

## **Arrival and Dismissal Procedures**

### **ARRIVAL:**

- The front doors will be open 15 minutes before the session time begins.
- Participants should arrive 10-15 minutes prior to the scheduled start time of a program and go to their classroom to gather with their classmates before opening prayer in the chapel.
- All students will enter the parish center building through the FRONT doors only.
- Park behind the orange cones and parents need to walk their children into the building.

### **DISMISSAL:**

- Parents should park their cars in the designated parking spots.
- Doors will open 5 minutes prior to dismissal following closing prayers.
- All students will be picked up from the parish center hall. This ensures that every student is released by the teacher to an authorized adult.

All parents will list the names of Carpool Drivers for their child/children on the Registration Paper, and teachers will keep the list of authorized people in the classroom. Children will not be released to anyone not on the list unless a note is sent in granting permission to an alternate adult.

### **LATE ARRIVAL**

Sessions begin promptly at their designated times. Classroom interruptions due to lateness distract all students from instruction and the incoming student faces the difficulty of trying to catch up. It is best for all if students are present and ready for instruction by the start of class.

Students who arrive after the Parish Center building door has been closed must report to the Religious Education Office (Rectory). It is strongly recommended that children arrive at least ten minutes prior to the scheduled class time.

### **EARLY DISMISSAL**

Requests for early dismissal should be an unusual occurrence. If it is absolutely necessary, call the office (610-485-0441 X5) in advance to notify us and send with the student a written note of request to the classroom catechist. Catechists will require work missed because of early dismissal to be made up.