Religious Education
Parent and Student Handbook
Mary Help of Christians Church
Religious Education Office Contact Information
5980 N University Dr, Parkland, FL 33067
Phone: 954-323-8025 (Office)

Religious Education Staff
Pastor: Msgr. Terence Hogan
Coordinator of Religious Education: Issa Gaytan
Administrative Assistant: Ana De La Rosa

E-mails
Issa Gaytan issa.gaytan@mhocrc.org
Ana De La Rosa ana.delarosa@mhocrc.org
Faith Formation Office faithformrec@mhocrc.org

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MISSION AND PURPOSE

The Faith Formation Ministry of Mary Help of Christians strives to share with our families in their call and blessing to teach our children the Gospel of Jesus Christ and the richness of the Catholic tradition.

Through the work of the Holy Spirit that establishes a community of faith, we foster personal conversion to Christ, knowledge of the Sacred Scripture and Tradition of the Church, liturgical renewal, evangelization, social justice, discipleship, and the vital aspects of prayer.

We guide our Faith Formation families in the understanding that our service to help hand on the Catholic faith would be null without an active faith life in the home and weekly participation in the Eucharistic Liturgy.

We welcome children and their families in an atmosphere of belonging, faith, and love and share in an ever present reliance on the Holy Trinity and our One, Holy, Catholic and Apostolic Church.

It is expected that each family become actively involved in Mary Help of Christians Faith Formation Ministry and Church in order to model a living, conscious and active Christian faith and to reinforce the values and attitudes for living that faith. The family and their children also agree to act in accordance with these values and attitudes.
ADMISSION

It is the goal of the Mary Help of Christian’s church to provide religious education for every child in the parish. In rare cases, the parish may not be able to invite a student into the program because it does not have the resources to meet the special needs of the child. In such cases, the parish will assist the parents in providing catechesis for their child, especially in preparation for the sacraments.

In matters of admission to the program or to the reception of a sacrament, the final decision belongs to the pastor. No person on the grounds of race, color, or national origin is excluded or otherwise subject to discrimination in receiving services at the Faith Formation Program.

REGISTRATION

Registration for new students is initiated in the spring for the following catechetical year. Hours and dates are announced in the parish bulletin. Registration is conducted on a first come, first serve basis. It is advised that registration forms be returned as soon as possible to assure that you get the class, day and time that is most convenient for your family.

New students transferring from another parish or Catholic School or Religious Education program must present a letter or report card prior to acceptance and placement in our program.

❖ **Bring the Following Items to Registration**

❖ **Baptismal Certificates** are needed for new registrations and returning students whose certificates are not on file in our office. If in doubt, bring the certificate.

❖ **Transfer Records.** If you have transferred your child from another parish or Catholic School, please bring your transfer records.

❖ **Emergency Contact Information.** Bring several names and phone numbers of relatives/friends who can be reached in case of an emergency. Doctor information, medical and insurance information are also needed.

❖ **Parish Registration Number** or envelope number.
Re-Registration Requirements

Students currently enrolled in the program are required to re-register in the spring (at the last day of the current term) for placement for the following year. These re-registration forms are given to you the last day of classes of your children prior to our opening registration to new students. We expect you to turn them back that same day and get them enrolled for the next term. This gives our currently enrolled students priority in the selection of class day and times. The last day of the term return of the forms will also assist us in the planning for the following year. For the special circumstance of this year we are asking you to please fill the online registration form before May 31st, 2020.

Registration Fees

$190 One Student
$290 Two Students
$340 Three or more
$25 discount for registrations received by May 31, 2020
$100 deposit due at registration
Payment due in full by September 1, 2020
$100 discount applies for adult Catechist volunteers
$25 Late Fee for payments received after Nov. 1, 2020
$25 of the registration fee is non-refundable
$35 charge for returned checks or declined credit cards
No refund of tuition after Nov. 1

If you have any questions or problems concerning the payment of fees, you are invited to come and discuss this with the Coordinator of Faith Formation. Our ministry is here to spread the message of Jesus to young people, do not let finances keep your child from learning God’s Word! No child will be refused due to financial hardship. Payment plans are always available.

