PARENT HANDBOOK
2017
Dear Parents,

It is with much excitement and enthusiasm that we continue our journey together at St Clare’s Catholic Primary School. We will have approximately 250 students and 25 staff members as we commence our third year as a school in 2017.

St Clare’s Catholic Primary School will continue to promote a contemporary approach to learning and teaching which cultivates rich and authentic learning experiences inspired by Gospel values.

There will remain a strong emphasis on developing community. We keenly want to work in partnership with parents and families to provide the best possible Catholic education for our students. As a result parents and families are most welcome to join us in our journey.

We have a highly skilled and dedicated staff to provide for the needs of our students, parents and the wider school community. I would like to thank them for all their efforts they have contributed to our school.

I would also like to thank all those who support St Clare’s Catholic Primary School. Father Jude and the wider parish team have been integral to our success so far.

As Principal, I will continue to commit my leadership over the coming years to working closely with the parents and families of the school and local community to ensure our students reach their potential.

We ask for God’s blessings as we embark on the year ahead. St Clare pray for us.

Sincerely,

Andrew Leighton,
PRINCIPAL
SCHOOL PERSONNEL

Principal: Andrew Leighton
Deputy Principal: Jane Martin
Religious Education Leader: Beth Walsh
Student Wellbeing Leader: Michelle Pietrapertosa
Bursar: Mel Choate

Address: 130 Marquands Road, Truganina 3029
Email: office@sctruganina.catholic.edu.au

PARISH PERSONNEL

Parish Priest: Father Jude Pirotta mssp
Parish Secretaries: Red Lusterio & Tita Manalo
Parish Book Keeper: Angel Hartanto
St. James Parish Office: 336 Derrimut Road, Hoppers Crossing North. 3029
Telephone No: 9748 6800
Fax No: 9748 9791
Email: parish@stjamesapostlehcn.com.au

PARISH MASSES

Tuesday - Saturday 9.00am
Saturday Vigil Mass: 6.00pm
Sunday: 8.30am, 10.30am and 5.00pm (6.00pm daylight saving time)
PRAYER, LITURGY and SACRAMENTAL CELEBRATIONS

As a faith community we gather on formal and informal occasions to celebrate in prayer, worship and thanks.

Children participate in a school Mass twice a term and parents/carers are warmly invited to attend. In 2017 we hope to have monthly morning parish masses in our new school hall led by one of our year levels. Both school families and parishioners will be welcome to join us.

Roman Catholic students will celebrate the sacraments as part of the parish program: Reconciliation, Eucharist, Confirmation.

Parents of all students are expected to participate in a program of faith development to enable them to support their children’s spiritual growth. Each year during the children’s primary schooling there are planned adult workshops and/or family liturgical celebrations to attend.

During the year, the community is invited to participate in a number of social justice activities. These occasions give us an opportunity to become more aware of local and global issues and to put our faith into action by sharing what we have with others in need.

SCHOOL OFFICE
The School Office is open between the hours of 8.30am and 4.00pm.

ACCURATE RECORDS
It is vital that the school is able to contact parents in case of an emergency. Please ensure that telephone numbers are always correct and current.

Let the school office know immediately:
- when you change employment.
- when you change address or telephone numbers.
- when your emergency information changes.

SECURITY
If you visit the school during school hours you must report to the Office. Volunteer and Visitor badges are available if any adults are working in the learning spaces during the day. You need to sign in for either a Visitor, Parent Helper or Volunteer Badge and then sign out when leaving. This is to ensure that teachers and students can readily recognize adults who have a right to be in the school, and that in case of emergency all occupants of the school can be identified. There are no exceptions to this policy.
### 2017 TERM DATES

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>TERM 1</td>
<td>Thursday 2 February – Thursday 30 March</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Wednesday 19 April - Thursday 29 June</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Tuesday 18 July – Thursday 21 September</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday 10 October – Wednesday 20 December</td>
</tr>
</tbody>
</table>

