

# ST. HUGO OF THE HILLS PARISH



## FAMILY FAITH FORMATION HANDBOOK

**AGE 4 THROUGH GRADE 8  
2019-2020**

### **St. Hugo of the Hills Religious Education Office**

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Bloomfield Hills, MI 48304

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Religious Education Administrative Assistant**

An Electronic Version of this Handbook Is Available  
on the St. Hugo of the Hills Parish Website:

[www.sthugo.org](http://www.sthugo.org)

Printed copies of this handbook are expected to be accurate through September 30, 2019.  
After that, please check the electronic version for the most up-to-date calendars & information.

# St. Hugo of the Hills Parish

[www.sthugo.org/religiouseducation](http://www.sthugo.org/religiouseducation)



June 2019

Dear Families and Catechists,

**It is my pleasure to welcome you to St. Hugo of the Hills Faith Formation Program!**

**Now is the time to register online for all of our Faith Formation Programs for 2019-2020.** St. Hugo offers Religious Education for children in Grades K-8 on Monday evenings as well as Catechesis of the Good Shepherd for Age 4 children on Sundays during the 12:00 noon Mass. St. Hugo also offers Liturgy of the Word for Children (LWC) for ages 4-7 on Sundays during the 10:00 am Mass; parents who register for LWC are invited to help facilitate. Meetings will take place for volunteer facilitators in August and September.

**Please register online at [www.sthugo.org/religiouseducation](http://www.sthugo.org/religiouseducation) for all Faith Formation Programs no later than September 15, 2019. Tuition and Sacrament fees can be made through Online Giving for your convenience.** Please know there will be no new registrations taken in person on the first night of classes or on Catechetical Sunday. For your convenience, the Religious Education Staff will be available in the Gathering Space after the Sunday Masses on September 15 to assist you and answer any questions you may have. A family in need of financial assistance for Religious Education tuition may request this paperwork from the Parish Office.

**Sunday, September 15, 2019, will mark the 48<sup>th</sup> Catechetical Sunday,** designated by The United States Conference of Catholic Bishops, as a day to acknowledge the importance of the church's teaching ministry and to honor those who serve the Christian community as catechists. This year's theme in the Archdiocese of Detroit is "Encounter Jesus Anew." On Catechetical Sunday we commission our parish families and catechists.

**New families to the St. Hugo of the Hills Religious Education Program are invited to meet in the school library on Monday, September 30, 2019, from 5:00 pm to 6:00 pm.** This is your opportunity to learn about the curriculum, class schedule, and Archdiocesan and Parish policies/procedures found in the **Family Faith Formation Handbook.**

**On Monday, October 7 (tentative), there will be an opening Religious Education Family Mass at 5:00 pm in the Church followed by a pizza dinner.** Parents, children, and catechists are invited to attend.

**Religious Education classes will begin promptly on Monday, October 14, and will run from 5:00 pm until 6:15 pm in the St. Hugo School building.** Text books, Gospel Weeklies (Grade K-1), Sunday Missals (Grade 2-8), and book bags will be given to the children on that day.

**Over the summer months, if you have any questions, please contact me by phone at 248-283-2191 or by email at [barbara.yugovich@sthugo.org](mailto:barbara.yugovich@sthugo.org).**

Summer Blessings!

**Mrs. Barbara Yugovich, M.A., Director of Religious Education**

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# RELIGIOUS EDUCATION (RE) OFFICE GENERAL INFORMATION

## RELIGIOUS EDUCATION STAFF

Mrs. Barbara Yugovich, M.A.....PCL/RE Program Director  
Mrs. LuAnne Mellis.....RE Administrative Assistant

## RELIGIOUS EDUCATION OFFICE PHONE NUMBERS

Mrs. Barbara Yugovich, M.A.....248-283-2191  
Mrs. LuAnne Mellis, Administrative Assistant.....248-642-6062

## OFFICE HOURS

Monday .....10:30 am – 6:30 pm  
Tuesday ..... 8:30 am – 4:30 pm  
Wednesday ..... 8:30am – 4:30 pm

## CLASS TIMES

Monday Afternoon.....Grades K-8.....5:00 pm – 6:15 pm  
Sunday Morning.....Liturgy of the Word for Children – Ages 4-7.....during the 10:00 am Mass  
Sunday Morning.....Catechesis of the Good Shepherd – Age 4.....12 noon – 1:00 pm

## CLASS LOCATIONS

Mondays: School Building  
Always enter/depart through the double doors that face the upper-level Church parking lot.  
Sundays: Church Building  
Enter Christian’s Room, across the hall from the Parish Office.

## PARISH WEBSITE [WWW.STHUGO.ORG/RELIGIOUSEDUCATION](http://WWW.STHUGO.ORG/RELIGIOUSEDUCATION)

## CATECHIST ROSTER (TENTATIVE) 2019-2020

Grade	Catechist Name	Room
Pre-K		Christian's Rm
K		K-1
K		K-2
1		A-4
1		A-5
1		A-6
2		A-1
2		A-2
2		A-3
3		B-1
3		B-2
4		B-3
4		C-1
5		C-2
5		C-3
6		C-4
6		C-5
7		D-4
7		D-5
8		D-7
8		D-8
8		D-9

**Substitute Catechists:**

**Parking Lot Monitor:**

**High School Aides:**

CATECHIST MEETING DATES: A TIMESHEET WILL BE ON THE RE OFFICE DESK ONE WEEK PRIOR TO SIGN UP; YOU CAN MEET AS A GRADE-LEVEL TEAM IF YOU CHOOSE.

