

Church of the Nativity

1061 FOLLY ROAD
Charleston, S.C. 29412
(843) 795-3821

Church of the Nativity website: www.nativitycharleston.org

Diocese of Charleston website: www.sccatholic.org

Office hours: Monday–Friday, 8:00am–3:00pm

PARISH SCHOOL OF RELIGION

PARENT HANDBOOK



REV. S. THOMAS KINGSLEY - PASTOR

Mary Smith - Director of Religious Education

DRE@nativitycharleston.org

Catherine Bowen – Office Manager

Courtney Reed- Music Ministry Director

Masses: Saturday 5:30 p.m. (vigil); Sunday 9:00 a.m. and 11:30 a.m.

Weekday Masses at 11:30a.m. M-F

Parents will be notified of any change in procedures via e-mail or parish e-blast. Please make sure you are signed up on Flocknote to receive our e-blasts. You may sign up on the home page of our website.

Reconciliation: Saturday 4:15 – 5:00 & by appointment

God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life. For this reason, at every time and in every place, God draws close to man. He calls man to seek him, to know him, to love him with all his strength.

(CCC 1)

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” (Matthew 19:14)

*****Welcome to the Nativity Parish School of Religion, or PSR.*****

The PSR program is available to support parents, the first teachers of their children in the faith, in their mission of raising their children in the teachings of the Catholic faith. **It is open to all active, registered members of Nativity Church. Please see the Church bulletin for guidelines on Active Parishioner Status.**

Christian formation for children in grades 1 through 8 attending non-parochial schools meets on Sundays, 10:00 – 11:15 a.m. in the school building. Parents are also encouraged to sign up their K4/K5 students. A K4/K5 class will be formed if there are enough students signed up and there is the availability of a catechist for this grade level.

PSR Parent Guidelines

Registration:

A current registration form must be on file.

Forms contain emergency contact & sacramental information.

Parents must sign the handbook agreement statement located at the end of the PSR registration form.

Arrival / Dismissal Safety

Parents/Guardians are responsible for supervising their children anywhere on Nativity property other than during the set time for PSR.

- Parents are to walk children ages 4 through 5th grade to the classroom and pick up children from classrooms at dismissal.
- If somebody other than the identified parent / guardian, or older sibling is picking up a child, the parent / guardian is to inform the catechist ahead of time. Please make sure your child's catechist knows who is allowed to pick up your child.
- At dismissal there is to be no loitering in halls, classrooms, or restrooms.

Fees & Books:

There is a \$40 per family in addition to a per child textbook/materials fee determined by grade level materials. Please see registration form for grade level costs. **Sacramental preparation fees are additional and due only the second year of the sacramental prep program.**

First Communion & Reconciliation - \$30.00 per child

Confirmation - \$40.00 per child

Some books are used multiple years. Lost books must be replaced at the family's expense.

Attendance & Participation:

A calendar of the PSR year is provided with registration forms. Please refer to the calendar and sacramental prep info for dates of required meetings, retreats, etc. The calendar is also available on the parish website.

Due to the limited amount of time allotted for PSR, it is important that children arrive on time for class.

Should a child need to miss a class, parents are to contact the catechist and get the information that was covered in class.

Parents are then responsible to do the lesson with their child in order that the child be prepared to fully participate in PSR upon returning to class. Children should bring textbooks to class with them.

Parents are to review weekly lessons with their children. Most children will not retain what is learned in class unless it is discussed and reviewed in the home. Additionally, all students are to attend Sunday Mass regularly, as the Eucharist is the "source and summit of the Christian life." (LG, no.11) The family, as the domestic church, helps the child to live out these lessons in daily life. **As parents, we give witness to the importance of catechesis through our own participation in life-long faith-formation and our participation in the life of the parish.**

Parents are encouraged to attend Mass weekly with their children and nurture their own faith lives through study and participation in church ministries. We bring our children to Jesus, literally, when we bring them to Mass. What a gift!

Sacraments:

A two-year process is required in the sacramental preparation of Reconciliation/Eucharist and Confirmation. Parents and children are required to attend meetings and retreats throughout the year. There are **attendance requirements** for PSR youth in sacramental prep classes (1st and 2nd Grades; and 7th and 8th grades). Students may not miss more than 4 classes during each of sacramental prep years. **Regular Mass attendance is required and parents should be active, contributing members of the parish. Register and sign up for envelopes and/or My E-offering at www.nativitycharleston.org.**

Creating Safe Environments

The Teaching Touching Safety Program is a sexual abuse awareness/prevention program that all parishes are required to offer parish children K5 and older each year. This will again be taught during PSR class time; however any needed make up classes will be scheduled outside of regular PSR time. You must complete an **Opt-out form** which is attached to your registration form if you **do not** want your child/children to participate in this program. If you do not complete the opt-out form, your child will be included in the program.

