

**All Saints Church  
Sunday Prep Class  
Prep Calendar 2016-2017**

**Sundays: from 9:15 am to 10:45 am**

V 7-20-16

MONTH	DATE	CLASS	DESCRIPTION- Indian Hill schools start Aug. 13, Sycamore Schools starts Aug 17. AS begins Aug. 23
August	21	Prep	First PREP and Parent Orientation- all families invited to 11:00 am opening Mass
August	28	Prep	PREP- Fire Drill
<i>Sept</i>	<i>4</i>	<i>No Prep</i>	<i>Labor Day weekend</i>
September	11	Prep	
September	18	Prep	Pictures
September	25	Prep	
October	2	Prep	Confirmation enrollment at Masses
October	9	Prep	
<i>October</i>	<i>16</i>	<i>No Prep</i>	<i>Fall Break</i>
October	23	Prep	
October	30	Prep	
November	6	Prep	Daylight savings time ends (Nov. 5 <sup>th</sup> Spectacular)
November	13	Prep	Grade 7 cathedral – Mass and tour (meet at 10:00am- 2:00 pm)
November	20	Prep	Advent Wreath Making.
November	27	<i>No Prep</i>	<i>First Sunday of Advent. Thanksgiving-November 24-</i>
December	4	Prep	<i>First Reconciliation 12/5 &amp; 12/6</i>
December	11	Prep	
December	18	Prep	
<i>December</i>	<i>25</i>	<i>No Prep</i>	<i>Christmas Break</i>
<i>January</i>	<i>1</i>	<i>No Prep</i>	
January	8	Prep	Fire Drill
<i>January</i>	<i>15</i>	<i>No Prep</i>	<i>Martin Luther King Weekend- Confirmation retreat Monday 1/16</i>
January	22	Prep	Grade 1-4 Service Pro. Field trip grades 5, 6, & 8- (AS Open House)
January	29	Prep	
February	5	Prep	Conf. interviews; Fire Drill
February	12	Prep	
<i>February</i>	<i>19</i>	<i>No Prep</i>	<i>President's Day (2/20) –NO SCHOOL</i>
February	26	Prep	Wed. March 1- Ash Wednesday; Confirmation 2:30 pm (no grade 7 and siblings)
March	5	Prep	
March	12	Prep	Jesus Day Retreat
<i>March</i>	<i>19</i>	<i>No Prep</i>	
March	26	Prep	
April	2	Prep	
April	9	Prep	<i>Palm Sunday</i>
<i>April</i>	<i>16</i>	<i>No Prep</i>	<i>Easter Sunday;</i>
April	23	Prep	
April	30	Prep	First Communion weekend (no grade 2 and siblings)
May	7	Final Prep	Final PREP- Closing Mass at 11:00 Mass <i>Parish May Crowning; First Communion all- parish luncheon</i>
<i>May</i>	<i>14</i>	<i>No Prep</i>	<i>Mother's Day</i> <b>Total: 29 classes</b>

**NEW THIS YEAR!**



## **Coffee with Leo and Doris**

DON'T KNOW WHAT TO DO AFTER YOU DROP YOUR KIDS OFF AT PREP?

Did you ever wish you could learn a little more about Jesus, like your children are doing in PREP???

Instead of driving home and coming back- spend an hour that is  
WORTHWHILE!

Have coffee, meet other PREP parents and engage in  
meaningful conversation.

### **“LIFE IN CHRIST”**

Is presented by Leo and Doris DeVela

Beginning Sept. 11, come to the PREP office at 9:15 for coffee, meet and greet, and a short presentation with lots of conversation. Ends conveniently- in time for you to pick up your children from PREP class!

For more information, contact Ginny Rush at [grush@allsaints.cc](mailto:grush@allsaints.cc) or 792-4603

## Sunday PREP Volunteer 2016-2017

**This year, we are asking each family to volunteer for at least one job to help with your child's Religious Education. Please fill out the form and return it to the Parish Office by August 23. Our PREP teachers work hard in preparing for class every week, and they would appreciate your help. Please be generous with your time and talent. We are looking forward to great success for every student this year.**

**God Bless you!**

**Office Volunteers:** Responsibilities may include:

- Greet and meet the students when they arrive
- Sort out trivia questions
- Gather all attendance
- Assist teachers if they need something e.g. (copy materials, etc.)
- Update Bulletin Board
- Make announcements of trivia winners via intercom
- If a teacher sends a student to the office for disciplinary reason, be sure he /she does the work assigned

\_\_\_\_\_ I would like to be an office volunteer. (*Must be Virtus trained*).

Below are the dates for our Sunday Prep Class. Please circle the dates you will be available to help.

