

Migrant Ministry Religious Education Processes
August 7, 2012

The goal is for the Diocesan Migrant Ministry Office to establish the program, train the leaders and to provide on-going support. Once established, the Parish will administer and manage the program. Communication between the Migrant Ministry Office and the Parish should start prior to the establishment of a program and should continue throughout the life of the program. The processes are as follows:

Process	Responsible Party
All parents, teachers and supervisors that participate in this program should be required to be “Safe Environment” trained to the extent possible	Parish Safe Environment Coordinator
Maintain emergency contact information at the location (and parish)	Coordinate between Migrant Ministry Team and Parish DRE
Establish formal child care program for children at location but not in class	Migrant Ministry Team
Follow the CCD in Private Homes written policy/guidelines	Migrant Ministry Team
For Group Accident Insurance reporting – students served through Migrant Ministry should be included in the total count for children served in Religious Education Program at the parish level and reported in the Annual Parish Report	Parish DRE
Water should be readily available	Migrant Ministry Team
No farm equipment should be parked in the area during class time	Migrant Ministry Team
There should be a strict “use of bathroom” policy that only a child’s parent can accompany a child to the bathroom	Migrant Ministry Team
Location should be inspected prior to the start of class each week to look for and deal with any hazards	Migrant Ministry Team
The parking area needs to be supervised during the time cars are coming and going. The names of the parking supervisors for the day should be posted in a visible location	Migrant Ministry Team
A member of staff needs to be first aid and current CPR trained. There should be a first aid kit on site. If no one is trained in CPR – access to 911 is needed	Migrant Ministry Team
The program needs an emergency response plan	Migrant Ministry Team
The parish should visit the program on a regular basis	Migrant Ministry Team
All children at the location must be supervised at all times to keep them off the road and out of areas not used by the program	Migrant Ministry Team

Please note that the responsible party at the parish is the position listed above or as designated by the Pastor