### 2017 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labour Day</td>
<td>Monday 13 March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 14 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 17 April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Tuesday 25 April</td>
</tr>
<tr>
<td>Queen's Birthday</td>
<td>Monday 12 June</td>
</tr>
<tr>
<td>Melbourne Cup Day</td>
<td>Tuesday 7 November</td>
</tr>
</tbody>
</table>

### 2017 SCHOOL CLOSURE DAYS

These are Professional Learning and Planning days for staff. Apart from the beginning of the year timetable, there will be six other closure days. This is more than many schools but is the most effective way to develop the wide range of school policies, procedures and programs required for school operations, especially at this early stage of school development. These days will be the first and last day of each term plus Cup Eve (6 November).

### SCHOOL TIMETABLE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 am</td>
<td>Home rooms open</td>
</tr>
<tr>
<td>8.55 am</td>
<td>Home room, prayer and daily organisation</td>
</tr>
<tr>
<td>9.00 am</td>
<td>Planned Learning begins</td>
</tr>
<tr>
<td>10.55 am</td>
<td>Children eat play-lunch</td>
</tr>
<tr>
<td>11.00 am</td>
<td>Recess begins</td>
</tr>
<tr>
<td>11.30 am</td>
<td>Learning continues</td>
</tr>
<tr>
<td>1.25 pm</td>
<td>Children eat lunch (NO CANTEEN)</td>
</tr>
<tr>
<td>1.35 pm</td>
<td>Lunch play begins</td>
</tr>
<tr>
<td>2.15 pm</td>
<td>Learning continues</td>
</tr>
<tr>
<td>3.15 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
PLAY LUNCH & LUNCH
Children need to bring to school a HEALTHY play lunch and lunch. A drink of water should accompany their food. **NO NUTS ARE PERMITTED.**

Please note: No chewing gum is allowed in the school.

PREPARING YOUR CHILD FOR SCHOOL
The start of school is an important part of your child's life. Children's first experiences are most important as they influence children's attitudes for years to come. Each year as children begin school, they confront a whole new set of experiences. They will need to make many adjustments and you can help your child to make a happy transition.

PREPARING YOURSELF
Be aware that you are an important model. Your child's attitudes and responses will be influenced by your attitudes and responses.

1. Let your child see that you expect him/her to be happy at school. Speak confidently and positively about school.
2. Avoid making casual remarks in your child's hearing which may adversely affect their anticipation and experience of school.
3. Do not make an unnatural fuss and he/she is more likely to accept school as a matter of course.

PREPARING YOUR CHILD
Personal Safety
The school's program will help to develop safety habits in your child. However, for his/her safety, and for the welfare of others, you should give him/her the following preparatory training:-

- Know full name, address and if possible, phone number.
- If your child will walk to school, follow the route to be taken prior to the commencement of the school year - acquaint him/her with road safety procedures e.g. kerb drill, not crossing from behind parked cars etc.
- Warn him/her about strangers.
- Not to bring to school any articles which may cause harm to him/her or others.

Private property brought to school by students is not insured nor is the school responsible for any loss.
Personal Development for Prep Students:
- Make sure that your child is accustomed to spending time away from mother and/or father, otherwise separation may be a problem.
- Have several school lunches with your child at home. Children need practice in handling a lunchbox successfully and how to tidy up afterwards. Please ensure that play lunch is wrapped separately.
- Develop your child's self-management with dressing and preferably send him/her in shoes that they can do up and undo.
- Ensure your child is confident with self-management at the toilets.
- If possible, teach your child to recognise his/her name.

