



**Taking a child He placed it in their
midst, and putting His arms around it,
He said to them, “Whoever receives
one child such as this in my name,
receives me; . . .”**

Mark 9:36-37

Traditional Weekly Faith Formation Program

Parent Handbook 2018/19

Our Lady of Lourdes Parish Mission Statement

The Catholic Community of OLL celebrates the presence of Christ, welcoming all with love and compassion. We encourage all to learn and live the Gospel through worship, prayer and service, with respect for human dignity, as we continue on our spiritual journey.

June 1, 2018

Hello Parents,

Welcome to the 2018/19 Traditional Weekly Faith Formation Program. You have selected a Roman Catholic Religious Faith Formation Program for your family at Our Lady of Lourdes Church in the Diocese of Metuchen. This program helps your family grow in faith and teaches the traditions and doctrine of the Roman Catholic Church.

Pope Francis teaches that the family is the “domestic church”. Learning about one’s faith begins at home and your children look to you for guidance. Attending Sunday Mass is the single most important thing you can do for your children. Worshipping together and sharing Catholic traditions, as a family, is what makes us Catholic.

This Parent Handbook contains a set of guidelines set forth by Our Lady of Lourdes Church in agreement with the Diocese of Metuchen. These guidelines are implemented to ensure a safe learning environment for all, support a fruitful use of teaching time and encourage a creative, faith-filled atmosphere for all children who attend our Faith Formation Program.

The Faith Formation Weekly Program Calendar is included on the last page of this Parent Handbook.

After carefully reviewing this document, complete the electronic signature on the Parish Registration Form. Your registration is not complete and your child cannot attend class until we receive your signature on this document.

Thank you for your support and cooperation.

Blessings,

A handwritten signature in cursive script that reads "Nina Forestiere".

Nina Forestiere
Parish Catechetical Leader

Faith Formation Office Staff

Office Hours: Monday – Thursday

Parish Catechetical Leader (PCL)

Nina Forestiere

908-534-2319 (x17)

faithformation@ollwhs.org

PCL Assistant

Amy Ramsden

908-534-2319 (x18)

ffassist@ollwhs.org

Pastor

Very Reverend Fr. Lenard A. Rusay

908-534-2319 (x11)

pastor@ollwhs.org

Faith Formation Programs

Traditional Faith Formation Program

The Traditional Faith Formation program meets for 27 weeks between September and May. The schedule is as follows:

Traditional Program – Grades 1 to 7

Mondays

Grades 1 to 4: 4:30 to 5:45 p. m.

Grades 5 to 7: 6:30 to 7:45 p. m.

Tuesdays

Grades 1 to 7: 5:45 to 7:00 p. m.

8th Grade Confirmation Prep: Monday or Tuesday, 6:00 to 8:00 p.m.; 13 sessions between September and April according to the yearly class calendar.

Family Ministry Formation Program

Due to limited interest the Family Ministry Program has been suspended. If there is an interest from 12 or more families in the future the program will be reconsidered. Family Ministry is a program where whole families meet once a month for faith formation and parish events. Families must be regular mass attenders and already be active in the parish to be considered for the program.

Summer Intensive Year-Round Faith Formation Program

During the SIYR Faith Formation Program children will attend 10 half days of intensive instruction during the summer coupled with year-round events and service. Class content will be curriculum based but will be taught within a highly creative, camp-like environment. This program will meet the Faith Formation requirements for the year; however, families who participate will be required to attend 4-6, family-based, parish events throughout the Faith Formation year (September – May). This program is available for grades 3 through 6 only and seats are limited. Attendance at all 10 sessions is mandatory.

Special Needs

All children are entitled to learn their Catholic doctrine and traditions and organized Faith Formation. We will work with parents of special ability students to organize a plan that meets your child's needs. Please contact the Faith Formation Office well in advance of your child starting Faith Formation in 1st grade.

RCIC

Families joining the parish with children grades 3 and up with no previous formal Faith Formation may be required to work with a RCIC team to bring the children to grade level before placing them in the weekly Faith Formation Program.

