

RELIGIOUS EDUCATION PROCEDURES – for Parents

Contact Information:

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PARENTS	<p><u>Parents are the primary faith sharers. Please take time to:</u></p> <ul style="list-style-type: none"> -Provide weekly Mass attendance & discuss the Mass with the family. -Help with study of prayers – especially the primary-grade students. -Pray with your children.
ARRIVAL PROCEDURES: (SUNDAYS)	<p><u>ENTRANCE:</u> The ONLY door that will be unlocked is the front door facing the parking lot.</p> <p><u>PARENTS</u> The Mass will be at the center of the Faith Formation program. Children sit with their families during Mass. After Mass, please escort your children to their Sunday class. Then, please join us for “Coffee-and” in the Gathering Space until your child’s class has finished. Sunday classes are 30 mins after Mass.</p> <ul style="list-style-type: none"> ▪ Please do not drop off your child unless a Catechist is present.
DISMISSAL PROCEDURES (SUNDAYS)	<ul style="list-style-type: none"> ▪ A parent or authorized adult only is to sign children out from their class space on the Sign-Out Sheet. ▪ Parents are to go directly to their child’s classroom at the end of class to pick up their child. ▪ Parents are to wait quietly outside of classroom until Catechist is ready to dismiss children. ▪ If a parent has more than one child, parent should go to the youngest child’s classroom first. ▪ Catechists are to remain in the classroom with the students until a parent arrives. <p><u>Late Parent:</u> If a parent is very late in picking up his/her child and both the Catechist and Aide need to leave, the child will be brought to Cheryl Wallace, a Safety Monitor, or other Catechist. A child will never be left unattended.</p> <p><u>Early pick-up:</u> Early pick-up is discouraged, however, on occasion, if you need to pick up your child early, please call the office during the day or send a note with your child. Please sign the Early Dismissal book and you can then go to your child’s classroom for early pickup</p>
SAFETY	<ul style="list-style-type: none"> ▪ All outside doors except the main front doors are locked until dismissal time ▪ A Safety Monitor will be stationed at the main front doors and in each section of instructional space while the children are in session. ▪ Anyone who enters the building will need to sign in with the Safety Monitor. ▪ Safety Monitors will patrol all hallways and restrooms. ▪ With the help of Safety Monitors, Catechists, and our local emergency officers, SK Faith Formation program will be practicing regular Fire Drills and Lockdown Drills this year. ▪ Please instruct your child not to: run in the parking lot, climb on snow banks when present or hang from the limb of trees in the courtyard area.
SCHOOL CLOSINGS	<p>In the event the school has to be closed due to inclement weather:</p> <ol style="list-style-type: none"> 1. A mass FlockNote (email & text) will be sent to all Religious Ed families by the Religious Education Office informing every parent of cancelled classes. 2. Catechist and Aides will receive a phone call and/or text message from the Religious Education Office. 3. Additionally, catechists, will either call each of their student families, or, using their cell phones Catechists will “text message” the parents in their classes. Cell phone numbers will be on Student Roster list.

ATTENDANCE	Attendance records are kept on a weekly basis. It is expected that no more than 1/4 of the classes will be missed during the school year. If your child is absent, please email your child's catechist or contact DRE, Cheryl Wallace (cherylw@saintkateri.org , 973-729-3021).
FOOD	<u>NO FOOD</u> will be allowed in the classrooms. There are too many children with serious allergies. In addition, the school has children with such serious nut allergies, that even trace amounts left on the desk could cause a very serious reaction. Parents and catechists are allowed to bring food and treats to the SK Parish Gathering Space to supplement hospitality, and may label special treats for their class in the gathering space.
STUDENTS WILL:	<ul style="list-style-type: none">-Cooperate and respect the Catechist, Aides and other students.-Attend regularly and participate in class.-Keep cell phone out of sight. Children are not to text or use their cell phones during the classroom unless it is for an urgent matter or part of the lesson as communicated to the students by the catechist.