Personal Development for all students:
- Stress the importance of washing hands after visiting the toilets.
- Ensure he/she can use a tissue or handkerchief properly and the importance of covering mouth when coughing or sneezing.
- Stress the importance of listening carefully, speaking clearly and politely and obeying promptly.
- Teach him/her to be courteous and considerate of others.
- Ensure that all your child's school clothing and possessions are clearly labelled with his/her name.
- It is wise not to bring to school articles of value or toys that can be easily damaged (school will not be responsible for damage or loss).
- Have a reasonable, regular bed time for your child so that he/she is ready for school the next day.
- Be up early enough to give him/her a calm ordered start to the day. A good breakfast is essential for staying power and concentration through the morning. A morning routine without television is ideal.

FIRST DAY of SCHOOL
On your child's arrival at school on his/her first day he/she will be required to bring with him/her the following belongings:
- A St Clare’s school bag or one of a comparable size
- Healthy snacks and lunch with a drink of water.
- A large box of tissues (this will ensure we have a supply of tissues in the learning space throughout the year).
- Preps should also bring a change of underwear and socks (in a plastic bag with the child’s name on it).

Once you arrive at the office or in the learning space, introduce yourself and your child to a member of staff. After your child has located his/her locker and has been given directions by a staff member, you are welcome to join us for a morning tea/coffee.
PUNCTUALITY
An essential part of the children’s learning is being on time. Children need to be at school by 8.45am (Grounds will be supervised from 8.30am). Frequent lateness to class results in major gaps in student learning and is disruptive to other students’ learning. If for any reason a child arrives after 8.55am, parents must report to the office to sign the Late Arrival book. Parents will be contacted if there is a pattern of late arrival for school which needs to be addressed.

DISMISSAL
Dismissal is at 3.15pm

At the beginning of the year all Prep children need to be collected from the Prep learning area – either by the parent, designated carer or older sibling. Any parent, designated carer or older sibling of Yr 1-6 students who is collecting children from the learning spaces should arrange a meeting point. This should be outside one of the learning spaces and children will be able to meet you there each afternoon.

If you are using the “drop off – pick up” area, children will be brought to this area at 3.15pm and teachers will supervise them until 3.30pm in a “safe area” while waiting for you to collect. This should be ample time for parents to stagger their arrival time and allow an efficient and safe flow of traffic.

Parents/carers will be required to cooperate with any directions given by staff in efforts to ensure student safety and smooth traffic flow. Please observe all parking and road regulations around the school for the safety of all children and in respect for other road users and local residents.

A bike rack is available at the school for your child’s use if he/she is able to ride safely to and from school. For safety reasons, no riding is allowed on the school property. Children need a lock and chain to secure their bike/scooter to the rack.

Those who are within walking distance of the school are strongly encouraged to walk – this would be highly beneficial for both the health and safety of community members.

Any child walking home independently must leave the school grounds at 3.15 and follow a route pre-planned with parents/carer. This is to ensure that they are walking while there are other supportive adults and children in the area.

Those children attending the After School Care program will not need to leave the school at dismissal time. They will move directly to the multi-purpose hall for the program and be directly supervised by Camp Australia staff.

If you have been delayed in an unexpected way, your child will be supervised indoors until your arrival.

If you know you will arrive after 3.30 to collect your child, you need to enrol them in the After School Care program.
BEFORE AND AFTER SCHOOL CARE
Camp Australia provides an out of school hours care program at the school. The program will operate Monday – Friday 6.45am-8.30am and 3.15pm-6.00pm. Enrolment details are available on the Camp Australia website: www.campaustralia.com.au

COLLECTING YOUR CHILD BEFORE 3.15 pm
On some occasions you may need to pick up your child before 3.15pm. When doing this you must come to the school office to sign your child out in the ‘Early Dismissal Book’.

WHAT TO DO IF YOUR CHILD IS ABSENT
If the absence is for one or two days please send a written explanation for the absence when your child returns to school. It is a legal requirement that schools have written explanations for all absences from the parent/guardian.

However, if the absence is of a longer duration please contact the school office and inform staff of the circumstances, to alleviate any cause for concern. Again, when your child does return to school, provide a written explanation of the absence for our records.

If you are aware that there will be an extended absence (more than two days) please notify the home group teacher prior to your child actually missing any school.