Changing Class Days

At the time of registration you chose the day and time that your child will attend class. We hope that you made your selection according to your schedule and your child’s schedule. We won’t be able to make changes once placement has been assigned.
Our goal is to introduce and re-introduce young people to the person of Jesus and to reveal the person of Christ. The best way to do that is through the Scripture-based Catechetical Program. We believe that the Mass is our primary form of Catechesis and is also how we hand on the Catholic tradition of the Church and that all other catechesis should flow from it. Also a Scripture based catechetical program accomplishes this goal. The sacramental program will use age appropriate Reconciliation, Eucharist and Confirmation books.

- **Sacramental Preparation**
  A Sacrament involves a relationship with Jesus and presumes faith. Readiness, not age or grade, is the criterion for the reception of a sacrament. Before a student can be presented for sacraments of First Reconciliation, First Communion or Confirmation a student must attend religious education classes for a minimum of **two or three consecutive years depends of the sacrament**. Further information will be given to you at the start of the year.

- **Parent Formation Meetings**
  Parent meetings are held for the reception of First Reconciliation, First Communion, and Confirmation. All requirements regarding the reception of the sacraments will be discussed at these meetings. A schedule of these meetings will be given out on the first day of class. **Attendance is required.**

- **Student Evaluations**
  Homework and assignments are meant to evaluate the student’s grasp of material presented in class. Students are responsible for making up any missed homework assignments and tests. Please go over this information with your child.

- **Required Books**
  *Each student is expected to bring his/her backpack or bag with the textbook, workbook, folder, etc. to each session. If your child should lose or ruin the book, you will need to buy a replacement.*

- **Identification Card**
  All students will be provided a lanyard with an ID card at the beginning of the year. It is required that all students wear their ID badges to all classes. If the ID card is lost or misplaced, parents will be required to purchase a replacement card at the office. If the student doesn’t have ID badge, he/she can’t enter the campus.
ATTENDANCE

If they fail to come nothing is gained

You have enrolled your child in the ministry of faith formation. Attendance should be regular and consistent. Missed sessions mean missed contact with their faith formation community. Children not only gain in knowledge, they also form bonds, develop prayer as a group, and experience God in a unique way -- together. Please be committed to your child’s regular attendance. Be sure that they arrive on time each week ready to participate fully.

Lateness wastes valuable time. Each child is an important member of the group, their timely presence and full participation is essential to the well being of all. We are aware of the difficulties that arise when children have commitments to sports, dance, music, gymnastic lessons, etc...that may come into conflict with Faith Formation. Therefore, it is important for each family to make decisions about what children need in their lives at any given time. If you register your child for Faith Formation, please make sure it will fit into your family’s life and activities. Class assignments can NOT be changed after classes begin. We cannot in good conscience condone or give permission for children to be absent, leave early or arrive late because of conflicts with other activities. Absences and tardies greatly affect the group developing as a close knit community and puts an unnecessary burden on Catechists who have planned only for the children in their group. All of our Catechists are volunteers.

Children will be permitted three absences. Three late arrivals (after the gate is closed) and/or early dismissal will count as an absence. More than three absences may result in the need to repeat the level.

Call the office if your child will be absent. Parents should contact the Coordinator of Faith Formation if there are extenuating circumstances. Sports and activities planned after a session date has been chosen are not extenuating circumstances.

Options will be:
* Switching to a home study in grades K, 1, 4, 5, 6.
* Returning the following year to repeat the level.

Home Study. A home study option is available for levels Kindergarten, First, Fourth, Fifth and Sixth. If the schedule of lessons does not fit your family, this could be an option for you. It is our policy to restrict the use of the home study option to just one year of our eight year program because it does not provide the important element of participation in a community of faith.

Special Needs. We have access to materials and tools and will do our best to design a home study that will work for you. We are developing a class and curriculum for parents and their children with special needs to participate in Faith Formation and prepare for the sacraments in a way to accommodate each child.

❖ Mass Attendance
Going to Mass is a gift and a serious obligation for all Catholics. We ask that you make every effort to attend Mass each Saturday evening or Sunday. Have the students bring their envelopes to Mass and put them in the collection basket. This way we are teaching them to be good stewards.
Class Attendance

Religious Education classes for Kindergarten through High School 2, meet weekly for one hour and fifteen minutes. This is a very short time to teach our students about our faith; therefore, perfect attendance is our goal. On the occasion that your child will not be able to attend class, we ask that you abide by the following protocol:

- Contact the Religious Education Office prior to class
- Obtain child’s make up work upon student’s return to class
- Return make up assignments to the child’s catechist

It is the responsibility of parents to be aware of their children’s attendance status.