Tuition, Fees & Registration

Tuition for each family is calculated based on the giving history from the previous year and the number of children in the family according to the guidelines below. These guidelines are established by the pastor with guidance from the Parish Financial Committee. The Faith Formation Tuition is used toward utilities, building maintenance on the church/rectories/office buildings, parish salaries, etc. The parish is self-supported and receives no money from the diocese except under extraordinary circumstances such as a capital campaign.

No child shall be refused Faith Formation due to finances. Therefore, if there is a financial hardship parents or guardians should contact the Parish Catechetical Leader.

2018/19 Tuition for all Faith Formation Programs

Giving History

\$0 - \$499

- \$175 – 1 child + Plus Book fee (see below)
- \$225 – 2 or more children + Plus Book & Supply Fee/child (see below)

\$500 - \$999

- \$100 – 1 child + Plus Book & Supply Fee (see below)
- \$150 – 2 or more children + Plus Book & Supply Fee /child (see below)

\$1,000 and up

- \$0 + Plus Book & Supply Fee /child (see below)

Book & Supply Fee/Child

Grades 1 through 7: \$30

Grade 8: Book & Supply Fee is included in the Confirmation Fee

Catholic Bible - not included in Book & Supply Fee

Required for Grades 3 – 8; \$10/Bible or supply your own – can be purchased in the Faith Formation Office

Sacramental Fee

A Sacramental Fee is collected to cover costs incurred during a sacramental year, 2nd and 8th grades.

2018/19 Sacramental Fee

First Penance/Communion Fee –\$80

Confirmation Fee –\$50 (includes workbook and supplies)

Adult Catechists & Aides – Tuition Benefits

Catechists or *Co-Catechists* receive full tuition and book benefits for their children.*

Aides receive 50% tuition and book benefits for their children.*

*Sacrament Fees are not discounted for volunteers; these are costs associated with receiving the sacrament and must be collected.

Registration

- **2018/19 Registration is held from June 1st through June 18.**
- Classes will be held at a limited number of students for the benefit of the children and catechists.
- A late fee of \$75 will be applied to any family registering outside the registration time period.

Catechist/Aide Volunteers

Catechist or Co-Catechists

Catechists are volunteers who teach the children for the 27, 1 ¼ hour sessions that begin in September and end in May. Catechists arrive at least 10 minutes before class time to set up and get ready for the arrival of the children. One Session from the Loyola Finding God Curriculum is taught per week according to the schedule provided. With this chapter together with other resources catechists create lesson plans for each day. The Faith Formation Staff is available for support in research and direction in classroom implementation. The catechist works with an adult classroom Aide and a Teen Helper.

Co-Catechists – two adults can co-teach a class which means they share in the creation and planning of lesson plans as well as implementation in the classroom

Catechists receive full tuition and book benefits for their children.*

Classroom Aide

Classroom Aides are volunteers who assist the catechist with the implementation of the lesson plan in the classroom and help with class organization and supervision. Aides assist in the classroom for the 27, 1 ¼ hour sessions that begin in September and end in May. Aides arrive at least 10 minutes before class time to help set up and get ready for the arrival of the children.

Aides receive 50% tuition and book benefits for their children.*

Teen Helpers

Teen Helpers are high school volunteers who assist the catechist with the implementation of the class lesson plan, help set up and clean-up activities and help with class organization. The teens are required to help wherever needed.

* Sacrament Fees are not discounted for volunteers; these are costs associated with receiving the sacrament and must be collected.

Sacramental Preparation Policy

At Our Lady of Lourdes, students receive Reconciliation and Eucharist in the second semester of the Second Grade. Confirmation is received in the first semester of the Ninth Grade, however, preparation is conducted in the 8th grade, September through April.

