

St. William Parish

Children's Religious  
Education Program

**Policies and Procedures**



## **Attendance**

Since we expect children to normally attend all sessions, if a child is absent without notice, we will attempt to contact the parent or guardian. If your child will be absent due to sickness or other emergency, please call

**THE OFFICE OF FAITH FORMATION at 248-624-1371.**

If calling outside of regular business hours, please leave a voicemail message. Do NOT leave a message at the rectory or school office, since the message may not be transferred to us in time! Although you can call our Office directly, if you DO call the main parish number, wait for the menu to transfer your call to the Office of Faith Formation.

The office hours are:

Sunday	8:00 AM – 12:30 PM
Monday	12:30 PM – 9:00 PM
Tuesday–Thursday	9:00 AM – 6:00 PM

## **Cancellation of Classes**

For “snow days”, whenever the Walled Lake Consolidated School District has cancelled classes, our classes are also cancelled. At other times, if classes need to be cancelled, we will make every attempt to contact you by email or phone. Please keep us advised of any changes to your email address, phone numbers, and emergency numbers.

## **Preparation for Sacraments**

Sacramental preparation is conducted outside of our regular religious education classes. The Sacramental Preparation Program is a series of special sessions involving both the child and the parent. Please advise us if you intend your child to receive First Communion or Confirmation this year. The full Parish Sacramental Policy can be viewed on our Parish website, [www.stwilliam.com](http://www.stwilliam.com) .

## Drop-off and Pick-up

**We have instituted a new procedure** for drop-off and pick-up, in order to enhance children's safety.

1. Only two sets of doors (by the school office, and at the end of the corridor by the Activity Center) may be used to enter and exit the Education Center. All other doors are for emergency exit only.
2. Once classes start, the entrance doors and the doors accessing the classroom area will be locked. Anyone seeking admittance will need to check in with the secretary, who will be in the school office. An intercom system is available at all the locked doors.
3. Parents with pre-school children or Kindergarteners **MUST** walk their child all the way to the classroom and pick them up there. Parents with children in other grades may do so if they wish. If entering the building, you must park your car in a designated parking space, not a drop-off lane. Bear in mind that there are only 17 parking spaces available in the lot off Pontiac Trail and Nicolet.
4. If you are **only dropping off** a child and not parking, you **must use the South Entrance** to the Education Center. (Off Pontiac Trail and Nicolet. See diagram on page 5.) Drop the child off at the sidewalk. It is dangerous, at any time, to have a child cross a crowded parking lot.
5. Also, for children's safety, **when picking up children**, parents must park their car and escort their children from the hallways of the Education Center, where we will keep your children until you arrive.

## **Discipline**

Discipline issues will be handled on an individual basis. Parents will be contacted as necessary. Your child is always expected to behave in a respectful manner toward other children as well as adults.

## **Additional Safety Issues**

For the protection of children, please note the following:

1. St. William Parish is a “smoke free” campus.
2. The usage or possession of alcohol by anyone where children are present is strictly prohibited.
3. Due to issues of personal safety as well as building maintenance, the wearing of heelies (athletic shoes with wheels built in the soles) is prohibited.

## **“Circle of Grace” Training**

Since 2008, when first mandated by the Archbishop, all students have participated in a personal safety education program entitled *Circle of Grace*. The program, depending on grade level, can be from one to three sessions.

*Circle of Grace* helps children to identify uncomfortable situations that could threaten their physical or spiritual well-being, and guides them to seek help from a trusted adult.

If you wish to preview the *Circle of Grace* material, contact the Director of Religious Education, Deacon Mike McCrandall.

