



CHURCH OF THE EPIPHANY

CHURCH ADDRESS

8235 S.W. 57 Avenue Miami,
Florida 33143

The Religious Education of your children is under the pastoral care of:

Father Jose Alvarez, Pastor

Father Ryan Saunders, Associate Pastor

Religious Education Program

Parent-Student Handbook 2020 - 2021

Contact Information for the program:

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Parent Handbook

THE CATECHETICAL MINISTRY OF THE CHURCH

"The Word became man and made his dwelling among us." (John 1:14) Jesus is the Word, THE TRUTH. It is impossible to love that which is unknown. It is necessary to know the Truth, Jesus Christ, in order to come to the Father through love and service.

The Church is called to proclaim the Truth through its Teaching Ministry. "If you live according to my teaching, you are truly my disciples; then you will know the truth and the truth will set you free." (John 8:31-32)

The Catechetical Program at Epiphany Parish attempts to reach those children who attend public or private school. It offers a positive and favorable learning situation in the classroom where love of God and Church can be fostered and nourished and where the child can develop his life of faith as a member of the Body of Christ.

The 2020-2021 Religious Education Program may look a little different than years past due to the COVID-19 pandemic. Epiphany is still devoted to giving your children a strong start and foundation in the faith. We offer a formal instruction program for children from First Grade to High School concerned with the three-fold ministry of the Church: to form community, to proclaim the message of Jesus Christ, and to carry out the role of service to the Church and to the whole human community.

REGISTRATION

All students enrolled in Religious Education Program at Epiphany Catholic Church must be registered members of the parish, or provide a letter of permission from their pastor granting permission for them to be enrolled in Religious Education at Epiphany.

Parents, or legal guardians, must complete and submit a new registration form at the beginning of each academic year. When a student is enrolled in Religious Education at Epiphany for the first time, a copy of their Baptismal and Birth Certificate must be provided to be kept in their records. This copy will suffice as proof of Baptism for the reception of First Penance, First Holy Communion, and Confirmation. Students who transfer from another parish religious education program must provide record of their last grade completed, attendance, grades (if applicable), and any Sacraments received.

If a student transfers to another parish religious education program, a copy of their record will be provided upon request, including attendance, grades and any Sacraments received.

The fee, noted on the registration form, helps cover the cost of books, audio-visual materials, other educational materials, and overhead. Full tuition payment is expected when submitting the registration.

However, being sensitive to the needs of our families, a deferred payment plan is available upon request. These fees combined do not cover the total cost of running our program. The parish subsidizes the program through the generous sharing of the time and talents of our many volunteers. No child will be denied Religious Education based on their ability to pay. Please contact the Rel. Education office if payment arrangements are needed.

ATTENDANCE

We will have weekly virtual classroom sessions with a catechist (via Zoom). The lesson content will come from the Finding God textbook series and with home materials from <https://formed.org/>. Home materials are available in English or Spanish.

All students should arrive at least five minutes early for class. Classes begin promptly at 3:30 p.m. or 7:00 p.m. respectively.

Students in the second year of preparation for First Communion or Confirmation will have additional materials to ready them for reception of the sacrament.

Your child is expected to attend classes every week. Excessive absence in the First Communion or Confirmation classes will result in a year's delay of reception of these sacraments.

Learners with perfect attendance will receive special recognition at the end of the year. **Sporting activities or dance classes, etc. while important, should not take priority over religious education. Please don't give mixed messages to your child by placing these activities before the message of Jesus.**

REGULATIONS FOR ATTENDANCE CERTIFICATE

Perfect Attendance

- Child must register prior to the beginning of the program.
- Child may only be tardy once. Two tardy marks equals one absence and this would disqualify the child from perfect attendance.

Good Attendance

- Child cannot be absent more than two times.
- Two tardy marks equals one absence.

