



2017-2018

Office of Catechesis

Weekday Program at Shelton

Welcome Packet

2017-2018 CCD -Welcome Packet

For Parents with children attending CCD classes at Shelton Academy

Dear Parents,

We are very happy to have you and your children in our Parish this catechetical year 2017-2018

Our Program has been designed to help your child to come to Know and Love Jesus more every day.

Without your help and support our efforts would be in vain. YOU are the first and best catechist. God has given you a great privilege A CHILD but you also have the greatest obligation of showing your child the correct path. We encourage you to work with us so your children may be filled with the unconditional and merciful love of Jesus.

May God bless you and Our Lady of Guadalupe help you in this wonderful task of bringing Jesus Christ to the hearts of your children.

If you have any questions or suggestions please e-mail us at miguel.ruiz@guadalupeoral.org

Open House / Open House At Shelton Academy (11300 NW 41 Street)

1-Tuesdays' Groups

There will be a mandatory Open House / Virtus Class for all parents (at least one of you must attend, or dad or mom or a representative of them) on:

Tuesday, September 12th at 6:30 PM English

Tuesday, September 12th at 8:00 PM Spanish

2-Wednesdays' Group

There will be a mandatory Open House / Virtus Class for all parents (at least one of you must attend, or dad or mom or a representative of them) on:

Wednesday, September 13th at 6:30 PM English

Wednesday, September 13th at 8:00 PM Spanish

First Day of Classes / Primer Dia de Clases At Shelton Academy (11300 NW 41 Street)

1- Tuesdays' Groups

The first Day of Class for First Communion Level 1 (FC1) and Confirmation Level 1 (CONF1) students will be on

Tuesday, September 19th at 4:00 PM English

Tuesday, September 19th at 5:30 PM Spanish

2-Wednesdays' Group The first Day of Class for First Communion Level 2 (FC2) and Confirmation Level 2 (CONF2) students will be on

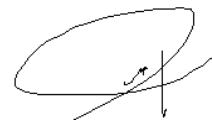
Wednesday, September 20th at 4:00 PM English

Wednesday, September 20th at 5:30 PM Spanish

Please read carefully the following Important Topics

To assist you we are providing the following information:

- Page 2-3: Policy for drop off and pick up (This policy will be enforced starting September 19th and 20th)
- Page 4: Drop off / Pick up Map
- Page 5: Open House/Virtus Class
- Page 5: Parents Handbook
- Page 5: **Your Child's Classroom**
- Page 5: E-Calendar 2017-2018
- Page 6: Supplies & Uniforms
- Page 7: Shelton Academy Classroom Distribution Map
- Page 8: Monthly Payment & Contribution



Miguel Ángel Ruiz, MFT, BTh
Director of Catechesis

Thank you and God Bless you

Policy for Drop off and Pick up at Shelton Academy
For the English Group Attending Classes at 4.00 PM:
Classes begin at 4.00 PM and end at 5.00 PM

Please take the time to carefully read the Pick-Up and Drop-Off policy,

DROP-OFF:

- 1- Classes will begin at **exactly 4.00 PM**
- 2- You must drop-off your child between **3.45 PM and 3.55 PM**
- 3- Children arriving after **4.10 PM** will be allowed to enter the classroom but they will be marked **“Tardy”** for the day and **Tardy** will show in their Attendance Record.
- 4- The drop off will take place at the Main Door of the School. **See the attached map**
- 5- We will not be able to accept children before 3.45 PM and we will not be responsible for their care **before** 3.45 PM.
- 6- PLEASE DO NOT DROP OFF YOUR CHILD BEFORE 3.45 PM

PICK-UP:

- 1- The Pick Up time **begins at 5.00 PM and ends at 5.15 PM.**
- 2- **Please PLACE the DECAL with the pre-printed BARCODE in the DASH BOARD of your car.**
- 3- You will receive **FOUR (4) DECALS**, one for dad, one for mom and two for those you have authorized as Pick Up Persons.
- 4- **We need to be able to SCAN de BARCODE. Please place it at the RIGHT side of your DASH BOARD.**
- 5- **NO DECAL = NO PICK UP!!!**
- 6- IF you lose or forget your Decal, DONT panic!!! However, please understand that the safety of your child is the most important thing for you and for us. Therefore, please park and wait until the Director of Catechesis can talk to you and resolve the situation. We appreciate your understanding.
- 7- Pick up will occur at the Main Door of the School. **See the attached map**
- 8- Please be patient!

