All Saints Parish

Partners in Handing on the Faith

Religious Education Program
Parent Handbook
2026 - 2027

OVERVIEW

Welcome to the Religious Education Program at All Saints Parish. This handbook has been developed to provide information regarding our program, procedures and requirements. ***Please review the contents of this handbook with the students in your household who are enrolled in our program, and where applicable, your childcare provider.***

Communication and collaboration is essential to the success of our program. If at any time you are in need of additional information on these or any other topic pertaining to your student(s), family, or the religious education program offered, please feel free to contact the Religious Education office at 630-484-5093 or via email at *mdalpino@archchicago.org*

Statements in this handbook are subject to amendment with or without notice. The Religious Education Program will attempt to keep you informed of all changes as soon as it is practical, however, some changes might be made immediately due to unforeseen circumstances.

OUR RELIGIOUS EDUCATION Program

It is the goal of the All Saints Parish Religious Education Program ***t***o support the efforts of parents in handing on the gift of our Catholic faith to their children***.*** Our program is designed to offer children and their parents opportunities to deepen not only their knowledge of our Catholic faith***,*** but also to deepen their personal relationship with our God through prayer, communal worship, and service to others***.***

OUR STAFF

Reverend Tom Bernas- Administrator
Leadership Team
Michelle Dal Pino - Religious Education Program

OUR OFFICE

All Saints Parish: Religious Education Program Office

8535 Georgiana Avenue Morton Grove, IL 60053

Phone: 630-484-5093 *Email:* mdalpino@archchicago.org

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ADMISSIONS, REGISTRATION, TUITION AND FEES

Admission

The All Saints Parish Religious Education Program does not discriminate on the basis of sex, race, color, nationality or ethnic origin in the administration of its policies, supplementary programs or any other program-based functions. The admission of students to All Saints Religious Education Program follows the order of priority set forth by the Archdiocese of Chicago:

1. Children of parishioners:

Children from families with children already enrolled in a All Saints Religious Education Program

- Children now reaching school age
- Children transferring from a catholic school
- Children from families newly moved into the parish

2. Children of non-parishioners:

- Children from families with children already enrolled in a Religious Education Program
- Children now reaching school age
- Other children seeking to enroll

Registration

Each program year, parents wishing to enroll their child in the parish's religious education program will be required to complete the registration process online for the upcoming year. **This includes families currently enrolled in our program.**

Registration for **returning families opens on JUNE 15TH** and remains open through **September 7Th**. The Registration is **online only.** Please see the All Saints Parish website to register **Families registering after September 7th will be subject to a late fee.**

Enrollment for **new families** to our parish programs will begin **July 15th** and will remain open until **September 7th**.The Registration process for families new to our parish is the same online process for returning families

All registrations received after September 7th will be subject to a waitlist.

PLEASE NOTE: ***In an attempt to provide a quality experience for our children each of our religious education programs classes are designed to accommodate no more than no more than 12 to 15 students for a team of two, catechists/co-catechists and/or an aide. Everyone Registering on time helps to ensure an accurate number of catechists and aides are recruited and that volunteers are screeneed and trained.***

Tuition and Fees

Tuition is charged on a per family basis, by number of students enrolled. Tuition is set each program year to cover administration costs, to operate the parish religious education program and provide enrichment activities, retreats, and speakers.

***REGISTRATION FOR THE NEXT PROGRAM YEAR WILL NOT BE ACCEPTED IF THERE IS AN OUTSTANDING TUITION BALANCE*. from the previous year.**

Registrations received after September 7th for returning families and September 7th for new families will be subject to a $50.00 late fee. Late fees collected are deposited into the Religious Education Scholarship Fund.

