poolesville, MD 20837