NOVEMBER 11-13, 2019 / JANUARY 13-15, 2020 / MARCH 23-25, 2020 / END OF YEAR DINNER: MAY 18, 2020, 6:30PM

# VISION AND MISSION

## PARISH MISSION STATEMENT

The Catholic Community of St. Hugo of the Hills Parish will continue to evangelize and proclaim the Good News that Jesus Christ is Lord. We go forth as a sacramental parish in faith, hope and love to serve the family of God and to grow in our faith.

## THE NEW EVANGELIZATION AND THE RENEWAL OF FAITH FORMATION PROGRAMS

### VISION

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you.” (Mt. 28:19-20)

### MISSION

Our mission is to evangelize and catechize preschool through 8<sup>th</sup> grade children so they become joyful missionary disciples – powerful witnesses to the Gospel, well-formed in Catholic teaching, and sharing in the missionary mandate of the Church.

#### **1. Evangelization is the essential mission of the Church (EN 14).**

- We must be intentional about our goal – that is, preaching the Gospel with the specific aim of fostering conversion and making Disciples of Christ (1 Cor 9:16, Rom 10:14).
- Being a disciple means interior acceptance of the message, but also a change in how we live.
- The goal of evangelization and catechesis is not simply a transmission of information, but of a person – Jesus Christ! We are called to participate in the mission of the Church and ensure the missionary aspect of bringing other people to Christ and making disciples.
  - “Every Christian is challenged, here and now, to be actively engaged in evangelization; indeed, anyone who has truly experienced God’s saving love does not need much time or lengthy training to go out and proclaim that love. Every Christian is a missionary to the extent that he or she has encountered the love of God in Christ Jesus; we no longer say that we are “disciples” and “missionaries”, but rather that we are always “missionary disciples” (EG 120).

### MISSION (CONTINUED)

#### 2. Catechesis is the Church's "sacred duty and inalienable right" (CT 14). As such, faith formation programs must:

- Be intentional about pre-evangelization and evangelization.
  - "This means that 'catechesis' must often concern itself not only with nourishing and teaching the faith, but also with arousing it unceasingly with the help of grace, with opening the heart, with converting, and with preparing total adherence to Jesus Christ on the part of those who are still on the threshold of faith. This concern will in part decide the tone, the language and the method of catechesis" (CT 19).
- Guard the integrity of the content of the sacred deposit of faith.
  - "The person who becomes a disciple of Christ has the right to receive 'the word of faith' not in diminished form but whole and entire, in all its rigor and vigor" (CT 30).
- Employ suitable pedagogical (learning) methods.
  - "The content of catechesis has a natural hierarchy of truths. In order for the power of the Gospel to have its effect, "the communication of the riches of the content of catechesis should be organized in one way rather than another" (CT31).
- Prepare the disciple to participate in the missionary activity of the Church.
  - "Catechesis is likewise open to missionary dynamism. If catechesis is done well, Christians will be eager to bear witness to their faith, to hand it on to their children, to make it known to others, and to serve the human community in every way" (CT24).

Parents and Catechists, as we embark on our mission of preaching the Good News of the Gospel to our children, we remember the word of Christ: "Behold, I am with you always, until the end of the age" (Matt 28:20). All Parents and Catechists involved in Religious Education may choose to join the Catechetical Committee as one way to assist in the development of the vision of our educational programs at the Parish level. Please contact our office if this opportunity interests you.

Therefore, as servants to the Message of Christ, let our hearts and minds be open to the guidance of the Holy Spirit so that we go forth with renewed zeal in the hope that all may be able to "confess that Jesus Christ is Lord, to the glory of God" (Phil 2:11). God is leading, we are following.

#### Abbreviations

AODFFC	Archdiocese of Detroit Office of Catechesis Parish Faith Formation Curriculum January 2019
CT	On Catechesis in Our Time (Catechesis Tradendae)
CIC	Code of Canon Law
EG	The Joy of the Gospel (Evangelii Gaudium)
EN	On Evangelization in the Modern World (Evangelii Nuntiandi)
PCL	Parish Catechetical Leader
UG	Unleash the Gospel
USCCB	United States Conference of Catholic Bishops

## PROGRAM INFORMATION & CURRICULUM

### GOALS

- To encounter Jesus – Grow daily as disciples – Witness the power of God at work in our lives. (UG)
- To participate with our children in the Sunday Eucharist.
- To form our children into disciples who act with the mind and heart of Christ.
- To guide our children into hearing and living God’s Word in scripture and the lived tradition of the community.
- To support the entire parish community (families and catechists included) as the baptized members of the Church who hand on the faith through faith sharing and witness in daily life.
- To understand that each year builds upon the next, so annual attendance is required.