First Penance and First Communion

Preparation for the Sacraments of First Penance and First Communion is organized by our Faith Formation Office with parent participation and support. This program runs parallel to the formal Faith Formation Program and is supported by the children's weekly catechesis. Parents must attend two Parent Information Meetings to learn about the details and requirements in order for their children to receive the sacraments. To receive the sacrament of First Penance and First Communion students and families must:

- Regularly attend weekly Mass and Holy Days of Obligation.
- Have completed one year of formal Faith Formation and must be satisfactorily progressing through a second year of Faith Formation (usually 1st and 2nd grades).
- Complete the First Penance and First Communion curriculum and assessments.
- Attend all required activities and retreats.

Confirmation

To receive the Sacrament of Confirmation students and families must meet the following criteria:

- Regularly attend weekly Mass and Holy Days of Obligation.
- Students must successfully complete the 7th grade in a formal Faith Formation program, pass the 7th grade Catholic Basics Test and complete service, projects and spiritual requirements.
- Satisfactorily complete the 8th grade Confirmation Preparatory Program and complete spiritual, service and project requirements.
- Attend the Confirmation Retreat.

Students and Parents must satisfactorily fulfill all requirements which will be explained at the Parent Information Meeting and in the program handouts, worksheets, etc. If a student does not comply with these requirements the Pastor in collaboration with the Parish Catechetical Leader may defer a candidate from receiving the sacrament until the candidate and family are more dedicated to the program.

Safe Environment for All

Protecting God's Children

- All catechists and aides 18 years and older are required to have background checks and fingerprinting by the state.
- Catechists also attend a 3 hour class, "Protecting God's Children" which teaches the warning signs and reporting procedures for child abuse.

Custodial Status

- It is the responsibility of the parents to notify the PCL in writing of custodial status and any restrictions concerning the non-custodial parent. In custodial matters the Faith Formation Office must be provided with a court certified decree of custody – a letter from one parent's attorney will not suffice.

Visitors

- Other than students, catechetical personnel, and the parish staff, no persons are permitted in the upstairs halls, classrooms, restrooms or church halls during Faith Formation sessions without the express authorization of the Pastor and the Faith Formation Office. If a parent is assisting the Catechist prior notification is to be given to the Faith Formation Office.
- All visitors, including parents, report to the Faith Formation Office before proceeding to the classroom, hallway, parish halls and other parish grounds.
- Catechists are asked to contact the office by intercom immediately if they notice any unauthorized visitors in the building.

Emergency Evacuation/Lockdown/Lockout Procedures

- The Faith Formation Office will conduct two (2) of the Emergency Procedures below.
 1. Evacuation: Students are trained to leave the building via the "Evacuation Route."
 2. Lockdown: Students are trained to move out of sight and maintain silence.
 3. Lockout: Students are trained to remain in the building and conduct business as usual. Building is locked and secured.

Allergies

- Please let the PCL know of any allergies and if your child carries an epi-pen. For emergency reasons this information is shared with the Catechists/Aides.
- There is a no food policy in the classrooms, not for consumption or distribution.

Drugs, Cigarettes, Alcohol, Weapons

- Students are forbidden to use or possess drugs, cigarettes, alcohol, and weapons on Our Lady of Lourdes property. Any student found in possession of drugs, cigarettes, alcohol, or weapons will be reported to the police and suspended or expelled from the program.

Health

- If your child has health issues that require medication and or medical treatments please inform the PCL in writing. Parents will complete forms required by the diocese

Parent Responsibility

Family Information

Parents of children in the Faith Formation Program are required to complete the following:

- Attend weekly mass and Holy Days of Obligation masses.
- Complete all information on the registration form, (photo release, carpooling, etc.)
- Review the Traditional Weekly Faith Formation Parent Handbook; submit electronic signature on Registration Form.
- Volunteer for one service position during the FF year (hall monitor, event, etc.)
- Notify the FF Office of changes in email address, physical address, emergency number, etc.
- Provide a copy of Baptismal Certificate – 1st grade
- Sacrament Certificate copies and Faith Formation Records if moving from another parish.
- Ensure children complete make-up work and any homework assignments.

Confidentiality

Parent and child privacy is respected and protected by the Faith Formation Staff.

