

## Religious Education Handbook

### I. Parish Mission Statement

Immaculate Conception Parish is a vibrant and growing Catholic community. We introduce people to Christ, nurture them spiritually, equip them for ministry and send them out to transform the world. All parishioners are committed to worship, to connect, to grow, to serve, and to give.

- a. Our Parish Mission Statement exists to express the standards to which we hold our ministers and parishioners. For our part we are committed to providing a suitable, supplemental religious education for your children.
- b. The primary educator of your child is you, the parent. You are expected to be registered, support, and spend time in the community of Immaculate Conception. Likewise, you are expected to be familiar with and assist your child in worship, prayer, and their education.
- c. Communication is expected and required for all absences or delays on any materials or work. Your child is expected to mature in their faith personally and intellectually.
- d. A lack of attendance or readiness may exclude or delay your child from receiving a given Sacrament or movement to the next grade.

### II. Attendance, Participation, and Communication

Faith, worship, and prayer are at the foundation of a healthy spiritual life, personally and in a family. Communication, participation, and attendance also express the sincere desire to be part of the Catholic Community and mature in one's faith.

- a. Attendance is mandatory to ensure the proper education is imparted. Missing an excessive number of classes disrupts lesson planning and greatly impairs the readiness of a child for receiving the Sacraments, both for the first time and regularly. A child is permitted only **3 unexcused absences** and **3 excused absences** (for a total of 6). Any unexcused absence greater than 3 or any total absences greater than 6 will mean exclusion from the program. **Any communication of absence is required prior to the beginning of class.** Tardiness in excess of 15 minutes is considered an absence without prior communication.
- b. Your child is expected to participate in classes according to the rules for online or in-person sessions: readiness, politeness, and proper etiquette (especially online). Failure to comply with policies may count as an absence if your child is overly disruptive, uncooperative, or inattentive. A parent will be notified once prior to any infraction taking effect.

- c. You as a family are expected to be members of Immaculate Conception Parish, worshipping publicly and supporting her ministries. With limited space in our program, we only permit registered and active parishioners (active is defined as regular attendance of mass and financial support) to attend.
- d. Communication is a sign of respect to our ministers and teachers who sacrifice their time. Clear and timely communication is expected from parents regarding any absence, tardiness, or any circumstance which prevents participation.

### **III. Sacramental Readiness**

Readiness for a Sacrament is defined by a spiritual and personal maturity appropriate for a given age. No one is expecting a seven-year-old to be fully understanding of the mysteries of faith, nor is anyone expecting a teenager to possess full maturity. On the other hand, every person can express reverence, respect, and engagement with the sacraments, with worship and prayer, and with incorporating their faith into their lives. We, as ministers of the Church, will determine based on attendance, quality of work, and participation in community and worship if your child is ready for the sacrament. **Simply being in 2<sup>nd</sup> or 8<sup>th</sup> grade is no longer sufficient to receive the Sacrament.**

- a. Sacramental Readiness is further defined by engagement in the program. All second graders must have participated in first grade classes sufficiently, and 8<sup>th</sup> graders in 6<sup>th</sup> and 7<sup>th</sup> grade likewise. If students have not participated in grades 3 – 5 for any reason, it will either delay their reception of the sacraments or delay them from entry or reentry into the program.
- b. Students and families will be evaluated on knowledge of Catholic teaching and, more so, participation of regular liturgies and prayers. Community and worship are the greatest support and education in one's faith as opposed to the memorization of facts. Children who exhibit a lack of practice or readiness may be delayed in sacraments. Parents will be notified if either a teacher or minister observes this.

### **IV. Registration and Tuition**

**Tuition** is set each year according to the cost of the program and of appropriately compensating our teachers and catechists.

**Registration** is defined by (a) signing up electronically for classes, (b) paying tuition on time, and (c) parent's signing an agreement form accepting the guidelines as presented. Absence of any of these steps will designate the child/children ineligible to continue with classes. The agreement form is due on the first day of class.

**Tuition is as follows:**

Tuition fee includes all books and class materials and instruction by IC School Teachers

One student per family (Grades 1-7): \$400

One student (Grade 8) (classes end on Wednesday, December 10<sup>th</sup>): \$200 (plus Confirmation fee of \$50)

Tuition increases by \$150 per additional child

Confirmation fee (Grade 8): \$50

Communion fee (Grade 2): \$50

Registration fee (*for first time families only*): \$50

Late fee (*after Friday, September 12<sup>th</sup>*): \$100

**Annual Tuition payment:** due Wednesday, September 10, 2025

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**Contact Information:**

If you have additional questions regarding **registration, tuition, or anything administrative**, please contact Vickie Thome ([thome@iccowboys.net](mailto:thome@iccowboys.net)).

If you have questions about **curriculum**, please contact Julie Szwedo ([szwedo@iccowboys.net](mailto:szwedo@iccowboys.net)).

The Parent Agreement form is available on our Website under the Connect Tab in the Children's Religious Education Section at the top of the page.