### CATECHETICAL TEXTBOOK

The catechists facilitate the children’s growth in faith through weekly lessons from the We Believe-Catholic Identity Series, published by Sadlier. This textbook is in compliance with the Archdiocese of Detroit’s time allotment requirements (190.1) and is found on the USCCB Conformity Listing of Catechetical Texts and Series (190.2). This program provides Prayer, Scripture, Church doctrine, lives of the Saints, discipleship, Church Seasons, and celebrations of our faith. There are family activities provided to engage parent and child to reinforce concepts studied in each week’s catechetical session.

### ENGAGING IN FAITH WITH YOUR CHILD – WEEKLY CHAPTER WORK

In order to offer parents the ability to engage with their child in the weekly lessons, the textbooks will go home each week (in a book bag we provide), and any parent notes will be placed in the student book bag. Assume there is work to finish and review weekly.

Please review the chapter for each week with your child and complete any unfinished work with your son/daughter. The purpose is two-fold: first, it reinforces for your child the lesson recently discussed; and second, it helps you to engage in faith conversations with your child. Also, older siblings and grandparents can participate in the weekly chapter work.

### LITURGY OF THE WORD FOR CHILDREN (LWC)

The Liturgy of the Word for Children is an opportunity for children - ages four through seven - to hear God’s Word in a way that young children can understand. **LWC is available on Sunday mornings at the 10:00 am Masses beginning September 29, 2019, and ending March 29, 2020.** Please see the parish web site for the complete schedule. Parent volunteers facilitate this program.



## PROGRAM INFORMATION & CURRICULUM (CONTINUED)

### CATECHESIS OF THE GOOD SHEPHERD LEVEL ONE PROGRAM FOR AGE 4 CHILDREN

Developed over 55 years ago by Sophia Cavaletti in Rome, the Catechesis of the Good Shepherd, Level One, is a Montessori-based catechetical program for the 3-6-year-old child who is capable of receiving and enjoying the most essential elements of our faith, experienced through Jesus the Good Shepherd. **In its sixth year, this program will offer a special Sunday class for 4-year-old children during the 12 noon Mass. Mrs. Yugovich, who is a nationally certified catechist in the Catechesis of the Good Shepherd Program, will be the teacher for this session. The first day of Sunday CGS is Sunday, September 29, 2019.**

### CATECHIST FORMATION

Catechists are required to participate in on-going catechist formation, working toward full certification in the Archdiocese of Detroit. St. Hugo of the Hills Parish provides each catechist with formation opportunities throughout the year as well as an annual retreat organized through the South Oakland Vicariate. The formation curriculum now offer *Echoes of Faith 3.0*, an online program for ongoing formation, for catechists. The Parish Catechetical Leader provides on-going assistance and resources to catechists for class preparation and for utilizing effective, age-appropriate catechetical techniques.

### TRADITIONAL CATHOLIC PRAYERS

Parents and Catechists can collaboratively help our children to learn some important traditional prayers and creeds throughout the catechetical year. Included in this handbook, you will find a listing of the traditional prayers that your children needs to learn at each grade level, taking into consideration the age and abilities of each child.

### CIRCLE OF GRACE

The Archdiocese of Detroit and St. Hugo of the Hills Parish require that the Religious Education Program provide the Circle of Grace Program, a personal safety education curriculum for Grades K-8. Each grade level has an age-appropriate lesson and vocabulary. Catechists are prepared to teach this lesson in advance. This year, the lesson will be taught on Monday, October 14, 2019. If you have any questions, please contact Mrs. Barbara Yugovich, PCL, at 248-283-2191.

### PORTFOLIO

The Saint Hugo of the Hills Religious Education Program is incorporating a discipleship portfolio into our faith formation program this year. (AODFFC) Catechists are encouraged to observe and measure spiritual growth in their students by helping them to build a discipleship portfolio. This portfolio is a tool that encourages student self-reflection on his/her relationship with Jesus Christ. The portfolio includes various classroom assignments and activities associated with the experiential outcomes in the Religion Curriculum. Throughout the course of the year, the students are invited to select writings, drawings, prayers, etc., that reflect their relationship with Jesus and the Church. The catechist helps the students build the portfolio and reviews it several times during the year. At the end of the school year, the teacher completes a summary sheet of his/her observations of the student's spiritual growth.

### DISCIPLESHIP YEAR END SUMMARY SHEET

A Discipleship Year End Summary will be given to the parents at the end of the year to help assess the growth their children have experienced in their religious education sessions. (AODFFC) Please refer to the included calendars for the timeframe of this report.

### SUNDAY MASS, PFLAUM GOSPEL WEEKLIES, AND SUNDAY MISSAL

Sunday Mass is vital for Catholic families in order to connect, celebrate, and grow with one another in faith. Family attendance at Mass is an expectation at St. Hugo of the Hills Parish. In preparation for each Sunday, the Grades K-1 catechists will share a handout called, ***Pflaum Gospel Weeklies***, to prepare the children for the Readings and the Gospel they will hear at the upcoming Sunday Mass. You will find this resource in your child's book bag each week; it is a great way to reflect with your child individually and as a family around the Sunday dinner table. The Grades 2-8 catechists will use each week ***The Sunday Missal for Young Children***. We hope that you find the ***Pflaum Gospel Weeklies*** and the ***Sunday Missal for Young Children*** to be rich resources in breaking open God's Word with your children in preparation for your family's Sunday worship.