Communication Policies

Important Notes: Communications sent to the Faith Formation Office

- When contacting the Faith Formation Office by phone or email please include the following:
 - **Parent's Name**
 - **Student's Full Name, Grade and Catechist's Name.**
- Use the email addresses faithformation@ollwhs.org or ffassist@ollwhs.org

• **Faith Formation Office Communication**

- Families are to download the “My Parish App” and register to receive push messages about closings, meeting reminders and sacramental information.
- All Faith Formation and Sacrament Information are sent out via email, Parish App, bulletin and at times mass announcements.
- **Parents are required to provide a current email address that is monitored daily.**

• **Catechist Communication**

- All Catechists/Aides will be given an OLL email address to communicate with parents.
- Catechists will be sending you an email before the first class introducing themselves to you.
- **It is important that you remember the name of your child's Catechist.** Please put their email address on your “safe” list to ensure the receipt of all communications.
- Parents are responsible for providing a current email address, reading and responding to every email sent from a catechist.

Arrival/Dismissal/Absentee Policies

Arrival

- Drop-Off time is no earlier than 10 minutes before class begins. Before that time the Staff, Catechists, Aides are setting up and preparing for the arrival of the children. There is no adult supervision for the children before then.
- Children are to arrive on time according to the provided class schedule. For the first session, all children and a parent will meet in Community Hall. The Parish Catechetical Leader will introduce the children to their catechist and dismiss them to their assigned classroom. After the first session the children will go directly to their assigned classrooms, where their catechist will be waiting.
- The circular drive in front of the church will be used to drop children off so they may go directly to their classrooms. **Please do not park in the circular drive.**
- Parents are permitted to walk their children to their classroom. Please park your car in the parking lot (not the circular drive) and walk your child in via the designated walk area marked by the orange traffic cones.
- For security reasons Catechists/Aides/Parents/Students all enter and exit through the office double doors and proceed upstairs. Please do not enter or exit through the back staircase. Please do not open the door for anyone asking for admittance to the building at the back doors.
- **Children or Parents are not permitted to enter any classroom unless the catechist is already present in the room. Children are to wait in the hallway until the catechist or parish staff arrives.**

Tardiness

- Parents are required to bring any student who arrives late directly to the Faith Formation Office. Four (4) late arrivals of more than 10 minutes will count as an absence.

Dismissal

- To insure the safety of all we ask that parents park their cars in the lot, come in to sign their children out of class and drive slowly and safely when entering and leaving the parking lot.
- **No cars are to enter the circle driveway to pick up their children at dismissal time.**
- If you carpool you must sign out every child in your carpool at their assigned classroom.
- **Students may not call parents on the cell phone to come pick them up.**

Early Dismissal

- Parents who wish to pick their student up before dismissal must come to the Faith Formation Office and sign their child out. Four (4) early dismissals will count as an absence.

Alternate Pick Up Person

- In the event that someone other than a parent comes to pick up a child for dismissal, a parent must make prior written arrangements with the Faith Formation Office.

Arrival/Dismissal/Absentee Policies (cont'd)

Safety at Dismissal

- Children will not be released to a driver/parent who is visibly impaired. The PCL will hold the child until a safe ride is established for the child.

Absentee Policy

- A child should miss class only for reasons of illness, or family emergency.
- To report a student absence log on to the parish website at **ollwhs.org**, click the dropdown menu for **Faith Formation** then complete and submit the **Absentee Form**.
- Please do not call the Faith Formation Office to report a student's absence.
- As mandated by the Diocese of Metuchen no more than three (3) excused absences will be allowed per year. * Sports and other extracurricular activities are not acceptable excuses for absence from religion class.
- In order for your child to remain current with classwork if your child is absent he/she is required to complete the Session Interactive Review and email it to the Faith Formation Office
- **Students who accumulate more than 3 absences will be tested at the end of the year before advancing to the next grade. (Required by the diocese.)**

***State Law prohibits** school districts from assessing a penalty to a student who is absent from school due to the observance of a religious holiday. **Likewise a student cannot be penalized for missing sports and extracurricular activities for attending religious education/formation.**

