



Visitation of Our Lady

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

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

How to register for the 2017-18 CCD program:

Registration:

- **bring to the Pastoral Center office in person during office hours (8 am – 12 pm/1 pm – 4 pm) Monday through Friday from July 24th through August 3rd**
- **in the VOL School Main Building on Wednesday, August 2nd, through Thursday, August 3rd, from 4 pm to 7 pm**

All new and returning student registration forms and fees are due by Thursday, August 3, 2017. Class sizes are limited – register early! A Late Fee will be assessed on registrations received on/after Friday, August 4, 2017.

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 2017-2018 from the VOL Pastoral Center or download a copy on our parish website, 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 3, 2017**).

NEW STUDENT Instructions:

All new students to the CCD program must fill out a New Student Registration Form for 2017-2018. Please pick up the form from the VOL Pastoral Office or download a copy on our parish website, 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 if you have additional questions. Thank you.

VISITATION OF OUR LADY Confraternity of Christian Doctrine

2017 – 2018 New Student Registration Form **PRINT NEATLY**

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

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: ___/___/___

1st 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 3, 2017 **Late Fee After August 3, 2017:** **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 2017 – 2018 Year

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

Students in 4th through 11th grades report to Cafeteria before bell rings. Students in Kindergarten through 3rd 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 (K-3rd) at dismissal time.

www.vol.org

fax: 347-2223

idoskey@vol.org

September 5, 2017	Welcome Assembly/Getting Acquainted Class
September 12, 2017	Regular Class
September 19, 2017	Regular Class/Safe Env. Class – Kindergarten – Parents Welcome
September 26, 2017	Regular Class/Safe Env. Class – Grades 1 and 2 – Parents Welcome
October 3, 2017	Regular Class/Safe Env. Class – Grades 3 and 4 – Parents Welcome
October 10, 2017	Regular Class/Safe Env. Class – Grades 5 and 6 – Parents Welcome
October 17, 2017	Regular Class/Safe Env. Class – Grades 7 – 11 – Parents Welcome
October 24, 2017	Regular Class
October 31, 2017	NO CLASS – HALLOWEEN HOLIDAY
November 7, 2017	Regular Class
November 14, 2017	CCD Thanksgiving Mass (Parents Invited/Dismissal from Church)
November 21, 2017	NO CLASS – THANKSGIVING HOLIDAY
November 28, 2017	Regular Class
December 5, 2017	Regular Class
December 12, 2017	Regular Class
December 19, 2017	Regular Class
December 26, 2017	NO CLASS – CHRISTMAS HOLIDAY
January 2, 2018	NO CLASS – NEW YEAR HOLIDAY
January 9, 2018	Regular Class
January 16, 2018	Regular Class
January 23, 2018	Regular Class
January 30, 2018	Regular Class
February 6, 2018	Regular Class
February 13, 2018	NO CLASS – MARDI GRAS HOLIDAY
February 20, 2018	Regular Class/1 st Penance Practice
February 27, 2018	Regular Class/1 st Penance Practice
March 6, 2018	Regular Class/Stations for Grades 4 – 11 in Church (Parents Invited)
March 13, 2018	Regular Class
March 20, 2018	Regular Class
March 27, 2018	Regular Class/Last Class for 11 th grade students only
April 3, 2018	NO CLASS – EASTER HOLIDAY
April 10, 2018	Regular Class
April 17, 2018	NO CLASS – CAJUN FEST CONSTRUCTION
April 24, 2018	Regular Class/1 st Communion Practice
May 1, 2018	Regular Class/1 st Communion Practice
May 8, 2018	Final Class/Mass (Parents Invited/Dismissal from Church)

VISITATION OF OUR LADY
CONFRATERNITY OF CHRISTIAN DOCTRINE (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) 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” either.

Not allowed: Shirts with crude/inappropriate slogans or graphics, miniskirts, very short shorts or running shorts, tank tops and spaghetti strap shirts, jeans/clothing with holes/rips.

Arrival

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. **The cafeteria and gym will open for 6:30 pm.** An adult will be on duty to supervise the children.

All ***students in the 4th through 11th 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.

Parents with *students in Kindergarten through 3rd grades* are required to park their cars, walk their children directly into the Padre Hall gym and sign in their children. **DO NOT DROP OFF YOUR CHILD IN THE PARKING LOT.**

Dismissal

Once classes begin, the outer 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 4th through 11th 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 Baratara Boulevard parking lot for dismissal. The older siblings may walk from the main building to the gym walking under the covered sidewalk to join you in the gym. *Children in Kindergarten through 3rd grades will not be sent out into the parking lot – parents must sign them out 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.

Progress Reports

Progress reports will be sent out twice a year by mail – in December and May. Please review this report with your child. It will review the participation and behavior of the student. Attendance will also be listed showing the number of absences and tardiness.

Promotional Certificates

Promotional certificates to next grade level will be mailed with the final progress report of the year. 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 suspension or expulsion 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/other electronic devices

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. The date of your child's class is included on the yearly calendar. Parents are welcome to attend this class with your child. Topics discussed during this presentation include age-appropriate information on 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. If you do not want your child to attend this class, ***please request a Parent Refusal form to sign and return to us.*** We will provide you with the lesson to review with your child at home.

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.

VOL CCD Policies - Revised 2017/07/11