## SACRAMENT PREPARATION PROGRAM

### CATECHESIS FOR THE FIRST CELEBRATION AND RECEPTION OF THE SACRAMENT OF PENANCE AND RECONCILIATION

Children of catechetical age are to be properly prepared for and celebrate the Sacrament of Penance and Reconciliation. St. Hugo of the Hills Parish offers faith formation to parents who have children preparing for the celebration and reception of the Sacrament of Reconciliation (AOD 230-230.1). This formation is conducted through the Parent Orientation and Sacramental Preparation Meetings, which is why attendance is vital. The parents and children are provided with an approved textbook, Reconciliation, published by Sadlier.

### CATECHESIS FOR THE FIRST CELEBRATION AND RECEPTION OF THE SACRAMENT OF EUCHARIST

Baptized adults and children must receive the Sacrament of Reconciliation before receiving First Eucharist. Children who have reached the age of reason are to be properly catechized for the celebration and reception of First Eucharist. The goal of this preparation is to lead the children to an ever deepening understanding of the Church's teaching about the mystery of Christ's presence in the Eucharist. In this way, children are able to receive Jesus in the Eucharist with faith and devotion and actively participate in the Eucharistic celebration (AOD 240-240.3). St. Hugo of the Hills Parish offers faith formation to parents who have children preparing for the celebration and reception of Eucharist. This formation is conducted through the Parent Orientation and Sacramental Preparation Meetings, which is why attendance is vital. The parents and children are provided with an approved textbook, Eucharist, published by Sadlier.

### CATECHESIS FOR THE CELEBRATION AND RECEPTION OF THE SACRAMENT OF CONFIRMATION

After completing a program of catechetical preparation and with the approval of the Pastor, candidates may celebrate the Sacrament of Confirmation between the ages of 13 and 15 (eighth and ninth grades), except for those candidates of catechetical age who are preparing for full initiation into the Catholic Church (RCIA, 252, 259). This sacrament is celebrated annually at St. Hugo of the Hills Parish, according to the schedule and procedures established by the Archbishop's office. St. Hugo of the Hills Parish offers faith formation to parents who have children preparing for the celebration and reception of Confirmation. This formation is conducted through the Parent Orientation and Sacramental Preparation Meetings, which is why attendance is vital. The parents and children are provided with approved textbooks, Chosen, published by Ascension Press, and Confirmation, published by Sadlier. The program includes textbook, DVD, and a parent workbook. The Archdiocese allows one sponsor per Confirmation Candidate. Sponsors must be confirmed Catholics over the age of 16 years, who are in full communion with the Catholic Church and actively participate in their parish (CIC 893, 874).

### SACRAMENT PREPARATION FOR OLDER CHILDREN

Families with a child beyond second grade who needs to be prepared for the Sacraments of Reconciliation and Eucharist will need to contact the Parish Catechetical Leader for an appointment. Please provide your child's baptismal certificate if your child was baptized at a parish other than St. Hugo of the Hills Parish. For a child baptized in another Christian denomination, the RCIA for Children is appropriate. In this case, the PCL will coordinate this process with the Pastoral Associate.

### ARCHDIOCESE OF DETROIT SACRAMENT POLICIES

St. Hugo of the Hills Parish follows the Archdiocesan General Policies concerning the reception of the Sacraments of Confirmation, Reconciliation, and Eucharist (March 2015, 210.1-210.10).

- St. Hugo of the Hills Parish provides sacramental preparation and appropriate catechesis for anyone receiving sacraments (NDC 35B).
- A child's placement in sacramental preparation depends on his/her age and baptismal status.
- Sacramental preparation for all sacraments must begin with evangelization for those who have not experienced conversion to Christ, a full and sincere adherence to his person and a decision to walk in his footsteps (GDC 53).
- Appropriate sacramental preparation must be made available to children of the age of reason. The use of reason is presumed when a child has completed his/her seventh year of age (CIC 97.2).
- The pastor has the responsibility of ensuring that a child/adult is adequately prepared for reception of a sacrament even when the child has been prepared in another setting other than St. Hugo of the Hills Parish or at a Catholic School that is not the parish school (CIC 777, 851.2, 890, 914).
- Sacraments are to be administered in a parish church, per Archdiocesan practice. If a child is receiving a sacrament outside his/her own parish, then the pastor where the child will receive the sacrament must request a letter from the child's pastor verifying that the child has been properly prepared for reception of the sacrament, and the pastor has no objections to the child receiving the sacrament(s) outside the child's own parish.
- The Parish Catechetical Leader shall provide proper preparation for persons who have disabilities or collaborate with other parishes who offer special needs catechesis (NDC 35C).

### ST. HUGO SACRAMENT POLICIES

The policies of St. Hugo of the Hills Parish concerning the reception of the Sacraments of Confirmation, Eucharist, and Reconciliation are as follows:

#### Policy 1:

From apostolic times, it has been the tradition of the Church to gather on Sunday for the celebration of the Eucharist. The observance of Sunday Eucharist is vitally necessary for the faith of the entire Christian community.

#### Policy 2:

After completing a program of catechetical preparation and with the approval of the Pastoral Associate (delegate of the Pastor), candidates baptized in infancy as Roman Catholics may celebrate the Sacrament of Confirmation in the eighth grade; and the Sacraments of Eucharist and Reconciliation in the second grade.