If at any time a financial hardship develops, please contact the Religious Education Office. Full or partial scholarships are available for qualifying families. Also, if payment plans are needed, please call the religious education office. All scholarship requests are kept strictly confidential. Please contct Michelle DalPino at mdalpino@archchicago.org

ARRIVALS/DISMISSALS

Traditional Religious Education (Classroom Environment)
Grades 1-8: Monday 6:30pm - 7:45pm

Morton Grove Campus School Building
8535 Georgiana Ave., Morton Grove, IL 60053 (Second parking lot)

All students participating in our Traditional Religious Education (classroom environment) should enter via the two south main doors in the parking lot.

Students in grades 1 & 2 will be escorted by their catechist for dismissal from the main doors. Parents need to make direct contact with the catechist before a child will be released.

Students in grades 3-5 will be dismissed from the south main doors in the parking lot.

Students in grades 6-8 will be dismissed from the north main parking lot doors.

Any student remaining 10 minutes after dismissal will be escorted to the REP Office with in the school building, by the program director, for their parent to pick them up.

Parents are asked to notify the religious education office in writing if their child has permission to walk home after class. Once a student leaves the parish grounds, they are the responsibility of their parent/guardian.

At no time is a volunteer or parish staff person to give a student a ride home, unless stipulated by the student's parent/guardian in writing and in advance.

Early Dismissals

If your child must leave class before the scheduled end time, please send a written note of explanation to be given to the catechist. or email REP Office at mdalpino@archchicago.org

For safety reasons, no child will be excused from class without written notification from the student's parent/guardian. Parent of children seeking early dismissal from class will need to come into the building to sign out their child with the facility office parent.

Traffic Policy: Arrivals

Drivers should enter the south driveway in the school parking lot in order to drop off students in front of the center of the school building. Students should exit their vehicle on the passenger side only!!! Then drivers should proceed out through the north driveway.
Drivers who park in the lot or on Georgiana should escort their student(s) to the entrance door and safely inside the building. No child should cross the street or parking lot without an adult.

Traffic Policy: Departures

Drivers should utilize the parking lot and walk across the street to pick up their student. All students should either be escorted by an adult across Georgiana to the car that should be picked up at the center of the parking lot like drop off. No child should cross the parking lot or Georgiana without an adult. Double parking is not permitted at any time nor should anyone pick up a student from the middle of the street.

ATTENDANCE/ABSENCE

It is important that all children enrolled in any of the parish's religious education program attend each of their Religious Education sessions. Students are to arrive on time and remain for the entire length of their class. If your child will not be present due to illness, or due to an emergency it is vital that you notify the parish Religious Education office by email mdalpino@archchicago.org or by phone at 630-484-95093 prior to your child's class' starting time.

To ensure the safety and well-being of our students, the facility office parents on duty will contact all parents of children who are scheduled to participate in our parish religious education program but are not present and have not been called in as absent each week.

CLARIFICATION OF ATTENDANCE/ABSENCE POLICY

The All Saints Religious Education Program is required by the Archdiocese of Chicago to provide a minimum of 30 hours of faith formation per program year for the children enrolled. In order to meet this requirement, Religious Education Program meet at least three times per month (September - April) providing a minimum of twenty-four sessions, each being 75 minutes in length.

Families with a child who is absent from their Religious Education program for more than 4 sessions due to illness/family issues will be contacted to insure the health and well-being of the child. Parents will be asked to assist their child make-up the missed material at home. **Families with children who were absent for more than 4 religious education sessions will have the option to a) enroll in the REP Summer program to allow their child to complete the faith formation materials they missed; or b) have their child repeat the grade level.**

CODE OF CONDUCT ;
Student Code of Conduct

The All Saints Parish Religious Education programs strive to provide an environment that affords students the opportunity to explore, expand, and deepen their own spiritual growth as well as their knowledge of our Catholic faith. For this to occur, we have established the following student code of conduct:

Each student is expected to:

- display **good conduct** both in class and when arriving or departing from the program
- **be prepared** for their class by completing any assignments and bringing any items required by their catechist for that day's lesson
- **cooperate and participate** with their fellow classmates during activities and discussions
- be attentive by **actively listening** to their catechist and classmates
- show **courtesy and respect** to all
- treat their classroom and the materials in their classroom **with care and respect**

PLEASE NOTE: Students enrolled in the All Saints Parish Religious Education program share parish space with children enrolled in another school; therefore, all students are expected to respect all parish space and the materials within that parish space.

