

Children Formation Program CFP

FAMILY/STUDENT HANDBOOK



ST. SUSANNA PARISH
616 READING ROAD
MASON, OHIO 45040

Welcome!

Thank you for entrusting the CFP program to work with your children and family this year.

MISSION STATEMENT

In keeping with the mission of the parish, the Children Formation Program (CFP) is committed to nourishing the children of the parish and their families by offering a formal program of Catholic religious education. In our sessions we seek to provide the knowledge and additional skills necessary for each child to grow and mature, as far as they are able, in the faithful practice of the Catholic faith. We strive to assist each child in their commitment to a life rooted in the sacraments, prayer, service and lifelong learning of the Catholic faith.

We recognize parents as the first and primary educators of their children.

"Education in the faith by the parents should begin in the child's earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents." (CCC 2226)

In support of parents, The CFP program offers opportunities for parents to develop their confidence in sharing faith within their homes. Regular communication with parents supports them in their support of the formation program. Communal events offer an opportunity for families to grow and serve together. Parents are integrated into their child's preparation for the sacraments.

This handbook contains information regarding the policies and procedures of the program. Please review the information with your child.

Jump to the back cover for quick contact information.

ADMISSION POLICY

- St. Susanna strives to serve every child. We do not discriminate on the basis of race, sex, national origin, or special needs.
- Parents of students with special needs are encouraged to reach out so we can provide the proper setting for CFP and sacrament preparation.
- Students are officially admitted to a session after registration forms and tuition payment are received in the CFP office.
- Continued enrollment is contingent upon parent and child support of the policies indicated in this handbook.
- Parents are asked to return the handbook acknowledgement slip the second week of class.

TUITION

- Tuition for 2026-2027
\$120 per child: max \$300 per family
- Families that move and need to withdraw may receive a tuition refund proportionate to the sessions remaining on the calendar. Parents should request a letter of introduction giving the child's record of participation in CFP and sacrament celebrations. These are requested through the CFP office.
- Refunds are not given for non-attendance.

CFP SESSION OFFERINGS 2026-2027

SUNDAY 10:45am –12pm student and at least one parent

MONDAY 5:45pm-7pm student and at least one parent

During the weeks your family is not scheduled to attend an on-campus session, parents are expected to lead the assigned lesson at home with their child(ren). Completing each lesson and all accompanying activities is an important part of your child's faith formation and sacramental preparation, helping them grow in their understanding and relationship with Christ.

ATTENDANCE REQUIREMENTS

Children are expected to attend the session for which they are registered. This helps provide a consistent experience for our families, children will not be able to switch between Sunday and Monday sessions during the year.

ABSENCE

Absences must be reported to via our Attendance link/QR code:

<https://forms.gle/ESyHc6z6wBNHXKfz9>

If you need any assistance contact Jen Karulf 513-398-3821 x. 3111

Leave the following information:

- Your name
- Your child's name, grade, catechist
- Date and reason for the absence.



Families will receive an email with information about make up work for the missed class. Make up work should be completed to turn in at the next class.

PLEASE keep in touch with the CFP office regarding family emergencies or circumstances that may impact your child's attendance or success in class. We are here to support you!

EXCUSED ABSENCES

Only illness and family emergencies are considered an excused absence. There is a limit of 2 excused absences in a school year.

These must be reported to CFP attendance link/code.

If you know ahead of time about an absence, contact the CFP office and we will be happy to prepare material to keep students at pace with their class.

PLEASE keep in touch with the CFP office regarding family emergencies or circumstances that may impact your child's attendance or success in class. We are here to support you!

MAKE UP WORK

The Director will outline the expectations and process for submitting make up work at the parent meeting.

DROP OFF

- Students will be allowed to enter the classroom 5 minutes prior to session start time.
- Students in grades 1-4 **MUST** be dropped off and picked up at their classroom by a parent or guardian
- Students in grades 5-8 may go to classrooms and be dismissed independently.
- Parents meet in the Meyer Center for adult sessions.

CURRICULUM

The curriculum used in CFP follows Archdiocesan Policy.

The Finding God Series by Loyola Press will be used for Grades 1-6. The Chosen Program by Ascension Press will be used for Grades 7/8th

More detailed information about homework policies and procedures will be outlined by the Director at the parent meeting

SACRAMENT PREPARATION PROCESSES

CFP incorporates Sacramental Preparation as children continue to grow in their relationship with Christ.

Families preparing to celebrate these sacraments will receive additional information regarding meetings, fees, retreats, liturgical celebrations, and other preparation requirements.

Second Grade children prepare for the Sacraments of **First Reconciliation** and **First Holy Communion**.

Eighth Grade children participate in the parish's preparation process for the **Sacrament of Confirmation**.

USE OF THE ST. SUSANNA EDUCATION CENTER

We share the school with students who are in class everyday. In the spirit of stewardship, please review these guidelines with your children.