8/21/16	8/28/16	9/11/16	9/18/16	9/25/16	10/2/16
10/9/16	10/23/16	10/30/16	11/6/16	11/13/16	11/20/16
12/4/16	12/11/16	12/18/16	1/8/17	1/22/17	1/29/17
2/5/17	2/12/17	2/26/17	3/5/17	3/12/17	3/26/17
4/2/17	4/9/17	4/23/17	4/30/17	5/7/17	

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
e-mail

**Homeroom Parent:** Responsibilities may include:

- Assists teacher in making phone calls (special events, inclement weather)
- Coordinates teacher end-of-year gift
- Works with teacher to assist in sponsoring a Mass
- Assist in calling parents if chaperones are needed for field trips (5,6,7,8 grade only)

\_\_\_\_\_ I would like to be a Homeroom Parent. Someone will call to discuss and confirm.

*(Must be Virtus trained)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
e-mail

**SEE BACK**



**First Communion:**

Ideal for second and first grade parents (first grade parents will have an idea of what to expect the following year)

Help needed:

- \_\_\_\_\_ Cutting felt materials for Jesus Day Retreat during PREP time
- \_\_\_\_\_ Buying treats for candidates
- \_\_\_\_\_ Be sure all materials are working (glue, markers, glitter) for Jesus Day Retreat
- \_\_\_\_\_ Buying materials for Jesus Day Retreat (will be reimbursed)

\_\_\_\_\_ I would like to help with (Check all that apply.) Someone will call to discuss and confirm.

Name	Phone	e-mail
------	-------	--------

**Advent Event:**

Help needed:

- \_\_\_\_\_ Assists the coordinator in planning the program
- \_\_\_\_\_ Help buy materials (will be reimbursed) and organize
- \_\_\_\_\_ Help set up the gym Saturday night November 23 at 5:00 pm  
Sunday, November 22 is the Advent Event
- \_\_\_\_\_ Help check in at registration desk Sunday, November 22 at 9:00 am
- \_\_\_\_\_ Clean up after event Sunday, November 22 at 10:30 am (?)

\_\_\_\_\_ I would like to help with (check all that apply)

Name	Phone	e-mail
------	-------	--------

**Food/ Snacks Coordinator:**

Help needed:

To buy food/ drinks and help set up and serve during these PREP events

- \_\_\_\_\_ Advent Wreath Making (November 22)
- \_\_\_\_\_ Service Project (January 31)
- \_\_\_\_\_ Confirmation Celebration (March 3)
- \_\_\_\_\_ First Communion Celebration (April 17)
- \_\_\_\_\_ End of Year luncheon for Prep teachers (May 1)

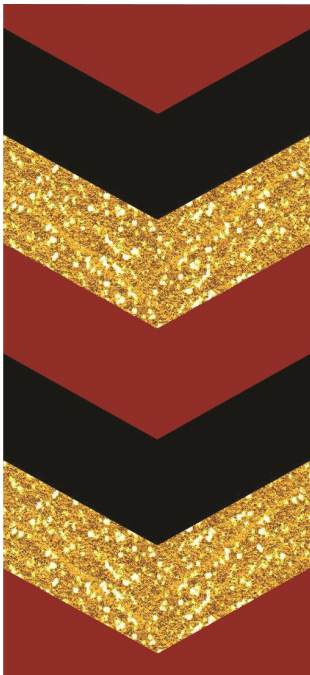
Adult's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Child \_\_\_\_\_ Teacher \_\_\_\_\_

Name of Child \_\_\_\_\_ Teacher \_\_\_\_\_

Name of Child \_\_\_\_\_ Teacher \_\_\_\_\_



**PREP Families,**

We need to keep our momentum  
going and support

The Spectacular with our  
*PREP Gift Gathering Sunday*

September 18, 2016

Thanks to all of you who contributed the last few years. We've started a lovely tradition. Let's repeat our success again this year. We are asking the different grades to contribute to different categories for our silent auction.

**Grades 1 & 2: "All About Kids"** (think birthday parties, high school & All Saints' spiritwear, games, books, legos, family movie night, camps, American Girl Doll baskets, etc.)

**Grades 3 & 4: "Sports & Leisure"** (Hometown sporting goods/events, games, puzzles, bowling parties)

**Grades 5 & 6: "Home & Holiday"** (think Christmas, Thanksgiving decorations, kitchen stuff)

**Grades 7 & 8: "Potpourri"** (think spa packages, restaurant gift certificates, gas cards)

So, let's start off our PREP year in the spirit of giving. Attach this tag to your item and please drop it off in the PREP office no later than Sunday, September 18.