***************We ask that your child have no more than 3 absences per year, except for Confirmation 2 and High School 2. They must have a perfect attendance.******************

A student with more than three absences in a sacramental year (1st Reconciliation, 1st Communion, Confirmation, High School & RCIC) may be asked to delay the reception of the sacrament until such time that the student in the judgment of the Coordinator is sufficiently prepared. In all other grades, the student may not be ready to move onto the next grade level. Parents are strongly encouraged to keep all absences to a minimum.******************

Cancellation of Classes

In the event of inclement weather or some other serious reason where classes must be cancelled, we will observe the same regulations as Broward County Schools. Parents are asked to follow radio, Internet, and TV announcements.

Please if you are not sure contact us at 954-323-8025 or faithformrec@mhocr.org
The safety of children being picked up and dropped off is of paramount concern. To this end we expect you to review the following rules with your child and for you and your child to observe them at all times. Please make sure anyone else picking up or dropping off your child is aware of these procedures. All students must wear their ID card at all times, parents, guardians and other persons mentioned in the emergency forms must be prepared to show an official photo ID at all times.

- **Arrival and Dismissal**
  Students should arrive no earlier than five minutes before class begins. We cannot provide supervision of students prior to this time period. To ensure safety of our students, parents need to wait with the student until the main doors of the school are open. Do not drop off students. Arrival and dismissal will be addressed at parent orientation meeting.

- **Late Arrival**
  Every effort should be made so that the students arrive on time for class. A student who is not in class when the doors open is considered to be late. Children who arrive late must be brought into room 101 by a parent or guardian. The student must pick up a “late slip” from the front desk and present it to the catechist.

  Three tardies will be considered one absence. A student who arrives more than 30 minutes tardy for a class will be marked absent.

- **No Early Dismissal**
  Due to the fact that we have a limited number of sessions and a great deal of material to cover, we will not release a student early unless he/she is ill. Sports and other extra curricular activities are NOT an excuse for missing class.

- **Pick Up**
  Security is very important to us! For this reason we ask you to help us with the new drop off and pick up by car line only procedure.

- **Late Pick Up**
  After a reasonable amount of time (approximately 10 minutes after class has ended) if a student has not been picked up at the dismissal time, the student will be brought to the Office (Room 101). At that point, parents are called. If parents don’t respond, then the emergency contact is called and asked to pick up the student. In the event that 1 hour has passed and there has been no communication with a parent or emergency contact person, the Coral Springs or Parkland Police department will be called to intervene.

  If your children drive his/her own car to class we need a letter from the parents stating that, otherwise we will not dismiss him/her without the company of an adult.

Pick up in the parking lot is strictly prohibited. No child (regardless of age) will be permitted to cross to the parking lot without adult supervision.
Children are to enter and exit cars on the curb side in the right lane only -- within the safety zone marked by slash lines and cones.

At no time is a child permitted to enter or exit an automobile in the left lane of any part of the car loop including the safety zone.

Anyone using the parking lot must always cross in the crosswalk at the north end of the parking lot.

Cell phone use is not permitted anywhere in the car loop when children are present.

Always follow the directions of the traffic volunteers and show them courtesy and respect as they strive to keep your children safe.
GENERAL POLICIES

❖ **Discipline Policy**
Catechists are volunteers who are giving their time and effort for the benefit of the students. They have very limited time in which to teach their lesson. They are not expected to deal with students who do not plan to cooperate.
The learning environment is sacred. Any student who creates a problem in class will be removed from class and brought to the Faith Formation Office. The parents will be notified by a telephone call or a written conduct referral will be mailed home. A conference with parents may be requested at that time. It is the responsibility of the parents to correct any discipline problem if the child is to remain in the program.
Students using obscene language, physical violence, disrespect to classmates and/or teachers theft or vandalism will be brought to the Faith Formation Office. Parents will be notified to come immediately and pick up their student.
Any student found leaving the grounds during their religious education classes or whose behavior or attitude is depriving others of a religious education may be asked to leave the program.

