



## *Visitation of Our Lady*

*Confraternity of Christian Doctrine {CCD}  
Office of Religious Education*

3500 AMES BLVD. • MARRERO, LA 70072 • [www.vol.org](http://www.vol.org)  
PHONE (504)341-8477 • FAX (504) 347-2223

### **How to register for the 2016-17 CCD program:**

#### **Registration:**

- **mail to the Pastoral Office or bring in person during office hours (8 am – 12 pm/1 pm – 4 pm) Monday through Friday each week in July**
- **in the VOL School Main Building on Tuesday, August 2<sup>nd</sup>, through Thursday, August 4<sup>th</sup>, from 4 pm to 7 pm**

**All new *and* returning student registration forms *and* fees are due by Thursday, August 4, 2016. Class sizes are limited – register early! A Late Fee will be assessed on registrations received on/after Friday, August 5, 2016.**

**ABSOLUTELY NO REGISTRATIONS WILL BE ACCEPTED ON THE FIRST NIGHT OF CCD CLASSES.**

**NO CHILD WILL BE ADMITTED TO ANY CCD CLASSROOM WITHOUT COMPLETION OF THE REGISTRATION PROCESS.**

#### **RETURNING STUDENT Instructions:**

Registration forms are mailed in July to all students who attended CCD last year. If a returning student has a new sibling who will begin CCD this year, please pick up a New Student Registration Form for 2016-2017 from the VOL Pastoral Center or download a copy on our parish website, [www.vol.org](http://www.vol.org) under the Faith Formation menu. You must present the **new student's original birth and baptismal certificates** at the Pastoral Office to complete the registration process. Signed and updated returning student registration forms and fees can be returned by mail (envelope was provided for your convenience). Registration forms can also be returned by email or fax (please mail or drop off the fee by **August 4, 2016**).

#### **NEW STUDENT Instructions:**

All new students to the CCD program must fill out a New Student Registration Form for 2016-2017. Please pick up the form from the VOL Pastoral Office or download a copy on our parish website, [www.vol.org](http://www.vol.org) under the Faith Formation menu. You must present the **new student's original birth and baptismal certificates** at the Pastoral Office to complete the registration process. A child is **not** considered registered with the CCD program until the registration form, fee, and certificates are received by the Office of Religious Education at the Pastoral Center.

**Please contact Mrs. Jenny Doskey at (504) 341-8477, or email at [jdoskey@vol.org](mailto:jdoskey@vol.org) if you have additional questions. Thank you.**

# VISITATION OF OUR LADY Confraternity of Christian Doctrine

## 2016 – 2017 New Student Registration Form PRINT NEATLY

**New students MUST present original birth and baptismal certificates when registering. Copies will be made by us then.**

CHILD'S NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_/\_\_\_/\_\_\_ SEX: M F  
Last First Middle

CHILD'S HOME ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE(S): \_\_\_\_\_

**BEST NUMBER TO LEAVE AN IMPORTANT MESSAGE REGARDING CCD: (\_\_\_\_\_) \_\_\_\_\_**  
**Area Code**

Email address: \_\_\_\_\_

LAST GRADE COMPLETED FOR RELIGIOUS EDUCATION: \_\_\_\_\_ WHERE: \_\_\_\_\_

CHILD RESIDES WITH: (\_\_\_\_) PARENT(S) (\_\_\_\_) OTHER: Relationship: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ CELL/WORK #: \_\_\_\_\_  
Last First Middle

MOTHER'S **MAIDEN** NAME: \_\_\_\_\_ CELL/WORK #: \_\_\_\_\_  
Maiden First Middle

Public or Private School attending: \_\_\_\_\_ Public/Private School grade: \_\_\_\_\_

### **CHILD'S SACRAMENTAL INFORMATION – Needed for reception of Sacraments.**

BAPTISM: Church \_\_\_\_\_ City/State \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
 1<sup>st</sup> COMMUNION: Church \_\_\_\_\_ City/State \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

The above named child is free of any contagious diseases, and is in good physical condition, and able to participate in regular activities. **Signing this registration form indicates that the above named student and his/her parents/guardians will adhere to the policies of the CCD program.** Signature also indicates approval for your child's participation in the **Safe Environment Program** offered by the Archdiocese regarding the safety of children.