Donor Name	_____
Donor Phone	_____
Item Name	_____
Value	_____

# *All Saints*



## *Sunday Religious Education Program*

### *Parent Handbook*

**2016-17**

**All Saints Parish Mission Statement:**

*We are All Saints Parishioners who are striving to live our faith through  
liturgy, formation, service, stewardship and fellowship.*

**All Saints PREP Mission Statement:**

*Parents are the first teachers of the faith,  
and the All Saints Parish PREP Program supplements family catechesis.*

*The PREP Program serves students who attend non- Catholic schools by offering catechesis in order for them to live as Catholic disciples of Christ,  
participate fully in the life and mission of the Church,  
and experience personal and spiritual growth in Jesus Christ.*

**Program Description:**

All Saints PREP Program does not discriminate on the basis of race, sex, national origin, or handicapping conditions. Persons with disabilities will be provided opportunities to participate in parish catechetical programs to the fullest extent appropriate.

Our program offers 43 hours of a weekly religious education program for children in grades 1 – 8. The main focus of this program is to teach the fundamentals of our faith.

**Our Program Features:**

- A religious education program curriculum that meets the requirements of the Archdiocese of Cincinnati's graded course of study using the textbook: *Blest Are We Faith and Word* from Silver Burdett Ginn, 2008, New Roman Missal for grades 1-7. Grade 8 uses Pflaum *Gospel Weeklies*.  
We encourage parents to review and follow up with their children after each class.
- Dedicated and experienced catechists who are committed to the PREP program
- Trivia questions regarding faith facts, celebrations and prayers
- Prayer experiences
- As an integral part of the Formation Program, we encourage families to attend the parish spiritual programs such as Advent Reconciliation and the Parish Mission during Lent.
- The PREP Program does not replace weekend attendance at Mass. The Sunday celebration of the Lord's Day and his Eucharist is at the heart of the Church's life. (*Catechism of the Catholic Church*, #2177)
- A weekly home folder is sent home with information. Information is also emailed to parents and posted online. (See "Information", below.)
- New this year: A parent program will be running concurrently with PREP so that parents do not need to go home after dropping children off for class. It is called "Life in Christ", designed for adults, and facilitated by Leo and Doris DeVela. We will offer coffee, social time, an informational presentation, and lots of time for discussion and conversation. We are so fortunate to be able

to offer this to parents. Please take advantage of this great opportunity to grow in your faith and make new PREP friends! This begins September 11.

**Sacrament Programs:**

Confirmation, First Communion and First Reconciliation are **total parish celebrations**. Preparation for these sacraments takes place within the parish in family centered programs.

First Communion and Confirmation preparation are both **two year** programs. First Communion preparation is Sacrament Preparation A and Sacrament preparation B (usually 1<sup>st</sup> and 2<sup>nd</sup> graders). Confirmation preparation is Confirmation Preparation A and Confirmation Preparation B (usually 6<sup>th</sup> & 7<sup>th</sup> graders). Students entering the program late will be assigned to the first year of the program regardless of their grade level in regular school.

**Calendar:**

Our Sunday Religious Education Program will meet at All Saints School from August 21 through May 7, 9:15 a.m. to 10:45 a.m. Students may be dropped off at the school as early as 9:00 a.m. Please enter the school from the Glenover Ave. entrance, across from the rear of the Parish Center.

**Child Protection Policy:**

All professional and volunteer staff are in full compliance with the Archdiocese Child Protection Policy.

**Medical Forms and First Aid:**

Each student must have an “Archdiocese of Cincinnati Permission, Release and Medical Power of Attorney” form on file with the office. No student will be permitted to attend the program without this form completed. Be sure to note any allergies (food and otherwise) as well as any medical needs or medications which need to be administered in the “Medical Information” section of the form. Teachers will be notified of any pertinent medical conditions.

**Sexuality and Abstinence:**

Our students in grades 6, 7, and 8 will participate in the “In Control” Sexuality Program given by the Pregnancy Center East. This program adheres to all Catholic teachings, and is abstinence and chastity based. It is used in the Summer PREP Program as well as at All Saints School. Parents are invited and encouraged to watch the parent informational session prior to your child’s participation. Watch at home online: [www.allsaints.cc](http://www.allsaints.cc), “Watch or Masses Online”, “On Demand” and scroll down to “In Control Parent Meeting 6-15-15”. This session was recorded last year, but is still relevant.



**In House Service Projects:**

All Students will be invited to participate in service projects of giving. A few times during the year, students and families will be invited to donate items for the needy. THIS IS OPTOINAL, and no family should ever feel obliged to give. Watch for flyers sent home in the home folders. One ticket will be given to every child every day that he/she makes any donation. There will be a daily drawing for small prizes.

**Off Campus (Field Trips):**

Students in grades 5, 6, 7, and 8 will be participating in off-site events. Permission slips are in your packet of information. These slips must be signed and returned in order for a student to participate.