Discipline Policy

Any student who does not adhere to the above student code of conduct will be subjected to the following disciple policy:

- 1st offense: catechist will INVITE THE STUDENT TO STEP OUT OF CLASS with the classroom aide, allowing the student an opportunity to regain control of their behavior. WHEN THE STUDENT IS READY they will be invited back into the group.
- 2nd offense: catechist repeat action for 1st offense and also contact student's parent and program coordinator regarding the student's inappropriate behavior

- 3rd offense: catechist will send student to program coordinator with note regarding student's inappropriate behavior. Program coordinator will call parents and request the student be picked up immediately, then hold a conference with student and student's parents regarding the situation before they are able to return to REP and before the next REP session.

If it is determined that an alternate formation plan is required for the student. Both family and the CRE will agree on a plan moving forward.

Offensive behavior will be documented and retained in the student's file located in the parish Religious Education office for the remainder of that program year.

COMMUNICATIONS

Website: *www.parishofallsaints.org*

As part of our parish wide goal, the Religious Education Office is striving to be more environmentally sound by posting **all program information** on our parish website located at: *www.parishofallsaints.org*

In addition to descriptions of our parish religious education program, information regarding class calendars, upcoming events, and parent information pages are also posted and updated each month. Parents will also find helpful links with information on Catholic parenting and faith formation opportunities for adults and children alike.

The Bulletin

Each week our parish published a bulletin, which is distributed at each of our weekend masses with information on parish programs, events, and celebrations. The Bulletin is also posted on the parish website each week.

Electronic Mail

The Religious Education Office sends a vast majority of our communications via electronic mail systems. There is a weekly REP Family Newsletter sent on Fridays to both parents emails if listed. **Please be sure to adjust your SPAM to accept messages from our office to be received into your account.** Please notify the office with the email address you check most often and notify of any changes to your email address during the year.

SACRAMENT PREPARATION FOR CHILDREN

Sacraments: First Reconciliation and First Communion

All of us come to the Eucharist through our Baptism. It is through this initiation rite that we are connected to the community of faith. This rite also lays the foundation for our participation in the weekly celebration of Eucharist. The ritual of Baptism contains three essential components of what it means to be a member of this community of faith: discipleship to Jesus, membership

in the community, and service to others. These three themes are also essential to our understanding of and participation in the celebration of the Eucharist.

We are honored to journey with you as you begin to formally prepare your child to receive the Sacraments of Reconciliation and Holy Eucharist for the first time. This is a special time... a holy time for you, your child, and our parish. This special time offers all of us - adult and children - many opportunities to deepen our faith and to grow in our understanding and appreciation of both the Sacrament of Reconciliation and the Sacrament of the Eucharist.

As we begin this journey together, it is important to think about the role parents play in *"handing on the faith"* to their children. Know that our parish will help support you in many ways. It is vital for you to understand that while your child is enrolled parish religious education program, it is you, their parents who have the greatest impact on your child's faith and faith development. **How you live your faith at home is crucial to the faith formation of your child. Children remember 90% of what they see, so show them you are Catholic.**

Sacrament preparation for First Reconciliation here at All Saints Parish consists of two years of Sacrament Preparation/attend a faith formation parish program or Catholic School. There is one retreat for parents and their children to experience together(not a drop off event).

These parent gatherings and retreats begin in your child's second grade year or the second year of Faith Formation. Celebration of the First Reconciliation is offered as a group in the beginning of December prior to your child's Christmas break. Parents are requested to receive that Sacrament of Reconcilition before their child does.