Parents are invited, but not required to attend this class with their children. Various grade level class times are included on your PSR calendar. A website and information on how to access your child's grade level lesson plan for this year is printed on the Opt-out form included in your registration packet. There is an informative parent guide for Teaching Touching Safety. If you have not received a copy in the past, or you would like another copy, please contact Mary Smith at the church office. The parent guide is also available at [National Catholic \(virtus.org\)](http://NationalCatholic.org).

Discipline:

No corporal punishment is allowed.

Catechists are volunteers sharing their faith with our children and are not necessarily teachers trained in classroom management. Should behavior of a student become disruptive to the class, parents will be asked to sit in on classes and manage their child's behavior to allow catechists to present a lesson. We appreciate full cooperation in this area.



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June 4, 2024

Dear Parents,

Please find enclosed a registration form for the 2024/2025 PSR year. You may return the registration form with payments to the Nativity office via the mail, place them in the basket at Sunday Mass or put them through the mail slot in the front door of the parish office. There is additional information on our faith formation materials at the end of this letter.

In this packet, you will find the calendar for the year. This calendar is also available on the parish website under the **FORMATION** tab. **Please also note the parent meeting times for the sacramental preparation programs if applicable.**

There is a section in the handbook pertaining to the Creating Safe Environments Teaching Touching Safety Program for children. This applies to PSR children K5 and older. Please also read the attached ***Teaching Touching Safety*** “opt out” form even if you would like your child to participate in the program. This form has additional website information which includes a good parent guide for you to review in order to make an informed decision.

Registration deadline is Wednesday, July 24, in order that enough textbooks and supplies can be ordered. There is a \$20 late registration fee for registrations received after July 24.

PSR is currently in need of additional catechists. If you are an active, practicing Catholic and would like to share your faith with the youth of our parish, I would like to invite you to prayerfully consider becoming involved in this very important ministry. Please contact me with questions or to discuss this ministry further.

Thank you for your attention to these matters. I look forward to working with you and our wonderful catechists in the faith formation of our children.

God bless,

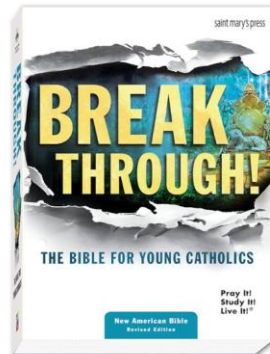
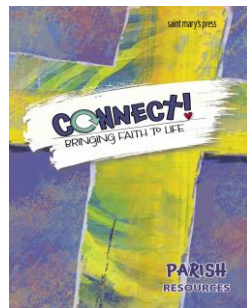
Mary L. Smith
Director of Religious Education

If your child is a returning student, you may recall that we made a switch in the textbook series several years ago. Your child may be using some of the same books this year. So, for example, if they were in 2nd grade PSR last year, they should already have the Children's Bible and will not need to purchase another. They will only need the 3rd grade text/worksheet packet. Please use the attached worksheet to determine your cost for PSR based on your child(ren) and grade levels. Feel free to call me if you have any questions about materials needed.

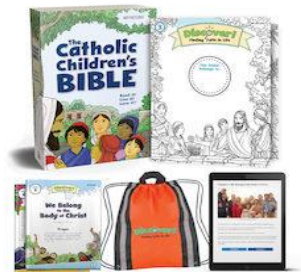
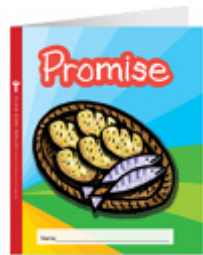
Our rising 6th, 7th, and 8th grade students will be using the St Mary's Press Series which is titled Connection! Bringing Faith to Life along with the Breakthrough! Bible for Young Catholics.

Returning 7th and 8th Graders should already have these books (if they attended PSR last year.) They will use these same books through the 8th grade.

6th graders will need to purchase new books which they will use through the 8th grade.



Preschool and 1st Grade will continue to use the Gospel Weeklies, while 2-5th grades will continue in the *Discover! Finding Faith in Life* series and Sacramental series.





Nativity Parish School of Religion
2024 / 2025 Registration and family information:

Family Name _____

Children reside with: both parents / mother / father / alternate between parents / legal guardian

Children's last name (if different from parent) _____

To participate in the PSR program, you must be an active registered member of Nativity parish.