❖ **Visitors**
A student may not bring friends to class who are not enrolled in our program.

❖ **Electronics**
Students are not allowed to bring radios, electronic games or toys of any kind to class including iPods. *These items will be taken from students and returned after classes have ended.* Cell phones should not be brought to class. If your child must bring a phone to class, it must be turned off during class time. If a student has a phone in class and it is used for text messaging or it rings, it will be confiscated and returned at the end of class. Emergency phone calls during class time must be made to or from the front office only.

❖ **Dress Code**
Students are expected to dress appropriately when attending religious education classes. Clothing that is too short or too tight and underwear that is clearly visible is considered inappropriate. Dress is casual; however, be mindful of where we are.
No tank tops or half shirt, no t-shirts advertising drugs, alcohol or cigarette products, or those displaying profanity, offensive or suggestive words will not be allowed. Absolutely no baseball caps may be worn to class. No Heelys or sneaker skates are allowed on the premises. *If your child doesn’t comply with the dress code, a parent will be called.*
- **Harassment**
  We are committed to provide a religious education program environment that is free of discrimination. In keeping with this commitment, our parish will not tolerate harassment of employees, volunteers, or students occurring in the Faith Formation Program sponsored events. Such conduct is immoral and illegal and will not be tolerated.
  Harassment consists of unwelcome conduct, whether verbal, physical, and or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status, or other protected group status. The Faith Formation program will not tolerate harassing conduct that creates an intimidating, offensive or hostile environment. Transgression of this rule may result in dismissal from Faith Formation Program.

If any employee or volunteer or student feels that he/she has experienced or witnessed harassment, that person must immediately notify the Coordinator of Faith Formation. The Archdiocese forbids retaliation against anyone who reported harassment.

- **Weapons**
  Any person carrying a weapon onto parish property or off-site event sponsored by Mary Help of Christians parish poses a clear and present danger to others. For the purpose of this policy a weapon is defined to be a gun, knife, or any other article, which could be used to cause injury. Any student found with an offensive weapon will be asked to leave the Religious Education Program. Law enforcement authorities will be notified. Items that simulate a firearm lethal weapon will be perceived as a threat to the student or other’s safety and well being. Parents will be notified immediately. Transgression of this rule may result in dismissal from Faith Formation Program.

- **Substance Abuse Policy**
  The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverage, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on parish property or while attending or participating in any religious education program sponsored activity is forbidden. Transgression of this rule may result in dismissal from the Faith Formation Program. Any student selling drugs on parish property or events will be expelled. All Archdiocesan Religious Education Programs are committed to a drug free environment.

- **Search and Seizure**
  The Coordinator of faith Formation or his/her delegate in our Faith Formation Program has access to the handbags, desks, cards, or any object that is brought onto the campus of the Faith Formation Program, and may remove any object which is illegal or contrary to the program policy.
 Parental Communication With Faith Formation Program
Persons with concerns about a catechist should first attempt to address the concern with the catechist. Only after such attempts have failed, should the parent contact the Coordinator of Faith Formation. If the parent continues to be dissatisfied, the parent should contact the Pastor. Only after such attempts have failed should the Office of Catechesis of the Archdiocese of Miami be contacted. All concerns or comments arriving at the offices of the Archdiocese will be followed up with the Pastor and the Coordinator of Faith Formation. Please remember that the Coordinator of Faith Formation is always available to talk to you about any concern you may have.

 Confidentiality
Catechists and faith formation staff will keep confidential information entrusted to us as long as no one’s life, health or safety is at stake. In these cases, parents will be promptly notified of teachers concerns.

 Changes of Address or Telephone Number
It is important that our records be kept up to date. Therefore, the Faith Formation Office must be notified of any change of address, email, telephone or emergency numbers.

 Use of Student Information and Pictures
The Faith Formation Program reserves the right to use student pictures in publications. Any parent who does not wish his/her child’s picture used, must make sure that they specified that in the registration form at registration time.

 Custodial Rights
In the case of divorced parents, the Religious Education Program will interact with the parent who has legal custody of the child in matters of absence, lateness, dismissal, discipline, records, authorizations, etc. Full rights apply to both parents unless a court order specifically revokes these rights. It is the responsibility of the parents to provide evidence of such court order.

