

POLICIES AND GUIDELINES

Please read these policies and guidelines carefully, and discuss them with your child.

A PARENT /LEGAL GUARDIAN MUST ACKNOWLEDGE THAT HE/SHE HAS READ AND ACCEPTED THESE POLICIES AND GUIDELINES FOR THE REGISTRATION TO BE PROCESSED! SEE THE "PARENT /GUARDIAN CONSENT FORM."

REGISTRATION

Every effort will be made to place a child in class, depending upon available space. Home study is provided on request with paid registration, and when classroom space is not available.

STUDENT DROP OFF/DISMISSAL PROCEDURES

1. ALL Students must be signed in and out of class each day. Before sign in and after sign out the parent(s)/guardian(s) assume responsibility for their behavior and safety.
2. It is assumed that the child will be signed out of class by the same person who signs them into class, unless the name of the person to pick up is written in by the person dropping off, at the time of drop off.
3. A child may sign himself/herself in and out of class if permission is given in writing by a parent. The parent assumes responsibility for their safety before sign in and after sign out.
4. Parents must pay careful attention to class dates, and not drop off students when there is no CCE or Lord's Day. Once a student arrives, he/she is not to leave until dismissed and signed out. To leave class early, a student must give the catechist a parent's written permission. Otherwise, the parent /guardian must come to the Parish Office to pick up. If someone SHOULD NOT pick up a child, please notify the Parish Office in writing.

ALLOWANCE ON GROUNDS

Parents or other adults are not allowed inside any classroom building on Sunday outside of the drop-off and pick-up times, unless they are Virtus-certified volunteers. All adults in the buildings outside of pick-up and drop-off times must wear their SVdP issued name tags.

ATTENDANCE

Regular attendance at CCE and Lord's Day classes is very important. Please make every effort to bring your child each week at the proper time. A student may be removed after three consecutive absences if another child is waiting for placement in the same class. Efforts are made to contact the parent/guardian of the absent student before dropping him/her from the roster.

Students in both their 1st and 2nd year of preparation for First Holy Communion may have no more than 3 excused absences per year. If they exceed 3 absences in one year, they will be required to do make-up work in order to complete their preparation requirements.

If a parent would like to sit in on their child's class or help as a classroom aide they must be trained in *Virtus: Protecting God's Children*. This is an archdiocesan requirement for any adult who participates in or around children in the parish or parish functions. This is a three-hour training offered throughout the year and throughout the archdiocese that also involves a background check. To register and attend this training please go to www.virtus.org.

ABUSE PREVENTION CURRICULUM

Cardinal DiNardo has directed that all archdiocesan parishes participate in Sacred & Safe, a safe environment education program for all children in Kindergarten-12th grade. Its primary focus is to help children and their parents develop the knowledge and skills needed to keep children and young people safe and protected from sexual abuse. Sacred & Safe provides one age appropriate lesson each Fall to children. Parents are strongly encouraged to preview the lesson which can be found at archgh.org/sacredandsafe.

CLASSROOM RULES & CONTROL

To maintain a beneficial learning environment for all students, we ask that all children follow the basic rule of respect for their catechists and classmates. If a student manifests a difficulty showing respect, the parents will be contacted, so that a solution can be reached. If the problem persists, a parent may be asked to either be present in the classroom during CCE (provided they are *Virtus* trained) or to homeschool for the remainder of the year.

PARENTAL CONSENT

A parent or legal guardian's consent is required to register in CCE and Lord's Day, and to attend special events outside the normal classroom schedule (i.e. retreats, field trips, service work, etc.)

If conflict should arise due to separation or divorce concerning the care of a child, the office will follow the requests of the custodial parent/guardian with whom the child resides more than fifty percent of the time.