

## General Classroom Policies and Procedures

1. Children cannot be left unsupervised. If you need to leave the classroom, text me at 334-275-1003 and I will come to your aid or send help.
2. Encourage parents to become involved in the catechetical process by providing handouts and even take home family activities. They are looking for our guidance and want to participate in the process of teaching the Catholic faith to their children.
3. If possible, designate a "room mom" (or dad) to assist with special activities, parties, field trips, and special projects. These activities should be discussed with the PCL in advance. Contact information will be included in attendance folders.
4. Outside doors, classroom doors and the copy room will be unlocked by 8.am. on Sunday mornings.
5. Sessions will begin promptly at 9 a.m. and will be dismissed at 10:05 a.m.
6. Please notify your need for a sub as soon as possible. For emergencies, please text me as soon as you know you can't make it. 334-275-1003
7. Please use the attached form to communicate other needs. Fill it out and leave it in your attendance folder.
8. Please take attendance at the beginning of each class. Keep attendance notebook accessible in the event you must quickly evacuate the classroom and need your attendance list to account for students and volunteers. Attendance records should be left in the classroom each Sunday.
9. Communication with parents about special activities, a reminder to send an item with the child, notification of field trips, etc.is vital. You can send letters home with the children, send e-mails, send texts, place it in the bulletin (10 days in advance), and possibly have it announced at Mass. Please make sure the PCL has a copy of all communication prior to being sent out.