I am a active registered member of Nativity parish Yes No How many years? _____

Mother's full name w/ father's
Maiden name in () _____ full name _____

Mother's religion _____ father's religion _____

Mother's address _____ father's address _____
cell# _____ cell# _____

Phone hm # _____ wk _____ phone hm # _____ wk _____

E-mail _____ e-mail _____

**Children in
PSR Sunday
School**

Names: ***** **age** ***** **date of birth** ***** **school child attends** **** **grade level** ****

1. _____

2. _____

3. _____

Sacramental Information:

Child 1. Name

has been Baptized **YES / NO** Date of baptism: _____

Church of Baptism: _____

has celebrated 1st Reconciliation **YES / NO**; has celebrated 1st Holy Communion **YES / NO**;

has been Confirmed **YES / NO** Church of Confirmation : _____

Child 2. Name:

has been Baptized **YES / NO** Date of baptism: _____

Church of Baptism: _____

has celebrated 1st Reconciliation **YES / NO**; has celebrated 1st Holy Communion **YES / NO**

has been Confirmed **YES / NO** Church of Confirmation : _____

Child 3. Name:

has been Baptized **YES / NO** Date of baptism: _____

Church of Baptism: _____

has celebrated 1st Reconciliation **YES / NO**; has celebrated 1st Holy Communion **YES / NO**

has been Confirmed **YES / NO** Church of Confirmation : _____

Please complete both sides -Due By July 24, 2024

Note: There is a \$20 late fee for registrations received after July 24

Emergency Information:

In case of emergency, and neither parent or guardian can be reached, please call: _____

Relationship to child _____ *phone #* _____

Grades 6-8 ONLY: I give permission for my child(ren) to be dismissed from class without his/her parent/guardian. ___ **Yes** ___ **No**

Grades K4-5: I give permission for older siblings (Grades 6-8) to pick up their younger siblings from class without his/her parent/guardian. ___ **Yes** ___ **No**

Please provide the names and phone numbers of people who can pick up your child if you are not available.

1. _____

2. _____

3. _____

Please list any allergies, medications or physical/emotional conditions we should be aware of:

Name of child:

1. _____

2. _____

3. _____

(If additional space is needed, please attach a letter to PSR registration form.)

In the event of an emergency and the above persons cannot be reached, PSR staff will contact 911 emergency assistance for your child.

With your signature you agree to the following:

I have read the Nativity PSR handbook and agree to abide by the guidelines.

I understand that my child/children will participate in the Teaching Touching Safety Program unless I complete and submit the attached Opt-out form.

I give my permission for my child to be photographed at PSR/parish events and understand that

Photographs may be used for class, in the bulletin/website or for publicity, etc. ___ **Yes** ___ **No**

(parent/guardian signature)

(date)

PSR fees: Please see attached worksheet to calculate your family PSR/book fees

\$40 per family fee

+ (per student material fee) _____ + _____ + _____
child 1 child 2 child 3

+\$30/per student 1st Communion fees _____ (any child 2nd grade/celebrating 1st Communion Spring 2025)

+ \$40/per student Confirmation fees _____ (any child 8th grade/celebrating Confirmation Spring 2025)

=Total _____ (not to exceed \$175/family/year) + late fee if applicable \$20

PSR Cost worksheet: _____ (Family Name)

Fee per family: \$40 +

Per student material order/cost:

Grades K4/K5 – 1st: \$15/student

of children in PSR K4 _____

of children in PSR K5 _____

of children in PSR 1st _____

Please return this form
with registration form
and payment.

Grades 2-\$40/student text materials w/bible (Bible will be used 2-5 grades)

of children in PSR 2nd grade _____

Grades 3-5: \$32/student w/bible

or \$18/student if student already has the St. Mary's Press Children's bible

of children in PSR 3rd grade _____ (will need a bible: Yes No) please circle

of children in PSR 4th grade _____ (will need a bible: Yes No)

of children in PSR 5th grade _____ (will need a bible: Yes No)

Grades 6- \$28 for textbook + \$32 *Breakthrough for Young Catholics* (NABRE translation) Bible (\$60 total) These books will also be used by the student in the 7th and 8th grades, Nativity PSR.

of children in PSR 6th grade _____ (will need a bible: Yes No)

7th & 8th grade students- no cost if they have their textbook and bible from last year's PSR. If new texts need to be purchased, 7th grade student cost is \$28 textbook + \$32 *Breakthrough Bible*. \$60 total for both books. Students will use these books again next year.

of children in PSR 7th grade _____ (will needs materials: Yes No)

of children in PSR 8th grade _____ (will needs materials: Yes No)

Sacramental fees: for any student in the 2nd year of Sacramental Prep (typically PSR 2nd and 8th graders)

\$30.00 x # _____ of children in 1st Communion prep \$ _____

\$40 x # _____ of children in Confirmation Prep \$ _____

Please add:

Family Fee \$40

+ Student material fees _____ (total for all children in your family enrolling in PSR)

+ Sacramental fees _____ (total for all children in your family celebrating a sacrament **this school year**)

+ \$20 late fee **if applicable** (after July 24)

Total= _____ (cost not to exceed \$175/family)

TO: Parents
FROM: Nativity Parish School of Religious Education (PSR)
SUBJECT: Prevention Education Notice / Opt-Out Form, *Teaching Touching Safety* (TTS) program
DATE: June 4, 2024

Nativity PSR will present a sexual abuse prevention program, the *Teaching Touching Safety* (TTS) program, to our students on the dates listed in the PSR calendar (dates vary by grade levels).