Tardiness

Your child should arrive at least five minutes before gathering time so prayer begins promptly and classes continue without interruption. **It is very distracting to others when someone is late.** A casual attitude toward attendance or promptness speaks volumes to children.

CHURCH/HOME COOPERATION

Parents have a wonderful privilege of being their children's first educators. Through the grace of marriage combined with the grace given at each baptism, our Blessed Lord has given parents what is needed to take on this role entrusted to them by our Heavenly Father. The Church is here to support the efforts of the parent and we invite you to participate actively in our Program through:

- **prayer** with and for your children;
- **attendance** at parent meetings;
- utilizing parents' notes in your child's book and on line to **reinforce the lesson** your child has learned in class;
- **direct involvement** in the Program as catechists, helpers, etc.;
- **most important**, your participation with your family in the life of the parish community, **especially Sunday Mass.**

DISCIPLINE AND SAFE ENVIRONMENT

Creating and Maintaining a Safe Environment for Children and Vulnerable Adults

“Recognizing that each individual is created by God, the Archdiocese of Miami is committed to the safety and well-being of its children and vulnerable adults and implements procedures to minimize risk and barriers and to build and foster a culture of safe environment. The Archdiocese does not tolerate abuse or neglect of anyone. It will comply with all obligations of civil and canon law; it will promote healing where it is needed, provide education, training and guidance when it is appropriate, and endeavor to prevent any abuse of minors or vulnerable adults with firm justice and mercy towards all.” (*Archdiocesan Policy*)

Philosophy of Discipline

Discipline in our Religious Education Program is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To promote an environment conducive to learning.
- To promote character training.
- To guide students in the following of Christ and Gospel values.

Code of Conduct

The following rules are to be followed by everyone:

1. Treat yourself and all other persons with respect.
2. Respect school property and the property of all other persons.
3. Work hard in class.
4. Follow all group rules.
5. Do what you are supposed to do; be where you are supposed to be.

Room rules and procedures

The catechist establishes polices and procedures for the following:

- Restroom and Drinks before class
- Supplies to bring weekly
- Seating arrangement
- Classroom Rules

On the first day of class, clear and concise rules are discussed, practiced and reinforced with the Learners. Rules will be similar to the following:

- Show respect to others.
- Raise your hand and wait to be acknowledged before speaking or leaving your seat.
- Keep your hands and feet to yourself.
- No gum chewing or eating in class.

No catechist is expected to manage a class in which even a single child is disruptive.

- For the sake of the catechist, the rest of the class, and the individual child, he/she will be sent to talk things over with the Religious Education Coordinator.
- The parents of a disruptive child will be asked to attend class with the child.

Restroom use

Learners ordinarily should not need to leave the room for restroom or water breaks. If there is urgent need, a buddy must accompany child. Another child must always accompany any learner leaving the classroom.

Articles Prohibited

Children may not bring articles to class that are not needed for class. For example, toys, balls, I-pods, homework, etc. may not be brought to class and will be kept in the office for pick up by parents.

Food in the classroom

Food treats are not allowed in the room. We are a peanut free program!

Student and Teacher Desks

Children are taught to respect the desks as well as all contents inside the desks. They may not use items in the desks because these are the personal property of the students and teachers who use the room during the regular school day. They may not write or draw on the desks, or deface them in any way. If this should occur, they will be expected to repair the damage and/or pay for the item.

SCHEDULE OF CLASSES

WEDNESDAY – Classes for grades 1 - 5 from 3:30 to 5:00 p.m., start on September 16th, 2020.

Last day of classes is May 26th, 2021.

WEDNESDAY – Classes for grades 6 and up from 7:00 p.m. to 8:30 p.m., start on September 16th, 2020.

Last day of classes is May 26th, 2021.