Parents should be aware that frequent and/or extended absence from school does impact on student learning. If either you or the school staff have concerns about the number of days being missed, a program support group may need to be established to ensure optimum learning opportunities are available for your child.

However, if your child is unwell it is better to keep them at home to ensure quick recovery and to avoid the spread of illness.

REPORTING STUDENT PROGRESS
Staff will closely monitor student learning and contact parents to discuss any areas of concern. Parents are encouraged to discuss any concerns they have about their child’s learning and wellbeing with the home group teacher or relevant staff member.

A written report will be provided twice during the year. A formal interview will be arranged at mid-year for all parents with optional interviews at the end of the year.

DISCUSSING IMPORTANT ISSUES WITH YOUR CHILD’S TEACHER
Before and after school is a suitable time for a quick chat with your child’s teacher. However, if you would like to discuss an important issue, area of concern or have an update on your child’s progress it is important to make an appointment with the teacher. Appointments can be made directly with the teacher or through the office.

POSITIVE BEHAVIOURS AND BULLYING POLICIES
All members of the school community will be expected to demonstrate positive, respectful behaviours. Positive behaviours will be actively encouraged and affirmed. Bullying will not be accepted and any inappropriate behaviours will be addressed.
CAMP PROGRAM
Yr 5 and 6 students participate in a three day camp. This experience encourages the development of both social and leadership skills. It provides students with an important opportunity to further develop their growing independence and to forge positive relationships outside the classroom with their peers and teachers. The cost of the camp is included in the education levy.

SCHOOL NEWS
The school website is frequently updated. This is a very important link between school and home. All families should check this site regularly and respond in a timely manner to any relevant requests for information, support or feedback.
If you think you have missed any important information, please ask your child's teacher or office staff for clarification.

We also have a school app. This can be easily downloaded to your smart phone or tablet. The Tiqbiz school app contains access to the school website, weekly school newsletters, calendar, galleries and events. We also send out notifications that keeps the community informed about our school life. You can also contact the school through the app.

You can download the Tiqbiz school app by:

1. Going to the App store on your smart phone or tablet.
2. Search for tiqbiz
3. Open tiqbiz and register/log-in
4. Click the ‘Find Boxes’ and type our name into the search bar. Select us from the results
5. Click the grey tick on the boxes that apply to you. When the tick turns green, your connected.
6. Click on the Inbox icon.
   This is where you will receive our instant messages, newsletters, notices and calendar events.

PARENT PARTNERSHIPS
Parent involvement is encouraged and welcome at St. Clare’s Primary School. Without the support of parents, many of the programs and opportunities we offer the children would not be possible.

Some ways that parents are able to be directly involved in school programs include family & friends association, reading, story writing, computers, typing, excursions, sports training/events, applied mathematics, music programs, theme days, cooking, children’s book making and repairs to readers. A volunteer training program will be run in 2017 for parents able to be directly involved in supporting student learning.
FINANCIAL COMMITMENTS – 2017

EDUCATION LEVY
This levy covers the cost of your child's stationery, classroom supplies and curriculum expenditure in all of the key learning areas. It also covers excursions, most sporting events and camp costs for the year. Payment of this levy is required at the commencement of the school year and no later than Friday 24 February.

The base levy for 2017 is $250 per child.

ADDITIONAL COSTS to be billed with the Education Levy
The Sacramental Programs attract a levy to be paid if your child is in a year level celebrating a sacrament (Yr 3, 4, 6).
The cost for Yr 5/6 Camp will also be included with the Education Levy.

Please note: adhoc sporting events and special event programs will be billed as they occur.

SCHOOL FEES
Fees for 2017 are $1,385 per family. Statements are sent home early in Term 1 then at the start of each subsequent term.

There are a number of ways to pay school fees:
• Cash
• Cheque
• Direct Debit facility
• Credit Card facility
• (EFTPOS)

There are also a number of options regarding instalment payments eg annual payment, 3 payments, monthly or fortnightly payments.