IMPORTANT NOTES:

1. Do NOT get out of your car to pick up your child. All children must be picked up in a VEHICLE. Your children will NOT be dismissed at the Welcome Center.
2. Please DO NOT PARK in the middle of the street
3. You MUST display the decal with the Pre-printed barcode on the RIGHT SIDE of your dashboard.
4. For safety reasons... Do NOT make a U turn before 112th Ave. We have been notified that it is a traffic infraction, which causes many accidents.
5. Do NOT use your cellphone while dropping off or picking up your kid(s).
6. The speed limit is **5 mph**.
7. **IT IS PROHIBITED TO DROP OFF CHILDREN AT THE LEFT SIDE OF THE BUILDING OR AT THE BACK OF THE SCHOOL. THE ONLY PLACE WHERE THEY MAY BE DROPPED OFF OR PICKED UP IS THROUGH THE FRONT OF THE SCHOOL UNDER THE AWNING.**



Politica de “Drop off” y “Pick up” en la Academia Shelton

Para los Grupos de Español que asisten a clases a las 5:30 PM:

Las clases comienzan a las 5.30 PM y terminan a las 6.30 PM

Por favor lean estas notas con cuidado para poder así ayudarnos a poder salir ordenadamente.

DROP OFF:

- 1- Las clases comienzan a las **5.30 PM en punto**.
- 2- Uds. pueden dejar a sus hijos entre las **5.15 PM and 5.25 PM**
- 3- Los niños que lleguen luego de las **5.40 PM** se les permitirá entrar a clase, PERO el estudiante recibirá un **Tardy** en su Record de Asistencia.
- 4- **DEBEN** dejar a los niños en la puerta principal de la escuela. **Vea el mapa adjunto**
- 5- No seremos responsables, ni podremos aceptar niños antes de las 5.15 PM.
- 6- **POR FAVOR NO DEJE A LOS NIÑOS ANTES DE LAS 5.15 PM**

PICK UP:

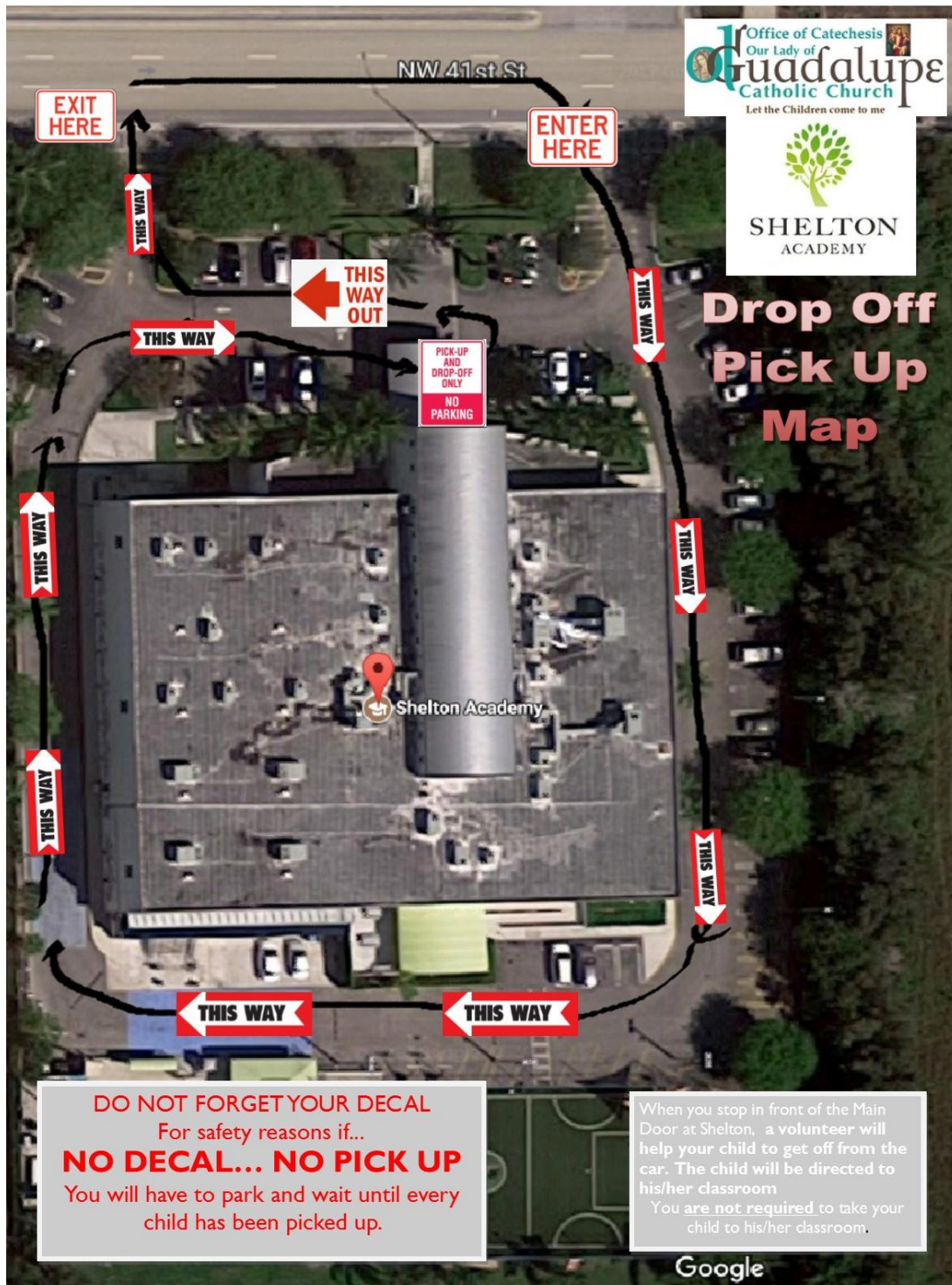
- 1- La Recogida comienza a las **6.30 PM y esperamos terminar a las 6.45 PM**.
- 2- **Por favor COLOQUE el DECAL con el CODIGO DE BARRA pre-impreso en el TABLERO de su auto.**
- 3- Ud. Recibirá **CUATRO (4) DECALS**, uno para papa, otro para mama, y dos para las personas que estén autorizadas a recoger a sus niños.
- 4- **Necesitamos ver el CODIGO DE BARRA para poder ESCANEARLO. Por favor póngalo en el lado DERECHO del tablero.**
- 5- **NO DECAL = NO PICK UP!!!**
- 6- Si ud pierde o se olvida del DECAL, ¡no se asuste!!! Pero por favor entienda que la seguridad de su hijo/a es lo más importante para ud. y para nosotros. Por favor, estacionese y espere que el Director de Catequesis pueda hablar con ud y resolver el problema.
- 7- La recogida del grupo de español es **SIEMPRE** por el **FRENTE DE LA ESCUELA**.
- 8- Tenga paciencia durante esos minutos... ya que son alrededor de 120 niños que asisten a catecismo en el horario de español.