 Reporting Physical/Sexual Abuse
State law requires a teacher or administrator who has reasonable suspicions that sexual abuse has occurred to report this to the Division of Children and Family Services.

 Cooperation With Legal Authorities
It is our policy to cooperate with any local, state, or federal investigators or law enforcement officers that contact the Religious Education Program in the course of any criminal investigation. The Faith Formation Program will attempt to notify the parents of any student sought to be interviewed in the course of any criminal investigation on the parish premises, unless directed by an investigator or law enforcement officer the contrary which is usually the case in investigations involving sexual or physical abuse.
Student Withdrawal From the Faith Formation Program

The education of a student is a partnership between the parents and the Religious Education program. The Church considers the parents to be the primary catechists of their children. Just as the parent has the right to withdrawal of a child if desired, the Faith Formation Ministry administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. As part of this partnership, parent are expected to pay the tuition that is charged for the Faith formation Ministry.

Medication Procedures

Only when absolutely necessary is the Faith Formation ministry willing to accept responsibility for administering medications.

The Faith Formation ministry will never administer/dispense medicines (including over-the-counter drugs) to students without specific authorization by both a licensed physician and the parent/guardian of the student.

All medication must be brought to the Faith Formation Office with a parent’s authorization and licensed physician. Only prescription medication can be brought to the Faith Formation ministry and must be stored in the Faith Formation Office; no over-the-counter medication is allowed, unless a doctor’s written authorization is submitted. Contact the Faith Formation Office in advance of the class day if it will be necessary for the Faith Formation office to administer medicine.

Religious Education Program Policy and Administration of Religious Education Right to Amend

Any student action that is not keeping with philosophy/objective of Mary Help of Christians Faith Formation Program is subject to the review of the administration and may lead the parish to dismiss the student from the program.

Since situations can arise that were not foreseen at the time of writing this Handbook, the faith formation program reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The Coordinator of Faith Formation, and/or Pastor is the final recourse in all disciplinary situation and may waive any disciplinary rules for just cause at his/her discretion.

Purpose and use of Handbook

This handbook has been prepared for the benefit of all who participate in the Faith Formation Program of Mary Help of Christians. It exists to help foster the efficient operation of this program by providing pertinent information. The Religious Education Handbook is not intended and should not be considered to create any additional rights for students, parents, and guardians. In appropriate circumstances, the Coordinator of Faith Formation, and the Pastor.
SHARE THE JOURNEY

Please give your child ongoing support by looking through any materials they bring home with them, talking about the material, and about what they do in class. This reinforces what they have learned and allows you to share their spiritual journey. Bedtime is a great time to review the events of the day and say prayers as a family.

Be committed to attending parent’s meetings and shared activities with your child. The formation of their faith in God will primarily be gained through your family’s own unique spirituality. We reinforce what you have given and continue to give them.

Make every effort to attend weekly Mass with your child. Faith Formation classes do not substitute for weekly Mass. We are a Eucharistic people. We experience the mystery of our faith together. Those who come and participate consistently become spiritually stronger and strengthen the community.

By registering your child(ren) in the Mary Help of Christians Faith Formation ministry, you agree to abide by the policies and procedures described in this handbook.

Any exceptions must be approved in advance by the Coordinator of Faith Formation.

Please pray for the Faith Formation program. We thank the Lord for all the volunteers, families, ministers, and the faithful community of Mary Help of Christians who help us and support us with prayer in order to share the message to all that have been entrusted to us. May the Holy Spirit guide us in this great journey of faith!
<table>
<thead>
<tr>
<th>Session</th>
<th>Day</th>
<th>Time</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sunday</td>
<td>8:45-10:00</td>
<td>K,1,2,3,4,5,6,C1, C2, RCIC1, RCIC2</td>
</tr>
<tr>
<td>2</td>
<td>Monday</td>
<td>4:30-5:45</td>
<td>K,1,2,3,4,5,6,C1, C2,</td>
</tr>
<tr>
<td>3</td>
<td>Monday</td>
<td>6:15-7:30</td>
<td>1,2,3,4,5,6,C1, C2, RCIC2, High School 1 &amp; 2</td>
</tr>
<tr>
<td>4</td>
<td>Wednesday</td>
<td>4:30-5:45</td>
<td>1,2,3,4,5,6,C1,C2</td>
</tr>
<tr>
<td>5</td>
<td>Wednesday</td>
<td>6:15-7:30</td>
<td>1,2,3,4,5,6,C1,C2,RCIC1 OR RCIC2</td>
</tr>
</tbody>
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*If a student is not baptized, he/she will be placed in a first year sacrament formation class. (RCIC 1)*