You will be able to indicate your preference when you receive your first Statement.

If you are unable to meet your financial commitments on time please contact Mel Choate at the Office during February to arrange an appointment with the Principal, Andrew Leighton.

PARISH THANKSGIVING CONTRIBUTION
Families attending the parish schools are required to contribute financially to the parish. A minimum annual contribution of $250 is encouraged (this is equivalent to $5 per week).

EXCURSIONS & INCURSIONS
Each learning group will participate in a small number of excursions and/or incursions each year. These are held for specific educational purposes and all children are expected to attend. Plenty of time will be given notifying you of such activities. It is very important that the permission note be filled in and returned. Costs for these activities will be included in the levy paid at the beginning of the year.

CELEBRATING BIRTHDAYS
Each child’s birthday will be acknowledged within the homegroup. A ritual such as lighting a candle and the class singing ‘Happy Birthday’ will be established. No food or trinkets should be sent to school for sharing.
PERSONAL ITEMS BROUGHT TO SCHOOL
Children need to take responsibility for any personal items that they bring to school. Any items lost or damaged are not the responsibility of the school. It is always helpful to have items labelled with your child’s name.

ART SMOCKS
All children from Prep - Year 6 are expected to have their own art smocks. An old shirt makes an ideal smock. Please ensure that art smocks are labelled with your child’s name.

MEDICATIONS
The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. We ensure that all staff have Level 2 first aid qualifications.

To ensure the safety and wellbeing of students and staff, medicine will not be administered by school staff unless accompanied by a letter from the supervising doctor stating the time and dosage of the medicine. Parents should bring these to the school office and complete the appropriate form, which will include details of the child’s name, dosage and time the dose is to be given. All medicines should be supplied in a suitable container, clearly marked with the child's name and year level, along with any measuring implement.

If your child has ongoing medical issues such as asthma, anaphylaxis, hay fever, allergies, epilepsy etc. then a medical management plan needs to be completed by your doctor and supplied to the school with the relevant medication. Please ensure management plans are updated as required (yearly or when circumstances change). Parents whose children have such needs should discuss the matter with Michelle Pietrapertosa, Student Well Being Leader, and the home group teacher.

EXCLUSION FROM SCHOOL
Certain infectious diseases are covered by specific Health Department regulations and require exclusion of the patient and others they come into contact with. The most common are listed below. Parents are asked to notify the school immediately if your child is diagnosed with any of these:-

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PATIENT EXCLUDED</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until finally recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>At least 7 days after rash appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>German Measles</td>
<td>At least 4 days from onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head Lice *</td>
<td>Until appropriate treatment has commenced</td>
<td>Should be inspected regularly</td>
</tr>
<tr>
<td>Parvovirus B19 (slapped cheek)</td>
<td>No exclusion but the school should be notified as soon as possible after diagnosis, as this infection can be dangerous for pregnant women.</td>
<td></td>
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</tbody>
</table>
Parents are asked to make routine inspections of their children’s hair and to seek advice from a doctor, chemist or local council if they suspect an infestation of head lice has occurred. Immediate treatment will overcome the problem more easily. The school should be advised if an infestation occurs.

**Shoulder length hair must be tied back to reduce the risk of transfer of infection.** If ribbons/bands/clips are being used they are to be either royal blue or yellow.

**SCHOOL UNIFORM**
Our uniform is very important to us. It is one way in which we promote our identity. Students should be wearing the approved uniform at all times while attending or representing the school. This should be worn with pride and the public should witness positive behaviour by our students whenever they are in public spaces wearing the school uniform.

All items of uniform must be clearly labelled with your child’s full name.