NOTAS IMPORTANTES:







1. NO se baje del carro para recoger a su hijo/a. Todos los niños deben ser recogidos en un VEHÍCULO. Sus hijos NO serán entregados en el Welcome Center.
2. Por favor NO se estacione en el medio de la calle.
3. Tenga el DECAL visible en el lado DERECHO del tablero
4. Por seguridad, NO hagan una vuelta en U antes de la luz de la 112th Ave. Hemos sido notificados de que es una infracción de tráfico que causa muchos accidentes.
5. NO use su teléfono celular mientras recoge a sus hijos.
6. El límite de velocidad es **5 mph**.
7. **NO SE PERMITE DEJAR NIÑOS AL COSTADO DERECHO DEL EDIFICIO Y EN LA PARTE DE ATRAS DEL EDIFICIO. LA ÚNICA FORMA DE DROP-OFF O PICK-UP ES BAJO LA PARTE TECHADA AL FRENTE DEL EDIFICIO.**



Drop-Off & Pick-Up Map



Key Links

<p>Office of Catechesis Open House Our Lady of Guadalupe Church Mandatory - Do not miss it</p> 	<p>Tuesdays' Groups There will be a mandatory Open House / Virtus Class for all parents (at least one of you must attend, or dad or mom or a representative of them) on: Tuesday, September 12th at 6:30 PM English Tuesday, September 12th at 8:00 PM Spanish</p> <p>Wednesdays' Group There will be a mandatory Open House / Virtus Class for all parents (at least one of you must attend, or dad or mom or a representative of them) on: Wednesday, September 13th at 6:30 PM English Wednesday, September 13th at 8:00 PM Spanish</p> <p><u>Meeting at Shelton Academy at your child's classroom 11300 NW 41st Street, Doral, FL 33178</u></p>
<p>Office of Catechesis The Parents Handbook Our Lady of Guadalupe Church</p> 	<p><u>Please download the Our Lady of Guadalupe Parents' Handbook, By clicking here.</u> <u>Por favor baje el Manual de los Padres haciendo clic aquí</u></p>
<p>Office of Catechesis My Child's Classroom Our Lady of Guadalupe Church</p> 	<p><u>Click here to see your child's classroom</u> <u>Haga Click aquí para ver el salón de su hijo/a</u></p>
<p>Office of Catechesis Calendar Our Lady of Guadalupe Church</p> 	<p><u>Click over the link to open the E-Calendar</u> <u>Haga clic aquí para ver el E-Calendar</u></p>
	<p><u>Click here to Subscribe to TEXT REMIND</u> <u>Haga click aquí para suscribirse a TEXT REMIND</u></p>
<p><i>Reporting</i> Absences</p> 	<p>Please send an e-mail to your catechist and a copy to the Office of Records</p> <ol style="list-style-type: none"> 1- Your catechist (she will provide you with the e-mail) 2- Office of Records: <u>ccd@guadalupeoral.org</u>

Supplies & Uniforms



1- Supplies

a. (for elementary school students)

- A composition notebook
- Pencil case, zippered
 1. A box of Crayons
 2. Pair of blunt scissors
 3. A sharpened pencil and an eraser
 4. A jumbo glue stick
- A ream of paper (bring it on the first day of class and give to your catechist)
- Any other thing your catechist might require

b. (for middle and high school students)

- A composition notebook
- A sharpened pencil, a pen, and an eraser
- A ream of paper (bring it on the first day of class and give it to your catechist)
- Any other thing your catechist might require

2- Uniform

- Blue, Kaki or Jean pants or skirts
- Our Lady of Guadalupe T-Shirt (We will provide you with the t-shirts on the first day of class)