**Parent Signature\*\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Does your child have any learning or medical disabilities of which we should be aware? **Yes** **No**

If yes, please indicate condition: \_\_\_\_\_

#### **PLEASE LIST AN ADULT WE CAN CONTACT IN AN EMERGENCY IF UNABLE TO REACH PARENT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Tuition Rates:** **\$30.00 – one child**  
**\$45.00 – two children**  
**+ \$10.00 per each additional child**

**Please list names of any brothers/sisters in CCD:**

**Due August 4, 2016** **Late Fee After August 4, 2016:** **additional \$15 fee for 1 student**  
**additional \$25 fee for 2 or more students**

This space is for office use only: Fee: \_\_\_\_\_ Amt Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash \_\_\_\_\_ Rec. # \_\_\_\_\_

CCD Grade: \_\_\_\_\_ Room #: \_\_\_\_\_ Teacher: \_\_\_\_\_

**VISITATION OF OUR LADY Confraternity of Christian Doctrine  
Class Schedule for 2016 – 2017 Year (Revised 07-18-2016)**

*Time: 6:45 pm – 7:50 pm      Phone: 504-341-8477*

*Students in 4<sup>th</sup> through 11<sup>th</sup> grades report to Cafeteria before bell rings. Students in Kindergarten through 3<sup>rd</sup> grades must be walked directly into VOL Padre Hall gym by their parent or guardian. Cafeteria and gym will open for 6:30 pm. Students are to be picked up at the main building or in the gym at dismissal time.*

[www.vol.org](http://www.vol.org)      fax: 347-2223      [jdoskey@vol.org](mailto:jdoskey@vol.org)

September 6, 2016	Regular Class
September 13, 2016	Regular Class
September 20, 2016	Regular Class/ <i>Safe Env. Class – Kindergarten – Parents Welcome</i>
September 27, 2016	Regular Class/ <i>Safe Env. Class – Grades 1 and 2 – Parents Welcome</i>
October 4, 2016	Regular Class/ <i>Safe Env. Class – Grades 3 and 4 – Parents Welcome</i>
October 11, 2016	Regular Class/ <i>Safe Env. Class – Grades 5 and 6 – Parents Welcome</i>
October 18, 2016	Regular Class/VOL Parish Mission
October 25, 2016	Regular Class/ <i>Safe Env. Class – Grades 7 – 11 – Parents Welcome</i>
November 1, 2016	CCD All Saints Day Mass (Parents Invited/Dismissal from Church)
<b>November 8, 2016</b>	<b>NO CLASS – ELECTION DAY</b>
November 15, 2016	Regular Class
<b>November 22, 2016</b>	<b>NO CLASS – THANKSGIVING HOLIDAYS</b>
November 29, 2016	Regular Class
December 6, 2016	Regular Class
December 13, 2016	Regular Class
December 20, 2016	Regular Class
<b>December 27, 2016</b>	<b>NO CLASS – CHRISTMAS HOLIDAYS</b>
January 3, 2017	Regular Class
January 10, 2017	Regular Class
January 17, 2017	Regular Class
January 24, 2017	Regular Class
January 31, 2017	Regular Class
February 7, 2017	Regular Class
February 14, 2017	Regular Class
February 21, 2017	Regular Class
<b>February 28, 2017</b>	<b>NO CLASS – MARDI GRAS HOLIDAYS</b>
March 7, 2017	Regular Class
March 14, 2017	Regular Class
March 21, 2017	Regular Class/Stations for Grades 4 – 11 in Church (Parents Invited)
March 28, 2017	Regular Class
April 4, 2017	Regular Class
<b>April 11, 2017</b>	<b>NO CLASS – EASTER HOLIDAYS</b>
<b>April 18, 2017</b>	<b>NO CLASS – CAJUN FEST CONSTRUCTION</b>
April 25, 2017	Regular Class
May 2, 2017	Regular Class
May 9, 2017	Final Class/Mass (Parents Invited/Dismissal from Church)

VISITATION OF OUR LADY  
CONFRATERNITY OF CHRISTIAN DOCTRINE ([www.vol.org](http://www.vol.org))  
POLICIES

***Mission Statement***

The CCD program exists to help our parish fulfill one of its fundamental tasks, evangelization. Our mission of evangelization is based on a strong commitment to the Catholic education of the public and private school children of our parish. We strive to develop the whole child by providing a strong basic curriculum along with spiritual and moral nurturing.

*Parents are the primary educators of their children in the Catholic Faith.*

Our CCD program is designed to aid parents in the religious education of their children. **The CCD program is meant to supplement the faith, which the family already practices by word and example in their home.**

***Class Day/Time***

Classes are held on *Tuesday evenings from 6:45 to 7:50 pm*. Check the yearly calendar for exact dates of classes. The yearly calendar is posted on the above website at all times for your convenience. Classes are held from September through the beginning of May. All necessary class items will be provided for the students. **Please bring your CCD folder to class each week, except on Mass days.**

***Attendance/Absences***

Students are required by the Archdiocese of New Orleans to attend a minimum of 30 hours of instruction. Weekly attendance is important, but emergencies will occur from time to time. Please call 504-341-8477 or email the Director ([jdoskey@vol.org](mailto:jdoskey@vol.org)) if your child will not be attending class. ***If a child is absent for three classes in a row, he or she can be dropped from the program without refund. Please inform the Director of Religious Education of any difficulties that the child may be going through in regards to absences.***

***Dress Code***

Students are required to dress appropriately for CCD class. Clothing allowed at school should be the guideline for appropriate attire for CCD. ***A good guideline is to ask yourself if this article of clothing would be allowed at the school the student is attending – if not, do not wear it to your CCD “school”.*** ***Not allowed: Shirts with inappropriate slogans or graphics, miniskirts, very short shorts or running shorts, tank tops and spaghetti strap shirts, jeans/clothing with holes/rips.***

***Arrival/Dismissal***

Please be reminded that the safety of your child is our top priority. When day light savings time ends students will be arriving for class in darkness. For this reason, a strict arrival and dismissal policy will be enforced.