#### Policy 3:

Formal instruction for the Sacrament of Reconciliation must be separate and distinct from the preparation for the first reception of Eucharist so that the integrity of each sacrament is maintained.

#### Policy 4:

The parent's right and responsibility to direct the religious formation of their children must be safeguarded and enhanced. For this reason, preparation for the Sacraments of Confirmation, Reconciliation, and Eucharist shall involve the parents and provide guidance to them helping prepare their children.

#### Policy 5:

Children are to be properly catechized for the Sacrament of Reconciliation prior to First Eucharist. The Sacrament of Reconciliation is received prior to the celebration and reception of First Eucharist. Any variation of this norm occurs on an individual basis and after deliberate consultation between the Pastoral Associate (delegate of the Pastor) and the parent(s).

#### Policy 6:

In those cases in which a child, because of exceptional reasons under the guidance of his or her parents, chooses not to receive the Sacrament of Penance, he or she shall not be deprived of the right to receive his or her first communion. The child shall be encouraged to celebrate the Sacrament of Penance later so that he or she will not be deprived of it altogether.

### ATTENDANCE

#### **Absence**

Please phone (248-642-6062) or email the Religious Education Office as promptly as you are able of your child's absence. Please leave your full name and your child's name and grade and the reason for the excused absence. We request that absences be kept to no more than two per year in order for the child to effectively benefit from this year's religious education program.

#### **Released-Time for Religious Education**

Michigan State Law provides up to 120 minutes per week of released-time for religious instruction. It is the responsibility of parents to inform your child's coach or athletic director about his/her schedule for religious education attendance. Protection from religious discrimination is our right as citizens. Upon the request of a parent, the Parish Catechetical Leader (PCL) will provide you with a letter verifying your child's attendance at religious education. In keeping with the recommendations of the Archdiocese of Detroit, St. Hugo of the Hills Religious Education Program requests that attending thirty hours of annual faith formation be a strong priority for every family in our program.

#### **Arrival/Late Arrival**

Classes begin promptly at 5:00 pm. The Hall Monitor will open the classroom doors for your children at 4:55 pm. Please notify us no later than 3:00 pm by phone or email if you will be arriving more than 10 minutes late. When arriving late, please first report with your child to the Religious Education Office before going to the classroom. This is a required procedure.

#### **Early Dismissal**

You are also required to notify the Religious Education Office in advance of class when your child is in need of early dismissal. Please sign your child out from the Religious Education Office for early dismissals. We ask that early dismissals are limited to no more than two times per year. These should not be done on a regular basis.

#### **Vacations**

St. Hugo of the Hills Parish Religious Education Program builds their calendar around holidays and school district breaks in order to accommodate family vacations. Please discuss directly with the PCL if your family has a special situation.

### CLASSROOM CONDUCT

Students are expected to be respectful to the catechist and all adults. Inappropriate behavior will not be tolerated and will be addressed immediately. After the first warning, the PCL will be notified. If necessary, a call to the child's parents will be made at that time.

#### **Cell Phones and Other Personal Electronic Devices**

Given that the religious education sessions are only 75 minutes, it is reasonable to request cell phones and personal electronic devices remain at home. Parents who need to get an important message through to their child immediately may call the Religious Education Office to relay the message.

### CLASSROOM CONDUCT (CONTINUED)

#### **Parent and Catechist Communication**

It is permissible for a catechist to send an email about a class assignment or project to his/her student's parents. The catechist shall use the parent email provided on the registration form and must forward a copy of the sent email to Mrs. Barbara Yugovich at [barbara.yugovich@sthugo.org](mailto:barbara.yugovich@sthugo.org).

#### **Damage to Classroom Materials and to Possessions of Other Students**

Any damage, or theft, of materials in the classroom or in the desks of the St. Hugo School students will result in parents/guardians being contacted. The student responsible for the damage or theft will be required to repair or replace the damaged or stolen object. Also, a note of apology to the school teacher or to the individual school student affected by the incident will be required of the Religious Education student responsible for the problem. Gum is prohibited during classes.

#### **Dress Code**

Proper attire and hair styling in accord with well-accepted taste is the standard. No sport equipment may be stored in the classroom during class. Please mark all personal items with your child's name. Please be sure your child wears a coat if the weather warrants it. Occasionally, students will travel over to the Church and need to be warm and dry. Spirit Day costumes (face paint, etc.) may not be worn to religious education classes.

#### **Snacks/Food Allergies/Medications/Medical Release Form**

No snacks are permitted in the classrooms during the catechetical session. Please provide a snack for your child before they arrive for class. No birthday treats will be allowed in the classrooms due to the shortness of class time and allergy concerns. Parents are required to indicate your child's allergies/medications on the registration form and provide an epi-pen (if applicable) to keep in an emergency. You will need to complete a medical release form for the RE Office to keep on file for each of your children attending the RE Program. This form will be available to be filled out on the website and is expected to be submitted before classes begin.