HOME STUDY PROGRAM ONLY FOR K, 1, 4, 5, 6, AND SPECIAL NEEDS.
Family Prayer
A Prayer for the Family
Composed by St. Mother Teresa

Heavenly Father,
you have given us the model of life
in the Holy Family of Nazareth.
Help us, O Loving Father,
to make our family another Nazareth
where love, peace and joy reign.
May it be deeply contemplative,
intensely eucharistic,
revived with joy.

Help us to stay together in joy
and sorrow in family prayer.
Teach us to see Jesus in the members of our families,
especially in their distressing disguise.
May the Eucharistic heart of Jesus
make our hearts humble like his
and help us to carry out our family duties
in a holy way.

May we love one another
as God loves each one of us,
more and more each day,
and forgive each other’s faults
as you forgive our sins.
Help us, O Loving Father,
to take whatever you give
and give whatever you take with a big smile.

Immaculate Heart of Mary,
cause of our joy, pray for us.

St. Joseph, pray for us.

Holy Guardian Angels,
be always with us,
guide and protect us.

Amen
I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the Religious Education Program. I agree to cooperate with the Religious Education program in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the Pastor has the ultimate authority over the administration of the program and the interpretation of the program’s rules and policies. Moreover, I further understand that all of the program policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the pastor with or without notice. I also hereby acknowledge that I have read and agree to the terms of the RELEASES outlined in the registration form.

Yo, como padre/tutor legal, reconozco que he leído todo el contenido del Manual de Padres y Estudiantes y entiendo las consecuencias de cualquier violación de las reglas y políticas del Programa de Educación Religiosa. Estoy de acuerdo en cooperar con el Programa de Educación en la interpretación y aplicación de las políticas establecidas en el Manual de Padres y Estudiantes. También entiendo que el párroco tiene la total autoridad sobre la administración del programa y la interpretación de las reglas y políticas del programa. Además, entiendo que todas las políticas del programa, ya sean escritas o verbales, son sólo pautas y están sujetas a cambios a la sola discreción del párroco con o sin previo aviso. También reconozco que he leído y estoy de acuerdo con los términos de las exoneraciones descritas en el formulario de inscripción.

__________________________________________  __________________________________________
Print Parent/Legal Guardian Name                        Signature  
________________________________________
Print Student(s) Name(s)

________________________________________
Date
**Complete and return**

**Parent/Guardian Acknowledgement Form**
I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the Faith Formation Ministry. I agree to cooperate with the Faith Formation Ministry's interpretation and enforcement of the policies outlined in the handbook. I also understand that the Faith Formation Ministry has the ultimate authority over the administration of the ministry and the interpretation of the ministry's rules and policies. Moreover, I further understand that all of the ministry's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the ministry with or without notice.

I have read and do accept the rules and regulations as printed in the handbook.

__________________________________                       __________________
Mother's/Guardian Signature                                                                Date

__________________________________                       __________________
Father's/Guardian Signature                                                                 Date

**2020/2021 Mary Help of Christians Family Emergency Contact Form**

Family Last Name :____________________________

Students names: 1._____________________           3._________________________
2._____________________                4._________________________

Mother's Name:      __________________________        Phone:____________________

Father's Name:       ________________        Phone_____________________

**IN CASE OF EMERGENCY PLEASE CONTACT:**:_______________________    Phone____________

**PERSONS OTHER THAN PARENT/GUARDIAN PERMITTED TO PICK UP STUDENT EARLY:**

Name:___________    Phone:___________    Relationship:_______________

Name:___________    Phone:___________    Relationship:_______________

**PERSONS NOT PERMITTED TO PICK UP STUDENTS EARLY:**

NAME:   ______________________________

Special health concerns, allergies, etc. Please indicate symptoms and what should be done:

Student name: _______________ Health concern/action to be taken:____________________

Student name: _______________ Health concern/action to be taken:____________________