1. No chewing gum, food or beverage is allowed in a classroom.
2. Children arriving at class before their catechist may not enter the classroom, but must wait in the hall until the catechist arrives.
3. Catechists may not leave their classrooms while it is occupied by students
4. Running is not permitted in the building.
5. Students are expected to respect all property. F3 students must keep their hands out of the desks where school children's property is stored, especially the personal property of a student that is stored in the desk.
6. Work with your catechist to leave the room just as you find it before class.

PERSONAL TECHNOLOGY POLICY

- For students, Personal technology: (cell phones, iPods, MP3 players, ear phones, and other technology) should be turned off/silenced and use is prohibited in classroom unless an emergency. Each classroom will have a designated place for cell phones that are brought to class.
- Any technology found to be in use will be confiscated. Parents will need to retrieve the item after class from the catechist.
- The parish is not responsible for personal technology brought to class or any event.
- NO text messaging is permitted.
- If a student needs to contact a parent, the catechist will give permission for the student to use the phone.

PARENT RIGHTS

PARENT/GUARDIAN CONSENT:

In accordance with Archdiocesan Policy, a child's custodial parent(s) or guardian must give written consent to register a child in the Parish Religious Education Program. (Decree on Child Abuse, C.2), The custodial parent/guardians signature will also signify that the parent has read, understands, and supports the policies contained in the Parent/Student Handbook. Parents are asked to review the Handbook contents with their children.

RIGHTS OF NON-CUSTODIAL PARENTS: Both parents have the right of access to a child's religious education progress reports and achievement information *unless* one parent produces a legal (court certified) document to the contrary. The Elementary Religious Education Program will supply report of attendance and/or a sacrament summary to the non-custodial parent upon request, which must be in writing. Changes in the child's normal routine must be approved by the custodial parent/guardian. Once received by the CFP office, catechists will be notified of these changes. No child will be dismissed from our programs to the non-custodial parent without the written consent of the custodial parent/guardian.

COMMUNICATION WITH PARENTS

Communication with parents will take place primarily at the CFP adult sessions.

Email reminders will be sent regarding changes in schedule, location or weather delays/closings.

DISCIPLINE

Catechists receive formation on the role of discipline in the ministry of catechesis. Both the words discipline and disciple come from the same Latin word -discere— which means to learn or follow. Any corrections for students will be rooted in the teachings of Jesus.

Teachers may reach out to parents for support and to discuss their correction. Students who consistently disrupt class may be referred to the Director.

EXPECTATIONS OF BEHAVIOR

- No running
- Respect for catechist, other adults and classmates.
- Good stewardship of space and supplies.

MAJOR DISCIPLINARY VIOLATIONS

Major infractions meriting an immediate response by the Catechists and Program Administrators are as follows:

Drugs/ Alcohol/ Substance Abuse

Harassment - verbal, physical or sexual

Stealing or damaging parish or school property

Jeopardizing a person's safety

Fighting

Crude or offensive language

Weapons - possession of, threat of or suggestion of use

SUSPENSION/IMMEDIATE REMOVAL

Gross violations of program policies, or any action which continually disrupts the learning environment, or endangers another student or the parish facilities can lead to suspension or immediate removal. The Program Administrators can apply any of these actions when deemed necessary. Written notification will be sent to parents and student indicating the reason(s) for suspension. The Pastor will be notified when such action is taken. When a student's presence constitutes a disruption or a threat, he/she may be immediately removed from the classroom. A conference will be held between the Program personnel and the parents before a student can be readmitted to the classroom or the program.

ILLEGAL SUBSTANCES/SEARCH & SEIZURE

As a private institution, CFP specifically retains the right to and will search for and seize drugs, weapons, or other contraband items when there is a reasonable belief that such contraband items are in the possession of a child or a student. Such possession is in grave violation of the rules and policies of CFP. The administrator will assist local government authorities by reporting such possessions and will cooperate fully with them.

If any catechist, aide, or other person suspects there may be contraband on the property during the operation of CFP, they are to notify the administrator immediately.

CFP reserves the right to inspect all desks and any other parish-owned enclosures.

In addition, we reserve the right to inspect any minor's personal property when there is a reasonable belief that the minor is in violation of the rules and policies of CFP.

WHO TO CONTACT?

Jen Karulf Formation Coordinator

karulfj@stsusanna.org

513-398-3821 x. 3111

*regarding schedules, classes

*to report an absence (see below)

Kristen Tell CFP Director

tellk@stsusanna.org

513-398-3821 x. 3135

* long term absence

* regarding curriculum

* class or catechist concerns

* * sacrament questions

* volunteering

TO REPORT AN ABSENCE USE QR

Or

EMAIL: karulfj@stsusanna.org

PHONE: 513-398-3821 x. 3111



RELAY THE FOLLOWING INFORMATION FOR ABSENCE:

Your name

Your child's name, grade

The date and reason for the absence

NO VISITING

**Children are expected to attend the session for which they are registered. This helps provide a consistent experience for our families, children will not be able to switch between Sunday and Monday sessions during the year.