Sacrament preparation for First Eucharist follows a similar format with one retreat for children and parents to experience together. In conjunction with these All Saints Parish also has a First Eucharist Enrollment Mass celebrated in January. Parents will receive emails that they should use with their children at home. These emails are designed to deepen their own understanding of the Sacrament of Eucharist as well as enabling parents to guide their child into gaining greater understanding and meaning of the Eucharist in their daily lives.

A calendar listing the specific dates of events/meetings in preparation for the Sacraments of First Reconciliation and First Eucharist are included in your Family Packet, and are available on the parish website: www.parishofallsaints.org

Off the Sacrament Track Prgram

This program is designed for children who have a need to complete their initiation into the Catholic Church through reception of the Sacrament of Baptism, Eucharist, and/or Confirmation at a different time from their peers or in an alternate setting. This program supplements and is supported by our parish religious education program.

This program, like our Sacrament Preparation Program, **requires two years of FORMAL religious education and formation** for all sacraments of initiation.

Parents wishing to have their children to participate in the reception of the Sacraments should contact the parish Religious Education office at 630-484-5093 to discuss your family's specific needs.

Sacraments: Confirmation

One of the most rewarding parts of the eighth grade confirmation experience is the opportunity to live the Confirmation preparation process and then stand before our community, our bishop and the Lord to declare their eagerness to join the community of believers as full, adult participants. Just as your child grows physically, intellectually, and emotionally, he or she grows spiritually as well. As a parent responsible for the development of your child, you try to meet all of his or her changing needs. You foster and direct spiritual growth by the atmosphere in your home, the example of your life, and the celebration of the sacraments. You have seen that your child has been initiated into the faith through Baptism, and the Eucharist. Now your young teenager is at the stage of strengthening his or her commitment to the faith through the Sacrament of Confirmation.

The goal of our Confirmation program here at All Saints is to assist our young people to be receptive and responsive to the graces and challenges of the Sacrament of Confirmation. Through studying together, they learn that Confirmation is one of the Sacraments of Initiation that deepens their relationship with God and the Church. Through praying together, they become more aware of the presence and action of the Spirit and his gifts within them, which empower them to live as Jesus did. Through service to others, they discover ways to fulfill the specific responsibilities that are theirs as Catholic Christians Adults.

The Confirmation program is meant to give guidance to all those involved in the formation of the candidates and in the celebration of the sacrament so that Confirmation becomes a meaningful faith experience for the candidates, the family, and the parish community. At the same time, this program aims to equip the candidates with the knowledge and attitudes necessary for the lifelong process of conversion to Christ. **Preparation for the Sacrament of Confirmation is also a two-year process, which begins during 7th grade and continues through 8th grade**. First year 15 hours of service to the parish and community is required. Second year requires 20 hours of service the parish and the community is required

Information for confirmation candidates, sponsors and parents *will be emailed and hard copies sent* with specific information and instructions to assist in the preparation of the Sacrament of Confirmation. This page also contains a calendar of meetings, events, and assignments required as preparation for reception of this Sacrament.

In order to keep each child's formation progressing, all material missed due to student absence from class will need to be covered at home.

CHILD ABUSE AND NEGLECT

The Illinois Abused and Neglected Child Reporting Act requires the All Saints Parish Religious Education Program staff and volunteers to report any suspected cases of abuse or neglect to children enrolled in our parish program. As required by the Archdiocese of Chicago, all parish staff, religious education staff, and adult volunteers who work with children must undergo a criminal background check and must also be Virtus complaint. before they are aloud in a classroom with our most precious disciples.

Virtus is a program designed to educate adults on identifying predatory and grooming behaviors in an effort to protect all of God's children.

