

**ST. FRANCES de CHANTAL
FAITH FORMATION
ABBREVIATED HANDBOOK**

A FULL Parent Handbook can be obtained from the Faith Formation Office OR on the parish website (www.saintjanefrances.org).

ATTENDANCE POLICY

1. Children are expected to arrive to class on time (either 4:10 for levels 1-5 or 6:55pm for levels 6 & 7)
2. Dismissal for levels 1-5 is at 5:30 and for levels 6 & 7 at 8:15. Students **will not be dismissed early** for sporting events, Cheerleading or Doctor appointments please schedule these when your child is not in class. **NO ONE WILL BE RELEASED BEFORE 5:30PM.**
3. Should a student need to be removed from class before dismissal a **Parent/guardian must enter the building** and **SIGN** the student out giving a valid excuse which will be kept on file.
4. Students who are absent for **5 times** during the course of the School year may be asked to repeat the level of instruction or to do make-up work over the summer in order to be placed on the next level of instruction.
5. **ALL** absences are to be reported to the absentee line at **785-2333 Extension 246**
6. Weekly Mass attendance is expected by everyone. Please check the bulletin for the schedule of Masses.

DISMISSAL POLICY

1. For levels 1-5 the dismissal bell is rung at 5:30, at that time **parents are permitted into the building to pick their child up from their classroom. Students will only be released to the parent or authorized adult. Older siblings (unless 18 years of age or older) are not permitted to pick up students.**
2. For levels 6 and 7 the dismissal bell is rung at 8:15 and students are dismissed into the main hall where parents or guardians may pick them up. **AT ALL TIMES PLEASE BE ATTENTIVE AND COOPERATIVE TO THE ADULT SECURITY PERSON.**
3. We make every effort to keep your child/children safe when they are in the building for Religious Education; it is imperative that you give us your cooperation in order for us to maintain a high standard of safety. During afternoon class times, the doors to the school will be kept locked for safety reasons. Should you need to enter the building after the doors are locked please ring the bell located to the right of the door and someone will let you in. The doors will open at 5:30pm to allow parents to enter and retrieve the children.

PREPARATION FOR CLASS

1. Every child is expected to be prepared for class each week. This means that they have with them:
TEXTBOOK (if a book is lost a new one **MUST be purchased**, the **cost** of a new book is **\$25.00**)
Backpack or tote bag to put their materials in (used for religion only) - We provide to all level 1 students a blue tote bag they should use this tote for the rest of their faith formation levels. If you are NEW to our program please see the office to request a tote bag.
2. Homework given must be completed, signed by a parent, and ready to be checked the following week.
3. Please check your child's tote bag for any notices handed out in class. If a response is needed please return it on the next class to your child's teacher.

DRESS CODE

Appropriate clothing must be worn at all times. Students will be reminded of the following guidelines once. If the student continues to disobey the rule, the student will be referred to Mrs. Mugno or Mrs. Creed to set up a meeting with the student and the parent.

- +No clothing may be worn with suggestive or questionable language or drawings
- +No bare midriffs or any shirt/top that exposes excessive cleavage
- +No see-through mesh basketball jerseys unless a T-shirt is worn underneath
- +No sagging pants that expose undergarments
- +No pajamas, bedroom slippers and shower shoes
- +Heelies (sneakers with skates on them) are **NOT** permitted
- +Hoods may NOT be worn inside the church or school building
- +No chains or any attire that could be used as a weapon

BATHROOM

Parents are encouraged to remind children (especially primary grades) to use the bathroom before they come to class. However, if a child (primary age) comes to class from school, the parent must accompany him/her to the bathroom before classes begin. If a child has a physical condition that might require frequent bathroom usage, the parent must notify the catechist and Mrs. Mugno or Mrs. Creed beforehand.

SNACKS

ABSOLUTELY NO food, drinks, snacks, candy or gum-chewing is allowed in class. Students who come to class directly from school should snack on the way to Religious Education or in their car before entering the building.

Halloween, Thanksgiving, Christmas, Valentines' Day, St. Patrick's Day, Easter or Birthday goodie bags **ARE NOT ALLOWED** to be distributed in class to any of the students. **THIS POLICY IS IN EFFECT PROTECT THE CHILDREN WHO MIGHT HAVE SEVERE ALLERGIES TO CERTAIN FOODS.**

CUSTODY ISSUES AND ORDERS OF PROTECTION

Parent(s)/guardians must present all documents or custody issues and orders of protection to the DREs (Mrs. Mugno or Mrs. Creed). A copy of these documents must be kept on file in the Faith Formation office. The copy should have the signature of the person who actually saw the original and the date on which the copy was received. If possible, a picture of the person against whom the order of protection was entered should be kept on file. Mrs. Mugno or Mrs. Creed must inform the Catechist regarding any issues related to the custody of a child and orders of protection.

Where there is an order of protection in effect, the parent or guardian must provide a list of names of those persons allowed to pick up the child. This list must have a notarized signature of the parent or guardian. Where there is an order of protection in effect, anyone picking up the child must present photo I.D. to the catechist.

Should the person involved in the Order of Protection come to pick up the child:

1. DO NOT release the child to this person
2. Take the child immediately to the front desk and notify the Director
3. Call police