#### **Supplies and Books**

All books and supplies that the students need during the catechetical sessions will be provided. The students' books will be going home each week. A book bag will be given to each child. Be sure to write your child's name inside the book bag the first week. Materials in the bag need to be marked with the child's name. Bringing the books home each week will allow parents to have greater involvement in the weekly lessons with their child. Weekly Family Handouts and notes will also be placed in these book bags.

#### **Lost and Found**

Articles of clothing found after catechetical sessions will be kept in the Religious Education Office for one week. After that time, items will be placed in the general lost and found in the school cafeteria. If articles are marked, you will be notified by phone.

### BUILDING SECURITY

In keeping with the guidelines established by the Archdiocese of Detroit, the St. Hugo Religious Education Program has established policies to control foot traffic in the building during class sessions.\* Hence, parents and others are not permitted to walk through the building during class time. Also, all entrance and exit to and from the building is through one set of doors, those on the south side of the school building nearest the upper church parking lot. We will continue to have a police car at the entry this year. The Religious Education Program monitors the hallways during class time. The St. Hugo pastoral staff has approved these measures as reasonable means of maintaining a safe, secure environment for all Religious Education students during class sessions.

\*“Protecting God’s Children”, Office for Safe Environments, Archdiocese of Detroit, 2005.

### EMAIL/PHONE COMMUNICATIONS

We regularly use the internet to send communications to parents. Therefore, it is very important that we have your correct email information. Please be sure to call or email the RE Office with updates regarding your email address and phone number changes throughout the year.

#### Website

Parents may go to the St. Hugo website for all schedules, registration forms, and information related to the RE Program. Online program registration is now being accepted and tuition and fees can also be paid electronically online through the Online Giving module. The Family Faith Formation Handbook is also available via the website. Refer to [www.st.hugo.org/religiouseducation](http://www.st.hugo.org/religiouseducation) to locate this material.

### EMERGENCIES

#### Emergency Closings

Winter weather conditions and building problems sometimes dictate the closing of the Religious Education sessions. Whenever it is announced via TV/radio that there is no school for the Bloomfield Hills Schools, there is automatically no school for both St. Hugo School and for the Religious Education Program. Closings will also be posted on the Parish website.

If an emergency occurs during Religious Education class time that requires cancellation of class, all students will be supervised until arrangements can be made for students to be safely picked up by a parent/guardian.

#### Fire Safety

One fire drill will be conducted annually in the Religious Education Program. Every catechist will be instructed on the location and use of fire alarms and the responsibility of ringing the alarms when necessity arises. Emergency exit routes are posted in each room. Exits shall be properly marked. All occupants, with no exceptions, leave the building whenever a fire alarm is sounded. The use of candles, Christmas tree lights, and open flames are prohibited in classrooms.



## POLICIES/PROCEDURES (CONTINUED)

### EMERGENCIES (CONTINUED)

#### **Tornado Warning**

If a tornado warning is in effect locally, children will be taken to the safest place, an interior hallway on the lowest floor level of the building or the cafeteria. No students shall be released from the building to go home until the all clear signal is given.

#### **Tornado Watch**

If a tornado watch is in effect, the weather conditions shall be closely monitored so that, if severe weather develops, children can be taken to a safe place.

#### **Bomb Threats**

If a bomb threat is received while the program is in session, the Parish Catechetical Leader will notify the police department immediately. This is a police matter. The Parish Catechetical Leader will immediately notify the Pastor, Associate Pastor, or Pastoral Associate of this action.

#### **Shelter-in-Place Procedures**

In the event students and catechists need to take shelter in the school building for a period of time, the Parish Catechetical Leader is to follow the “shelter-in-place procedures” provided by the City of Bloomfield Hills, MI.

#### **Medical/Medical Release Form**

In the event of a medical emergency involving a student, EMS will be immediately notified by the Religious Education staff. No medication or medical treatment will be administered by a staff person. Parents/guardians will also be immediately notified. The Archdiocese of Detroit requires a Medical Release Form to be completed for each child in the program. We will follow the directives on your medical form.

All parents of children with food allergies will be expected to complete an Action Care Plan in the event that food is served at a Retreat Event. This form is available in the Religious Education Office.

#### **Student Emergency Information:**

Each child is to have on file in the Religious Education Office current emergency information citing the parent(s) or legal guardian(s) telephone numbers both at work and at home, and a designated adult, including his/her telephone numbers, who can be contacted in the event of an emergency. **The emergency information is included on the Registration Form and must be dated and signed by the parent(s) or legal guardian(s) before a child begins RE class.**

### STUDENT DROP-OFF / PICK-UP

**St. Hugo of the Hills Parish is liable for the welfare and safety of each child. Please review and observe the following:**

#### **Parking Lot Procedure/Traffic Flow**

All drop off and pick up of students occurs from the main church parking lot located between the school building and the main church. Entrance is from Opdyke Road (top entrance) and exit is onto Opdyke Road (lower entrances, from the chapel parking lot). The flow of traffic is counter clockwise. Please see the enclosed Parking Lot map for details. Your compliance with the established traffic flow procedures helps everyone to arrive and depart as smoothly as possible. We thank you in advance for your cooperation.