Each program year, families new to the parish Religious Education program receive an information packet on Keeping Your Child Safe. This packet is part of the LURES program offered by the parish through the Archdiocese of Chicago. As most of our RE students no longer take part in a similar education program through their school setting, our parish provides parents with this resource to use at home and also offers a workshop for parents to learn more about protecting their children. Any parent who wishes to attend the January LURES program should contact the Religious Education and Youth Ministry Office at 708-383-4185 to reserve a space.

CHILD CUSTODY ISSUES

If parents of students in All Saints Parish Religious Education program are divorced or separated, the Religious Education office presumes that both parents have legal access to their child unless one parent provides evidence or documentation that he or she has sole custody. If parents cannot agree on custody issues and it interferes with the child's involvement in the parish programs, the family may be asked for documentation to place in the child's file or if serious issues, to leave the program and continue with an online home program..

HEALTH AND SAFETY

In order to provide a safe and healthy environment for all our students and volunteers **it is essential for the Religious Education Office to be notified of specific allergies, medical needs and learning challenges that your child may have.**

Parents/guardians should complete and sign the health and learning needs information section of the registration form. While this information is confidential, it is shared with the adults who have volunteered as catechist and facility's parents in order to assist in your child's formation experience.

Except in extraordinary circumstances that have been approved by the Director of Religious Education, no adult volunteer or staff person will maintain, supervise the neither taking of nor administration of, any medications to students in our programs.

In the event of sudden illness or accidental injury, every attempt will be made to contact the parent of the student(s) involved. If the parents cannot be reached, the student's emergency medical release form containing the parent's instructions will be used. If emergency treatment is required, the child will be taken to the nearest hospital by ambulance and the Religious Education staff will notify the child's doctor. An adult will accompany your child until the parent(s) can take over.

Students are prohibited from wearing athletic spikes, heelies, or roller blades in any of the parish buildings. All sports equipment brought to the Religious Education class must be left with the facility office parent at the REP office desk.

STUDENT/FAMILY RECORDS

The Religious Education Office maintains a student file for every child enrolled in our parish religious education program. All files are confidential. Parents may view their student/ family file at any time by contacting the Religious Education Office at 630-484-5093.

ADULT VOLUNTEERS

It is a tremendous honor to be invited to be part of your family's faith journey, an honor that also carriers a great responsibility for demonstrating how to live this Catholic faith to the children of our parish. As our Parish Religious Education Program steadily grow, meeting many of the program's basic needs is becoming more and more challenging. All of our Religious Education Program/Events are staffed by adults in our parish who volunteer their time and talents for the benefit of our parish children's faith development. By volunteering your time and talents in our Religious Education Program you will be demonstrating to our children how important their faith development is to all the adults of our parish. Your volunteering in one of these programs will not only be an example to our children of how to put your faith into action, but you will also be strengthening the religious education community by building relationships with other adults within the program and the parish.

There is a vast array of opportunities especially for parents to be involved in our Religious Education Program**.** Each family is asked to volunteer in at least one of the areas of need for the program their child/children are registered in**.** The RE Volunteer Form lists the areas of need that exist and will give a description of the tasks associated. One of the greatest needs of the Religious Education Program at present is volunteers for our Parent Coordinating Board (PCB)**.** The mission on the PCB is to organize, energize, and activate our parent volunteers in order to enrich our children's experiences within the Religious Education Programs**.** Your consideration of this vital volunteer opportunity will be greatly appreciated.

***PLEASE NOTE*:** All adults who volunteer in an capacity that involves direct interaction with the children enrolled in our parish religious education programs, or any parish ministry that serves children, are expected to complete:

- an online background check with the Archdiocese of Chicago yearly,
- uphold the Archdiocesan Code of Conduct for Adult Volunteers,
- agree to the Department of Children and Family Services to conduct regular updates on your background checks status,
- complete Mandated Reporter training online every three years,
- and attend a Virtus training workshop online addition to maintaining Virtus compliance throughout the year by responding to the monthly updates renewable every three years.

All adult volunteers working with children have a confidential file kept in the Parish Office, under lock and key.

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