<table>
<thead>
<tr>
<th>SUMMER UNIFORM</th>
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<tbody>
<tr>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>Navy blue skort or shorts with blue &amp; white piping</td>
<td>Gold short sleeve polo with SC logo</td>
</tr>
<tr>
<td>Gold short sleeve polo with SC logo</td>
<td>Navy blue shorts with royal blue &amp; white piping</td>
</tr>
<tr>
<td>White socks and predominantly white runners</td>
<td>White socks and predominantly white runners</td>
</tr>
<tr>
<td>Blue legionnaires hat with SC logo</td>
<td>Blue legionnaires hat with SC logo</td>
</tr>
<tr>
<td><strong>Optional</strong> – Summer dress</td>
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</table>

<table>
<thead>
<tr>
<th>WINTER UNIFORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>Pinafore or navy blue slack.</td>
<td>Grey pants</td>
</tr>
<tr>
<td>Blue blouse or skivvy</td>
<td>Blue shirt or skivvy</td>
</tr>
<tr>
<td>Blue woollen jumper with SC logo</td>
<td>Blue woollen jumper with SC logo</td>
</tr>
<tr>
<td>Navy blue stockings</td>
<td>Black socks</td>
</tr>
<tr>
<td>Black leather shoes</td>
<td>Black leather shoes</td>
</tr>
<tr>
<td><strong>Winter Sports Uniform (Unisex)</strong></td>
<td><strong>Optional Items</strong></td>
</tr>
<tr>
<td>Gold long sleeves polo with logo</td>
<td>Spray jacket</td>
</tr>
<tr>
<td>Navy blue track top with blue &amp; white piping &amp; SC logo</td>
<td>School bag</td>
</tr>
<tr>
<td>Navy blue track pants with royal blue &amp; white piping</td>
<td>School beanie (during cold months)</td>
</tr>
<tr>
<td>White socks &amp; predominantly white runners for sport</td>
<td></td>
</tr>
</tbody>
</table>

Each child is expected to wear their SCHOOL HAT every day during terms 1 and 4
Uniform Shop
- The uniform shop at St Clare’s in 2017 will be open each Thursday from 8.00am – 10.00am to enable parents to make uniform purchases.
- Order forms can be left at the school office with cash or credit card details.
- Order forms can be phoned through to Academy Uniforms on 9460 8011 with credit card details.
- All uniform items can also be purchased at Academy Uniforms retail store located at 238 Wolseley Place Thomastown. The hours at Thomastown are:
  - Mon-Fri 9am – 5pm and Saturdays 9am-12pm.

LOST PROPERTY
It is important that all items of clothing are clearly labelled. Please ensure that all articles of clothing worn to school are brought home again each day. Items of clothing not labelled are placed in a basket located in the office.

JEWELLERY
Students are able to wear a watch, earrings (a single pair of studs or sleepers) and a chain, tucked in underneath their uniform. Bracelets and friendship bands are not permitted. If the jewellery is lost or damaged, we take no responsibility for this. Children are not permitted to wear nail polish. Hair ties are to be yellow or blue and simple in design.

PREP FEBRUARY TIMETABLE
For Term 1 the Prep children will be required to attend school on:
- Monday, Tuesday, Thursday & Friday for normal school hours: 8.45am – 3.15pm.
- There will be NO SCHOOL for Preps on Wednesdays until week 6

We do this for two reasons:
1. We believe that this break in the middle of the week makes the adjustment to school life a little easier for the children and helps them cope with this new exciting challenge.
2. The Wednesdays enable the Prep teachers to -
   - Meet with parents to discuss any issues concerning the children.
   - Administer a number of assessments with the children. An appointment time will be arranged at the beginning of the year with each child’s family to facilitate the assessment schedule. Your child will be required at school for approximately an hour on the day allotted for the assessment.

The Prep children will commence full school attendance (including Wednesdays) from the week commencing Monday 6 March 2016.
Loving God,

We give thanks for our unique and diverse community, brought together by your grace.

Illuminate the path so that we, like Saint Clare, can always follow the example of Christ.

Reflect in us your spirit of love, compassion and generosity.

May we continue to hold your light in our hands.

Amen.