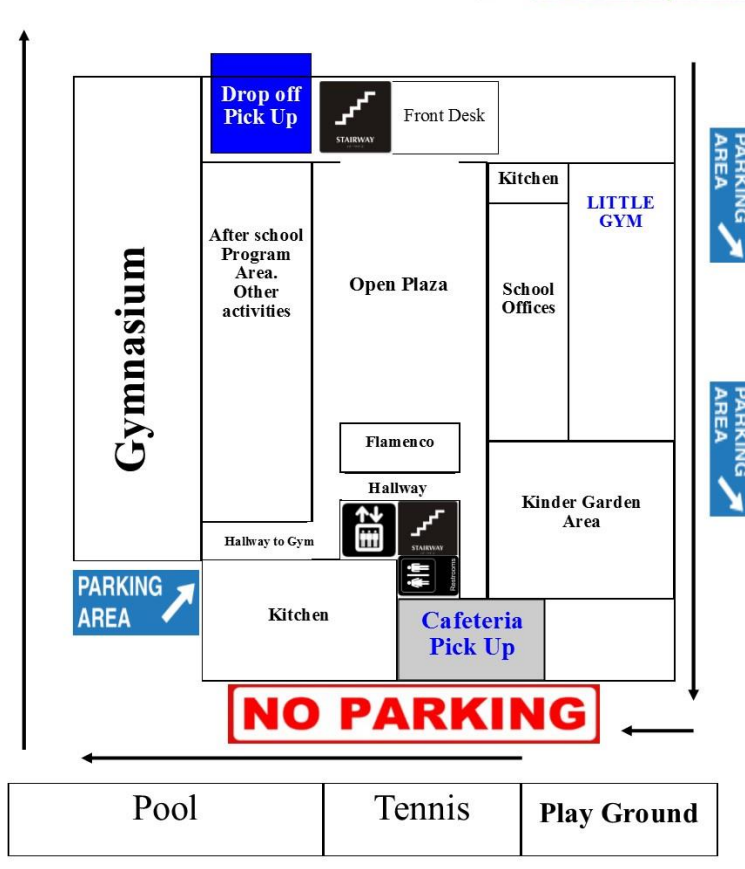
3- We will provide you with

- a. The Our Lady of Guadalupe T-Shirt
- b. The text book
- c. The handbook
- d. The backpack



Shelton Academy Classroom Distribution Map

1st Floor Map



2nd Floor Classroom Map



-  Stairways/Escaleras
-  Elevator/Ascensor
-  Bathrooms/Baños



Monthly Collaboration

As you may know the CCD Program at Shelton is a blessing for Our Lady of Guadalupe Parish.

- Shelton opened her doors to our parishioners to attend CCD classes in their After School Program.
- This year we have 320 students.
- Shelton does not charge any cent to our Parish for the use of their facilities.
- Shelton pays all the running expenses, such as the purchase of the books, t-shirts, backpacks, personnel, the insurance of the building and the liability insurance.
- Besides that, they give a monthly donation to our parish of which we are profoundly thankful.

Because of the above reasons we ask you to help Shelton by keeping your monthly contribution up today.

Please contact Shelton at 305-599-9967

- If you have any issue with the contribution or
- If you need to update your credit card
- If the Credit Card, you provided at the time of the Registration is expired or about to expire

Contribution Form

If you need to fill the contribution form, please use the following form

Registration Fee: One time fee at the moment of Registration or Submission of this Application: \$ 50 one time annual fee	
Monthly payment for the 1st Child attending CCD-After School Program in 2017-2018: \$ 50 x month	
Monthly payment for a 2nd or 3rd child attending attending CCD-After School Program in 2015-2016: \$ 40.00 e/a	
Late fee if paid after the 5th of each month: \$ 10.00	

1- Check Option Total Amount \$ _____ By Check # _____
Make a check payable to [Shelton Academy](#)

2- Credit Card Option *Complete this Credit Authorization*

Date _____ Child's/Children's Name _____

To Shelton Academy 11300 NW 41st Street, Doral, Fl 33178 www.sheltonacademyschools.com
 E-mail: INFO@sheltonacademyschools.com

I _____
 (name in credit card) authorize Shelton Academy to charge my credit card # _____

Type of Credit Card (Mark one) Visa Master Card _____
 American Express _____

Registration Fee	Total to be charged as one time annual payment at the moment of submitting this 2016-2017 CCD-After School Program Registration Form.	_____
Monthly Fee	Total to be charged as a monthly payment for the 2017-2018 CCD-After School Program, charged every month from September 2017 to May 2018	_____

Credit Card Expiration date: _____ Security Code _____ Billing Zip Code of Credit Card _____

 Credit Card Holder Signature

3- Electronic Check Option *Complete this Electronic Check Authorization*

Date _____ Child's/Children's Name _____

To Shelton Academy 11300 NW 41st Street, Doral, Fl 33178 www.sheltonacademyschools.com
 E-mail: accounting@sheltonacademyschools.com