There will be **NO CLASS** on the following Wednesdays:

- **November 11th, 2020**
- **November 25th, 2020**
- **December 23rd, 2020**
- **December 30th, 2020**
- **March 31st, 2021**
- **April 7th, 2021**

Communication with your child's catechist

We encourage you to communicate frequently with your Catechist, however, please keep in mind that it is better to email or call for an appointment. **Catechists and aides must concentrate on greeting children before class begins, and supervising children at dismissal.**

Dismissal

We request your cooperation in assuring a safe dismissal by following these simple steps:

- **Please be prompt in picking up your child.**
- Children in grades 1 through will be picked up from their classroom.
- Children in grades 6 and up will be dismissed and waiting in the covered walkway. This is the designated pick-up area.
- Drive to the end of the walkway so there can be several vehicles picking up children at the same time.
- **Children WILL NOT be allowed to wait at any other location.**

Communication

We will communicate via electronic mail with any information regarding our Religious Education program and your child. **Please ensure we have your current and correct email.**

Requirements for Reception of the Sacraments

In accordance with **Archdiocesan** regulations, we offer the following guidelines:

RECONCILIATION AND FIRST COMMUNION

1. At least two consecutive years of preparation.
2. Child's regular attendance at classes. No excess absences.
3. Parent involvement with the child's religious education at home.
4. Basic understanding of, and a desire to receive, the sacraments.
5. Parent attendance at scheduled meetings.
6. Birth and Baptismal Certificate (copies) submitted at time of registration.
7. **THE BEST AND MOST IMPORTANT PREPARATION IS THE PARENT'S EXAMPLE BY ATTENDING CHURCH WITH THE FAMILY ON SUNDAYS.**

Celebrations of the Sacrament of Reconciliation (First Penance) and Eucharist (First Communion)

DATES TO BE ANNOUNCED

CONFIRMATION

1. Confirmation is conferred to candidates in 7th Grade and up.
2. Two and a half **consecutive** years of religious formation are required before the reception of the sacrament.
3. Regular attendance at class and participation in the Rites is also required.

4. Basic knowledge and understanding of Catholic doctrine and a willingness to accept the responsibilities of a confirmed Christian.
5. Attendance of parents and candidates at scheduled meetings.
6. Participation in a family service project and a Day of Reflection (retreat).
7. **THE BEST AND MOST IMPORTANT PREPARATION IS REGULAR ATTENDANCE AT AND PARTICIPATION IN SUNDAY MASSES.**

Helpful WEBSITES

www.usccb.org/nab (Sunday Readings)

www.findinggod.com

<https://dynamiccatholic.com/blessed>

<https://dynamiccatholic.com/confirmation>

TUITION & FEES FOR 2020 - 2021

Tuition Rates

One Child: \$150.00

Two or More Children: \$200.00

Sacramental Fees

Sacramental Year Activity Fee - First Holy Communion and Confirmation: \$50.00
(additional to the tuition rate)

Dear Parents,

This is your copy of the Rules and Regulations Handbook for Epiphany Parish Religious Education Program.

In order that you might better understand the philosophy and requirements of Epiphany Religious Education Program, it is important that you thoroughly read this handbook.

Please sign and return the next page, which indicates that you have read and accepted the rules and regulations.

Sincerely,

Susana Yllanes

Susana Yllanes

Religious Education Coordinator

HANDBOOK RECEIPT OF ACKNOWLEDGEMENT

Epiphany RELIGIOUS EDUCATION

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the program. I agree to cooperate with the religious education program's interpretation and enforcement of the policies outlined in the handbook. I also understand that the religious education program has the ultimate authority over the administration of the program and the interpretation of the program's rules and policies. Moreover, I further understand that all of the program's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the program with or without notice.

Family Last Name (*please print legibly*): _____

Student Signature(s):

Signature	Grade	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent / Guardian Signature(s):

Signature	Date
_____	_____
_____	_____

This Receipt of Acknowledgement is due to the Religious Education Office no later than Monday, September 14, 2020. Students will not be assigned to class without a signed Receipt of Acknowledgement.