This program is provided to us by the Diocese of Charleston and is a part of our ongoing effort to help create and maintain safe environments for all children and youth in our care.

The scheduled lesson is being offered to all students in **Nativity Parish School of Religious Education**. As a parent, you have the right to choose whether your child participates. We encourage you to read the “overview” and “lesson plan” assigned to your child’s age group to understand exactly what your child will be taught. This year’s “lesson plans” can be accessed and reviewed by going online to [National Catholic \(virtus.org\)](http://NationalCatholic.org) . Once you are on this site, scroll down the page to locate your child’s grade level and open **Lesson 3 - Boundaries: You Have Rights!!**. This is the lesson which will be presented this year. The **Teaching Boundaries and Safety Guide for Parents, Guardians and Other Caring Adults** is also available on this site. If you have questions about the program or the lesson, or if you would like to come by the office to review or receive a printed copy of this year’s lesson plan for your child’s grade level, please contact Mary Smith at 843-795-3821 ext. 104.

It is important to note, this is basic prevention education and is in no way to be considered sex education or education on private body parts. Neither of these components fall within our educational mandate. The goal of TTS is to provide your child with the information needed to help keep them safe from those who would do them harm.

If you determine that you DO NOT want your child to participate, please complete the “opt-out” form at the bottom of this page, and return it to Mary Smith, DRE with your registration form. You may opt your child out of the program at any time before their scheduled lesson presentation date (see PSR calendar).

2023-2024 Opt-out form for use with the Teaching Touching Safety program:

Nativity Parish School of Religious Education does not have my permission to present the *Touching Safety* program, to my child/children whose name(s) is/are 1. _____ Grade _____
2. _____ Grade _____ 3. _____ Grade _____
4. _____ Grade _____.

Parent’s name (printed): _____

Parent’s Signature: _____

Date: _____

Nativity Parish School of Religion

2024 / 2025 Sundays 10:00 - 11:15



USCCB
Theme for the Catechetical Year:
"Lord, when did we see you
hungry?" Mt. 25:37

Sep 8 PSR begins 10:00a.m.-parents & children sign-in in classrooms
15 class
 Sept. 15 -----> Catechetical Sunday, Blessing of Catechists at the 9am Mass
22 class
29 class (Teaching touching Safety Program for grades 6-8 during PSR)

Oct 6 class(Teaching touching Safety Program for grades 3-5 during PSR)
13 class(Teaching touching Safety Program for grades w5-2 during PSR)
20 class → Rite of Enrollment of Confirmation
27 class(Teaching touching Safety Program make-ups)

Nov 3 class- (daylight savings ends, fall back 1hr.)
10 class
17 class
24 class *Christ the King*

Dec 1 no class, *Thanksgiving break*
7-----> 1st Reconciliation – Saturday December 7th, 10:00 a.m.
8 class
15 class, *breakfast w/ Santa*
22 no class, *Christmas break*
29 no class, *New Year's break*

Jan 5 class
12 class
19 no class, *MLK holiday*
26 class

Feb 2 class
9 class
16 no class, *President's Day holiday*
23 class

Mar 2 class
9 class-daylight savings, clocks forward 1hr.
16 class
23 class
30 class

Apr 6 class,
13 no class, *Easter break*
20 no class, *Easter break*
26---> *** required ***
 April 26, 1st Communion Retreat, time 9:45AM to 1PM
27 class

May 3---> Saturday, May 3, 1st Communion 10:00 a.m.
4 class, last day of PSR, May Crowning

June 16-20 or 23-27
Vacation Bible School
 (tentative dates for VBS)

The following are *required* **Parent Meetings** for Sacramental Preparation programs:

Confirmation: Parent Meeting on Wednesday, September 11, 2024 at 6:00pm, PLC

First Reconciliation/First Communion: 2 Parent Meetings required
 1st Meeting – Wednesday, September 25, 2024 at 6:00pm, Parish Life Center

And
 2nd Meeting – Wednesday, January 8, 2025 at 6:00pm, Parish Life Center