Emergency Cancellation

- The decision for an emergency closing will be made by the Parish Catechetical Leader in consultation with the Pastor.
- An email will be sent to all catechists, aides and families from the Faith Formation or Parish Office.
- Any closings will also be posted on the parish website, www.ollwhs.org and on the Parish App. We are in session unless you receive notification by email or it is posted on the parish website and the Parish App.
- **When classes are canceled due to inclement weather, students will be required to complete the Interactive Session Review on the Loyola website which can be accessed from the parish website, ollwhs.org under the Faith Formation dropdown menu.**

Classroom Etiquette & Safety

Supervision

- Children will never be left unattended in a classroom.
- **Children or parents are not permitted to enter any classroom unless the catechist is already present in the room. Children are to wait in the hallway until the catechist or parish staff arrives.**

Student Code of Behavior

- Disrespect toward a Catechist, Aide or Parish Staff will not be tolerated. Students are expected to obey the instructions of all catechetical personnel and to refrain from any conduct which disrupts the learning environment.
- On the first day of class, students with catechist/aide guidance will establish a set of Class Rules and post them on the bulletin board. Students must comply with these rules.
- Catechists are requested to address disciplinary problems as early as possible. Inappropriate behavior, lack of effort, or poor attitude on the part of a child will result in the following:
 - 1st Offense - the child will be spoken to by the catechist.
 - 2nd Offense – the catechist will send the student to the Faith Formation Office and inform the PCL of the details of the situation.
 - The Catechist will email parents notifying them of the situation.
 - Any student continually disrupting class will be required to have his/her parent present during class time.

Class Rules

- On the first day of class, students with Catechist/Aide guidance are required to establish a set of Class Rules and post them on the bulletin board.
- Students are expected to comply with these rules.

Corporal Punishment

- Corporal punishment is not permitted. The law defines corporal punishment as any punitive touching such as pushing, shoving, and slapping.

Food Allergies

- **If your child suffers from allergies please bring it to the attention of the PCL.**
- **NO Food is allowed in the classrooms** due to new Diocesan Policy and the fact that we have children in our program with “life threatening” food allergies. NO food or beverages (other than water) will be distributed or consumed in the classrooms.
- Any food that is brought into the classroom will be given directly to the PCL and will be returned to the parent at the end of the session. We ask that the NO FOOD policy be respected by all grade levels.

Classroom Etiquette & Safety (cont'd)

Special Physical and Learning Abilities

- Parents please notify the PCL of any special physical or learning abilities with your children; offering a comfortable learning experience for all children is important to us.

Medication Policy

- Catechists are not permitted to administer any medication.

Personal Items

- Students are not permitted to bring toys, electronic devices, into the classroom. The catechist will confiscate any materials and return these items to the parents at the end of the session.

Cell Phone Use

- Unless instructed otherwise by the catechist student cell phones and all electronics are to be turned off and collected during class. Cell phones will be returned at the end of the day.
- A *Student Cell Phone Policy Agreement* will be sent home with children in grades 5, 6 and 7, to be completed by student and parent and returned to the catechist at the following class.

Confidentiality

- Parent and child privacy is respected and protected by the Faith Formation Staff.

Curriculum

Mass Attendance

Our Religious Education classes are intended to offer a systematic instruction in the faith and traditions of the Roman Catholic Church to students being raised as active members of this faith.

- All students participating in our program must participate at Mass on all Sundays, unless a serious reason excuses them.
- Catechists will teach that Mass attendance is an important responsibility.
- Catechists will assign work which presumes that all students are attending Mass.

Loyola Finding God Student Books

Finding God is based on a spiral curriculum that integrates the fundamental themes of the Catechism of the Catholic Church with Scripture and Catholic Social Teachings. Rooted in Ignatian spirituality, the Finding God program engages the whole child—mind, heart, body, and soul—uniquely guiding children to practice prayer and reflection, to explore scripture, and to grow in faith and discipleship.

