

# Saint Joseph Parish Religious Education Program

## Policy & Procedures 2017 - 2018

Classes will be held on Sunday mornings from 8:30am to 9:45am with Mass observance at 10:00am. **The most important part of our program is attending 10:00am Mass as a family every Sunday following class.**

The first day is **Sunday, September 10<sup>th</sup>**. The last day for the 2017-2018 year will be **Sunday, April 29<sup>th</sup>, 2018**.

The following is a list of dates that the Religious Education program will not be held in observance of the holidays.

- Columbus Day Weekend - October 8th
- Thanksgiving- November 26th
- Christmas- December 24th
- New Years Eve- January 31st
- Presidents Day Weekend - February 18th
- Easter - Sunday, April 1

### **Drop-Off and Pick-Up of Students**

**Drop -Off - Please drop the children off at the rear entrance door at 8:30am.**

When dropping off students please use the rear entrance of the school (Parish Hall /door from the alley). In accordance with Safe Environment procedures, parents may drop the children off at the door. An adult will be inside the door to greet and assist the students as they enter the building.

**Dismissal- Please pick the children up at the rear door of the school promptly at 9:45 am.**

**Kindergarten to 3<sup>rd</sup> Grade** - The students will be accompanied by the respective catechist to the cafeteria. A parent or guardian is required to come into the school to pick up their child in grades K through 3 and sign them out before the child is permitted to leave the premises.

**Grades 4-8** - Students may exit the rear school door (to the alley) for pick up. It is not necessary for the parents to come into the school for children in grades 4 to 8.

All doors will be locked at 8:40am to ensure the safety of our students. The rear door will be unlocked at 9:45am for pickup. If your child arrives late, they will need to buzz in using the front entrance from the courtyard.

### **Attendance**

It is incredibly important that your child attend class every week to consistently supplement the faith formation they receive at home. We understand when circumstances come up or your child is ill. After three absences we will contact you to discuss your child's miss class time. If your child is involved in sports activities and will miss more than three classes, please email [ccdtjoseph@gmail.com](mailto:ccdtjoseph@gmail.com) ahead of time.

**Early Dismissal**

If you need to pick your child up prior to the regular dismissal time, you will need to stop by the Religious Education Office on the first floor of the school building in advance to request a form for early dismissal. Parent's please note: students will not be permitted to leave the building for early dismissal. You must come into the building.

**Zero Tolerance Policy**

At no time is a child permitted to bring the following into the building: Weapons, knives, guns, any type of tobacco, or drugs. If your child is on medications, please advise the Religious Education Office. Violation of the zero tolerance policy is grounds for immediate dismissal from the program.

**Behavior**

If your child disrupts the class or is disrespectful to the teacher, they will have to remain in the Religious Education Office for the duration of the class time. If the disruption continues, the parents will be notified and this could result in your child's dismissal from the program.

**Health Issues or Food Allergies**

If your child has any health issues that have not been disclosed on your registration form, please email [CCDSaintJoseph@gmail.com](mailto:CCDSaintJoseph@gmail.com).

**Inclement Weather**

In case of inclement weather, an email will be sent to you by 7:30am. Cancellations will also be announced through WPXI and KDKA. Please do not contact the Parish Rectory.

**Contact Information**

[CCDSaintJoseph@gmail.com](mailto:CCDSaintJoseph@gmail.com)

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