

***Annunciation Parish Religious Education
Program Policies and Procedures***
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Parents, thank you for choosing Annunciation Religious Education for your children's continual faith journey. You are the primary teachers and we are here to provide assistance when and where necessary.

Below is a guideline of our Program Policies. Please reflect on each area. We need your help in providing your child/children the best and safest environment available.

1. The Religious Education is planning on in-person classes, however, this may change. Due to the requirements of the Archdiocese of Los Angeles and the State of CA, masks will be required for all students and catechists regardless of vaccination status.
2. Students will be asked to sanitize their hands upon entering the classroom and remain in their seat for the remainder of class. Catechists will remain in front of the classroom by their desk and will not roam the classroom.
3. Parents, please make sure your child uses the bathroom prior to attending class. Due to Covid-19 guidelines, bathroom facilities must be sanitized after each usage and students will not be allowed to use the facilities without supervision.
4. Please make sure your child is on time for class. We will begin promptly at 3:45pm and class will end at 5:00pm. We normally begin class in the parish hall with prayer. Unfortunately, this will not be the case this year. Opening prayer will be offered in the individual classroom so it is critical that the student arrives on time.
5. Attendance: Please allow yourself plenty of time for your child to arrive for class on time. Attendance is an essential part of this program and we ask that you commit to bringing your child each week.
6. Arrival/Tardiness: If your child is late for class, please bring them to the Religious Education office. We will make sure they get to their class safely. Please be reminded the classes are short and tardiness is difficult for the student and teacher, and disrupts the entire class. If a student is tardy more than 10 minutes, they will be asked to return the following week.
7. Absence: Please notify the Religious Education Office when your child will not attend class. Parents will be contacted when the student is absent.
8. Early Dismissal: If for any reason a student must leave class early, the parent must send a note to the director of the program. Please include the date and time you wish to pick the child up. The parent must come to the office and the child will be called from class. The parent will sign a release form in the Religious Ed. Office and it will be kept on file. When visiting the office, please wear a mask.
9. Dismissal: Students must be picked up immediately after class. Students may not remain on the grounds following class. Students are not allowed to walk home. Students may leave church grounds only with parents or other persons authorized by the parent. Students must wait for rides behind the fence. Please see below for dismissal procedures:
 - a. It is expected that children will be picked up within 15 minutes of dismissal time. Please notify the Religious Education office if an emergency arises and the parent will not be able to pick up the student on time. Our staff has commitments following class and cannot remain on the grounds indefinitely.
 - b. Students will be lined up behind the parking lot gates at 5:00pm. Parents must park their car and come to the gate to pick up their child. Students will not be allowed to walk across the parking lot without

parental supervision.

c. In case of rain, students will line up in the parish hall and await parental pick up.

10. Earthquake: No student will be released from school grounds until parent or other authorized person has signed the student out with a Religious Education staff member.

11. Financial Responsibility: It is essential that each family accept financial responsibility to pay the required registration fees that cover teaching materials and supplies. We offer payment plans but ask that the tuition balance is paid by February 1, 2022.

12. Behavior: Full cooperation from the student is expected outside and in the classroom. Parents of students who fail to comply with this policy will be asked to accompany their child to class until proper behavior is realized.

Parents will be notified immediately of disciplinary problems and a meeting between parent, student, and appropriate staff will be scheduled.

13. Sacramental Preparation: This is a 2-year consecutive preparation for the Sacraments of Reconciliation, Eucharist, and Confirmation.

14. Baptismal certificates must be turned in no later than October 21, 2021. If the certificate is not turned in, the student will not be able to continue their journey towards 1st Holy Communion.