#### **Arrival and Departure for Religious Education Classes**

Parents and children in all grades are to use the doors on the south end of the Saint Hugo School Building (closest doors to the church parking lot) to enter and exit the building. When coming in to pick up, parents are asked to remain at the bottom of the steps by the Religious Education Office until the dismissal bell rings. All access doors throughout the building are locked with the exception of the doors on the south side of the school building nearest the upper church parking lot. For safety, please do not use any other entrance for drop off or pick up of students.

Staff personnel are present in the parking lot at drop-off and pick-up to maintain an orderly, safe environment for your children. Parents, please help us by always physically holding onto younger children, by walking next to your child, and by not allowing your child to run ahead of you in the parking lot.

#### **PLEASE NOTE:**

##### **Grades K, 1, & 2**

Children in Grades K, 1, & 2 must be accompanied by a parent/guardian to and from the classroom for each session and signed out at dismissal. This should be done by a parent/guardian or approved adult as listed on the current year's registration form. Older siblings, under the age of 18 years, are not allowed to pick up children in these grades. If you plan to have your adult child who is 18 years or older picking up a younger sibling, their name and a copy of their driver's license needs to be on file in the Religious Education Office.

##### **Grades 3-8**

Parents/guardians are encouraged to come into the school building with their child at drop-off and pick-up, and they are welcome to stay during class in the designated area.

##### **Late Pick-up**

Children who have not been picked up at dismissal will remain in the Religious Education Office until his/her parent/guardian arrives. Please plan your schedule accordingly to avoid causing undue stress for your child.

### SAFE ENVIRONMENTS POLICIES

The Archdiocese of Detroit and St. Hugo of the Hills Parish require Criminal Background Checks, Teen Background Certification, and attendance at ***Protecting God's Children for Adults*** or ***Called to Serve Workshops*** (for high school-age youth).

If you want to volunteer in the Religious Education Program, please contact the Parish Office to fulfill these Safe Environment Policies.

### SPORTS TEAMS ELIGIBILITY

#### **Sports Teams Eligibility for Non-Parishioners/Sports Teams Eligibility and Religious Education Enrollment & Attendance**

1. St. Hugo will accept children of non-parishioners as students in our RE Program. This is meant as a courtesy to our neighboring parishes as well as a means of accommodating parents who have serious scheduling conflicts due to work, etc., with the time/day their home parish offers Religious Education classes.
2. Children from other parishes who attend RE class at St. Hugo are not eligible to play on St. Hugo School sports teams. This is reserved for children of St. Hugo parishioners.
3. Children of registered parishioners of St. Hugo who are enrolled in our RE Program before the Registration Deadline (September 15, 2019 for the 2019-2020 year) are eligible to play on St. Hugo School sports teams.
4. Students participating on a St. Hugo School sports team must be registered in the RE Program and attend RE classes regularly. Failure to do so will result in suspension of that student from the sports team.
5. If a family registers in the parish after the RE Registration Deadline (September 15, 2019 for the 2019-2020 year) and registers their child in Religious Education, that child will not be eligible to play for St. Hugo School teams until the following class year.

# TUITION INFORMATION

## FOR ST. HUGO OF THE HILLS CHURCH PARISHIONERS (AGE 4 – GRADE 8)

One child	\$210.00
Two children	\$285.00
Three or more children	\$310.00

## FOR NON-PARISHIONERS (AGE 4 – GRADE 8)

One child	\$335.00
Two children	\$410.00
Three or more children	\$435.00

## LATE FEE

Applied to any returning RE student registering after the registration deadline (September 15, 2019).

## FEES FOR SACRAMENT PREPARATION

These fees are for those children preparing for First Reconciliation, First Eucharist, and Confirmation.