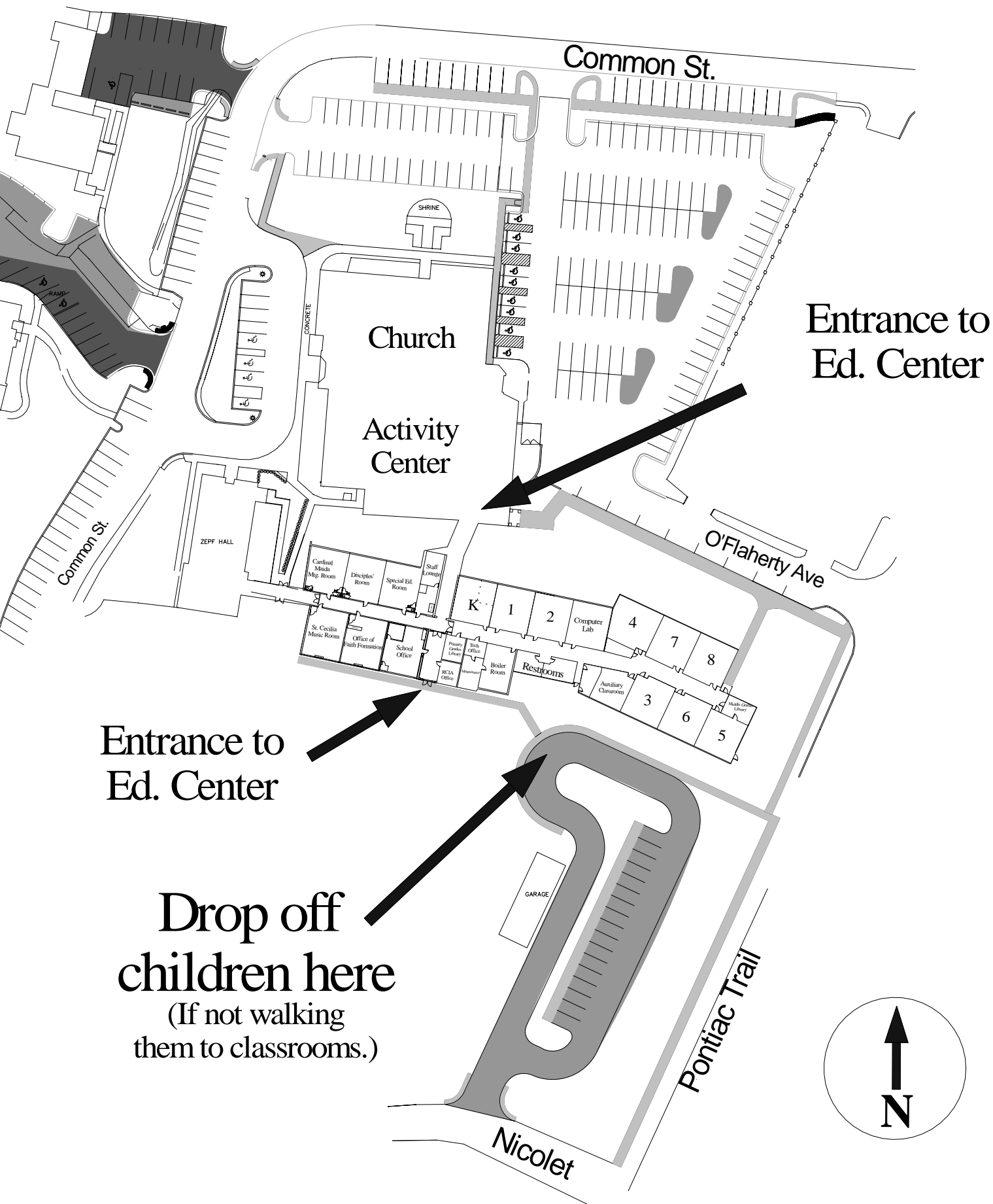
## **Contact Information**

If you have any questions, concerns or suggestions—or if you just want to stop by to get acquainted—we would be very happy to meet with you. Since both the Director and the Secretary are often very busy during class times, it might be best to arrange a time that is mutually convenient. Our contact information is:

St. William Parish  
Office of Faith Formation  
135 O’Flaherty  
Walled Lake, MI 48390-3431  
248-624-1371

Deacon Michael McCrandall  
Director of Religious Education  
Extension 307  
[mmccrandall@stwilliam.com](mailto:mmccrandall@stwilliam.com)

Claudette Pilon  
Administrative Assistant  
Extension 305  
[cpilon@stwilliam.com](mailto:cpilon@stwilliam.com)



Entrance to Ed. Center

Entrance to Ed. Center

Drop off children here  
(If not walking them to classrooms.)