**Pictures:**

Permission for photos is included in the Archdiocese form. If a parent desires that no photos be taken, please contact the parish office before September 18<sup>th</sup>. Picture day is September 18<sup>th</sup>. We will be taking an informal group photo of each PREP class. We will develop the group photos and give a copy to each student of his/ her class.

**Accidents:**

We will use the All Saints School Accident form and send a copy to parents concerning any basic first aid administered to any student. In case of an emergency, we will use the phone numbers on the PREP registration form to reach you. **Please be sure to be available by phone.**

**Dismissal:**

Students in the 1<sup>st</sup> to 3<sup>rd</sup> grades will remain in their classroom until a parent or guardian comes. Please be prompt. If you are early, feel free to come inside.

For children of all ages: If parents are divorced, the Director must be informed by the custodial parent of the rights of the non- custodial parent. (Is the non-custodial parent permitted to pick up the child?) Also, if someone OTHER THAN the parent will pick up a child (such as a neighbor, nanny or babysitter), permission must be given in writing to the Director and must include the person's name and phone number (cell phone)as well as what days he/she will be picking up the child.

**Fire Drill**

There will be fire drills on August 28<sup>th</sup> and January 8.

**Registration Forms, First Aid, and Special Needs:**

Each student must have a registration form which includes basic information on file with the office. It is very helpful for us to be aware of special learning needs or effective means of handling behavioral tendencies. Please include this on the application form. Teachers will be

notified of any pertinent medical or special needs conditions. Please contact the DRE if there is a change in information: address, email, phone, medical coverage and special needs. *It is critical that we have up-to date, basic information on file in case of an emergency.*

**Arrival/Dismissal:**

Students arriving at 9:20 or later must stop in the PREP office for a Late Slip before they will be admitted to their classroom. Students in the 1<sup>st</sup> to 3<sup>rd</sup> grades will remain in their classroom until a parent or guardian comes. Fourth grade and up will be permitted to leave at the end of class. Please be prompt. If you are early, feel free to come inside.

**Conduct:**

Students are expected to be respectful to the teachers, volunteers and classmates. Disruptive or unacceptable conduct will result in one or several of the following:

- A phone call to parents
- Transfer to a time out room in the school.
- An “Unacceptable Conduct Slip” which will be signed by the PREP teacher and sent home

For students receiving multiple Unacceptable Conduct slips or exhibiting persistent problems, the second infraction (usually the second Unacceptable Conduct Slip sent home) will require that a parent accompany the child to class from that point in time forward until the DRE determines that the problem has been addressed and that the environment is safe for all students.

**Attendance and Evaluation**

Student attendance will be recorded and kept in their PREP file. Two Student Report Cards will be issued during the year- one midway through the year and one at the end of the year. A copy of each will be kept in the student’s PREP file. If there are any concerns about the student’s performance, the parents will be notified as soon as possible. Students in grades 5 and 8 will be taking the ACRE Assessment provided that there are at least 6 students enrolled at those grade levels, as required. Parents will be mailed the results of the test. Students are expected to attend every week. In cases where the absence cannot be avoided, a parent must write a note explaining the absence which will be kept on file. If the absence is known ahead of time (for example a family trip out of town), please contact Nilfa Chacksfield as soon as possible: [nchacksfield@allsaints.cc](mailto:nchacksfield@allsaints.cc) or 792-4608. We will get the information to the PREP teacher. Make- up work may be required, in these rare instances.

An exception is sacrament weekends. The students receiving the sacrament (Confirmation or First Communion) are excused as well as the siblings of the students receiving the sacrament. Out of courtesy, please let the teacher of the sibling know that he/she will not be present that weekend because of the sacrament.

**Report of Absence:**

**Call Nilfa Chacksfield in the Parish Office 792-4608** and leave a message. Cancellation for weather or other emergencies will be announced on radio and television as soon as possible. You may receive a phone call from your teacher, room parent or PREP office.

**Information:**

We will provide each student with a folder to take home each week and bring back to class the following week. Parents are instructed to check it weekly for notes from the teacher. The weekly PREP bulletin and Trivia will be emailed to you each week and will also be available online at the All Saints webpage: [www.allsaints.cc](http://www.allsaints.cc), click on "PREP". Other special news flyers will also be posted at this site.

**Student Dress Code:**

Students may dress casually during the program. Please wear clothing which is appropriate for school and Mass attendance. The dress must be modest, no short shorts, mid-drifts, etc. For safety, no "flip flops" (shower shoes) may be worn.

**Student Personal Items:**

Students are not permitted to bring gum or candy to school except for special events with the teacher's permission. Electronic media and cell phones or any other items that might distract them from their studies are prohibited.

**Concerns:**

Any concerns about your child, the program, or an area of faith should be directed to:

**Ginny Rush**  
**Director of Faith Formation**  
**792-4603**  
**[grush@allsaints.cc](mailto:grush@allsaints.cc)**