Grade 2 (per child)	\$120.00
Grade 8 (per child)	\$120.00

## LOST BOOK FEE

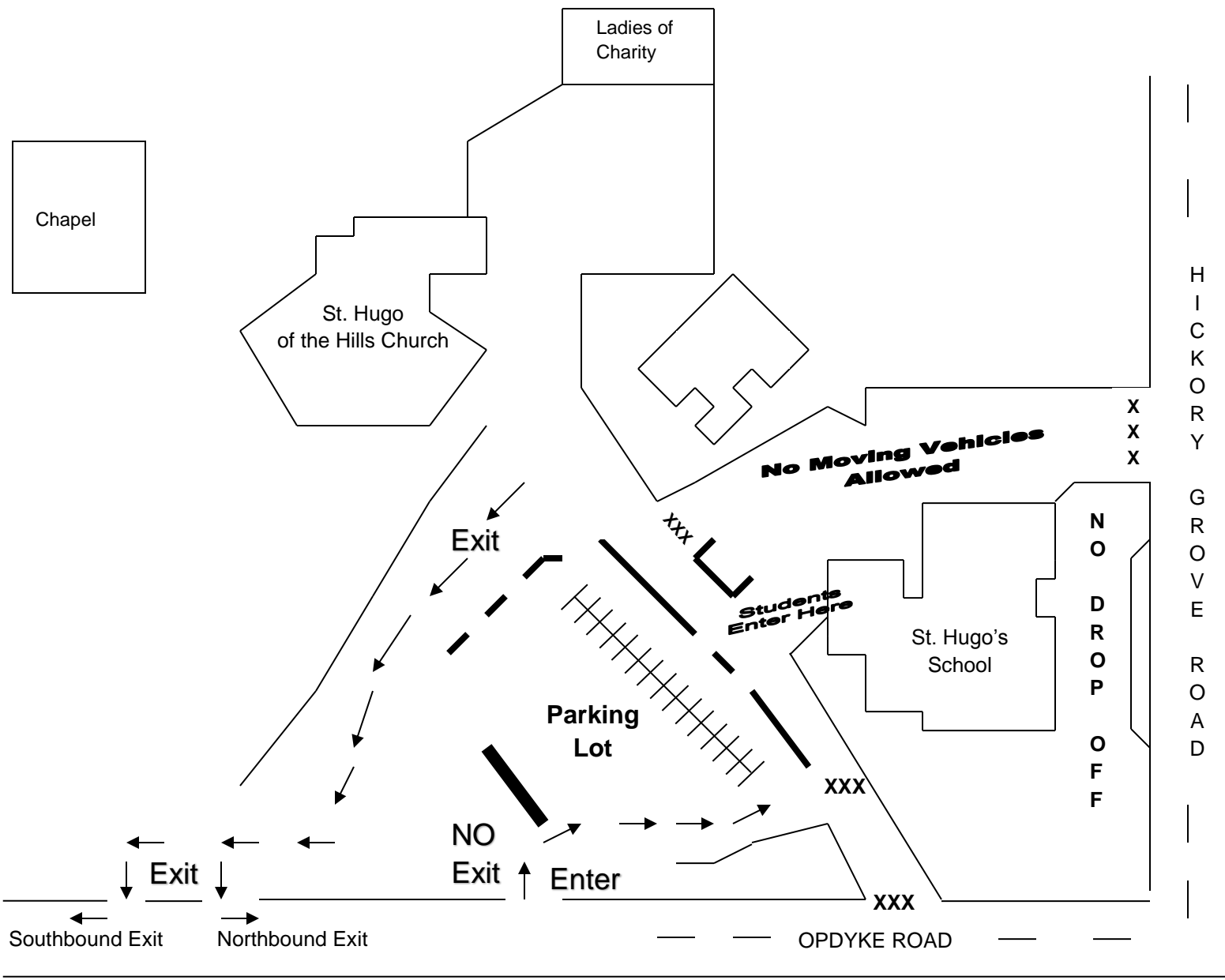
\$20.00

## SPECIAL FINANCIAL ARRANGEMENTS

### **Tuition assistance is available for families:**

Please contact the Parish Catechetical Leader to discuss special circumstances, or to set up a payment plan to accommodate your situation.

# MAP OF TRAFFIC PATTERN – TENTATIVE



**Calendars for 2019-2020  
are currently under revision.**

**2019-2020 calendars will be posted here  
later in the summer  
whenever they are available.**

## REQUIRED TRADITIONAL PRAYERS

### SIGN OF THE CROSS (GRADES K-1)

In the name of the Father, and the Son, and the Holy Spirit. Amen.

### ACT OF CONTRITION (GRADE 2)

My God, I am sorry for my sins with all my heart.  
In choosing to do wrong and failing to do good,  
I have sinned against you whom I should love above all things.  
I firmly intend, with your help, to do penance,  
To sin no more, and to avoid whatever leads me to sin.  
Our Savior, Jesus Christ, suffered and died for us.  
In His name, my God, have mercy.

### THE LORD'S PRAYER (GRADES 2-3)

Our Father, who art in heaven, hallowed be thy name.  
Thy kingdom come, thy will be done on earth as it is in heaven.  
Give us this day our daily bread and forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation, but deliver us from evil. Amen.

### HAIL MARY (GRADES 2-3)

Hail Mary, Full of Grace, the Lord is with you!  
Blessed are you among women,  
and blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners now  
and at the hour of death. Amen.

### APOSTLES CREED (GRADES 3-5)

I believe in God, the Father Almighty, Creator of Heaven and earth;  
and in Jesus Christ, His only Son Our Lord, who was conceived by the Holy Spirit,  
born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried.  
He descended into Hell; the third day He rose again from the dead;  
He ascended into Heaven, and is seated at the right hand of God, the Father almighty;  
from there He will come to judge the living and the dead.  
I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness  
of sins, the resurrection of the body and life everlasting. Amen.

## REQUIRED TRADITIONAL PRAYERS (CONTINUED)

### THE NICENE CREED (GRADES 6-8)

I believe in one God, the Father Almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made.

For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets.

I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

### THE LAYING ON OF HANDS PRAYER (GRADE 8)

All-powerful God, Father of our Lord Jesus Christ, by water and the Holy Spirit you freed your sons and daughters from sin and gave them new life. Send your Holy Spirit upon them to be their Helper and Guide. Give them the spirit of wisdom and understanding, the spirit of right judgement and courage, the spirit of knowledge and reverence. Fill them with the spirit of wonder and awe in your presence. We ask this through Christ our Lord. Amen.



**PARENTAL VERIFICATION REQUEST**

-----Detach Here-----

**PARENT(S) SIGNATURE(S) VERIFYING HAVING READ THIS HANDBOOK.**

**Please turn into Religious Education Office by November 25, 2019.**

I, \_\_\_\_\_, have read St. Hugo of the Hills Parish Faith Formation Handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_