All ***students in the 4<sup>th</sup> through 11<sup>th</sup> grades*** are to report ***inside*** the cafeteria to wait for the bell to ring at 6:45 pm. The cafeteria is well lit and will keep children in a safe place, especially when cold or raining. The cafeteria opens for 6:30 pm. An adult will be on duty to supervise the children. Parents with ***students in Kindergarten through 3<sup>rd</sup> grades*** are required to park their car and walk their child directly to the Padre Hall gym to meet their teacher. **DO NOT DROP OFF YOUR CHILD IN THE PARKING LOT.**

Once classes begin, doors to the main building and gym will be locked for safety purposes. At the 7:50 pm dismissal time, parents need to meet ***students in the 4<sup>th</sup> through 11<sup>th</sup> grades*** by the cafeteria in the Ames Boulevard parking lot. If parents have ***students in both the main building and the gym building***, please use the Baratavia Boulevard parking lot for dismissal. ***Children in Kindergarten through 3<sup>rd</sup> grades will not be sent out into the parking lot – parents must pick them up in the Padre Hall gym at dismissal time.*** For safety reasons, students are ***not*** allowed to roam either parking lot to meet a parent at a car.

### **Promotional Certificates**

Promotional certificates to next grade level are issued on the last day of class at the end of the closing Mass. Students with 5 or more absences will receive a certificate of conditional promotion to the next grade level. *Excessive absences may result in a delay in the reception of the Sacraments if the student cannot be properly prepared during the current year.* Parents should request lessons missed due to absence to review with their child at home.

### **Behavior**

*Respect to all CCD staff and to their fellow students is expected from students at all times.*

Parents should remind their child that the men and women working with the CCD program volunteer their time in this ministry and are not paid. **These men and women are to be given the utmost respect at all times.** Students who show disrespect to a teacher or CCD staff member will be removed from the classroom and sent to the office. A parent may be called to pick up the child if necessary.

*Behaviors listed below may lead to expulsion or suspension from the CCD program:*

*Smoking or carrying of cigarettes or tobacco; possession of any type of drugs; possession of any type of weapon; verbal threats to any teacher, staff member, or fellow student; un-Christian language; fighting; marring of school property; theft of school, staff or student property; deliberate disobedience to CCD teacher or staff; unauthorized leaving of school grounds; repeated visits to office for disciplinary reasons.*

### **Search and Seizure**

Students suspected of having items that are against policy (harmful to themselves or others) will be asked to empty a purse or pockets. If a student is found to have an item that is not allowed, a parent will be called and will be required to pick up the child, and/or the proper authorities will be notified if needed.

### **Cell phones/electronic equipment**

Students are not allowed to *use* (phone, text, or use any type of app) during class time cell phones or other electronic devices in any way during CCD class time. The only exception to this rule will be for use during a lesson as directed by the teacher. Cell phones must be put on silent during class time and kept out of sight. *The phone, or device, will be taken and returned at the end of class if it is being used by the student.*

### **Child Abuse**

In accordance with Louisiana Law 14 403, any persons or agencies who are responsible for the care of children who suspect that a child's physical or mental health or welfare is or has been abused are *required* to report such cases to the proper authorities.

### **Child Protection/Safety Classes**

The Archdiocese requires that an age-appropriate safety class be taught to each child attending the CCD program. This is called the Safe Environment Class. Topics discussed during this presentation include good touch/bad touch; how secrets can be good or bad, and it also informs a child of whom they can speak to if they have been hurt or abused in any way. Parents are welcome to attend *this* class with your child. *Any parent wishing to attend regular classes or volunteer with the CCD program must complete the background check, attend the Safe Environment Training Class given by the Archdiocese, and register this information with Austin Computing.*

### **Parent/Guardian Consent**

*A parent/guardian's signature on your child's registration form indicates that you and your child will abide with all of the policies of the CCD program as stated in the Policies document.* All students must have a signed registration form on file with VOL to attend classes.

### **Threat of Severe Weather**

If the weather service should issue warnings of flash flooding or severe thunderstorms for our immediate area on a Tuesday evening, CCD will be *cancelled*. Do not bring children to CCD under these conditions. You may call the Religious Education Office at **504-341-8477** to confirm the cancellation of class.