- Each child is required to use their red Drawstring Bag to carry their books including a Bible and their pencil/pen to and from every class; children new to the parish will receive their first drawstring bag for free; replacement drawstring bags are available for \$3.50 in the FF Office.
- The first time a student forgets to bring his/her book to class, catechists may permit him/her to look on with another student; any subsequent offenses, the student will call their parent and have the book brought to them.
- If a student loses his/her book another will have to be purchased.

Family Life Program

Family Life provides children with a wholesome understanding of human sexuality based on Catholic Church moral principles. Working with their parents, children develop better communication skills, healthy family relationships, and a formation in chaste living.

- This year the Family Life Program will be incorporated into the weekly curriculum.

Catholic Bibles

- Children in grades 3 through 6 are required to bring a Catholic Bible to class each week.
- Bibles are on sale in the Faith Formation Office for \$10 or you may supply your own.

Homework

A minimal amount of homework will be assigned to reinforce classwork.

- Assignments will be directly related to classwork and reasonable in length.
- Children will be held accountable for their assignments.
- Homework will be included in the total assessment of the child.

Assessments

- Catechists are required to use Chapter Assessments and Unit Tests during the course of the program to reinforce the material learned.

Curriculum (cont'd)

Attendance Registers

- The Attendance Register is essential for the accountability of each child in our program. Each catechist is responsible for keeping an accurate record of the children's attendance at the beginning of each class.
- Absences and lateness will be recorded.

Progress Reports

- Progress Reports will be issued in December. The Progress Reports must be signed and returned to the catechist.
- In May the final Progress Reports will be mailed home to the families.

Our Lady of Lourdes
Traditional Weekly Faith Formation
Parent Handbook Acknowledgement Form
2018 - 2019

Family Name _____
(Please print clearly.)

Phone _____
(Please print clearly.)

I, the parent or legal guardian of the above mentioned family, testify that I have read, understood, and agree to comply with all policies and procedures listed in the 2018-2019 Parent Handbook, especially the policies listed below:

Parent Commitment	Student Code of Behavior
Arrival/Dismissal/Absentee Policies	Progress Reports
Safe Environment	Tuition & Fees
Homework Assignments	Curriculum
Cell Phone Use	Attendance Records
Emergency Procedures	Communication Policies
Classroom Etiquette	2018/19 Calendar

I understand and agree that my family's or my child's failure to abide by all these policies and procedures may result in my child's suspension or removal from Our Lady of Lourdes Faith Formation program. I pledge to cooperate with the program by reinforcing at home what my child learns in class, and by insuring that my child participates regularly at Sunday Mass.

Parent's Signature

Date

After carefully reviewing this document, complete the electronic signature on the Parish Registration Form.

Our Lady of Lourdes 2018/19 Faith Formation Calendar

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Our Lady of Lourdes Parent Han

Faith Formation in Session

Class Times

Monday

Gr. 1 – 4, 4:30 to 5:45 p. m.

Gr. 5 – 7, 6:30 to 7:45 p. m.

Tuesday

Gr. 1 – 7, 5:45 to 7:00 p. m.

Summer Year-Round

Gr. 3 - 6, Times TBD

Faith Formation Events & Days Off

Sept.

17/18 – First FF Class

Oct.

08/09 Columbus Day – No FF

20 Penance Retreat

Nov.

19/20 Thanksgiving – No FF

Dec.

24/25 Christmas Day – No FF

31 New Year's Eve – No FF

Jan.

01 New Year's Day – No FF

21/22 M.L. King Day – No FF

Feb.

01/02 First Penance Ceremony

6:30 pm / 11:00 am

18/19 Presidents' Day – No FF

Mar.

Faith Formation in session all weeks including the 25 and 26.

April

06 Communion Retreat

22/23 Easter Break – No FF

28 – First Communion – 9:30 am

May

04/05 – First Communions

5:30 pm / 11:00 am

06/07 – Last FF Class

June/July

6/23-28 & 7/1-3 – 2019/20

Summer Year-Round Program

FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019

S	M	T	W	Th	F	S
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31						

APRIL 2019

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019

S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

June/July 2019

S	M	T	W	Th	F	S
				...	21	22
23	24	25	26	27	28	29
30	1	2	3	4	...	