

# **POLICIES & PROCEDURES**

## **ATTENDANCE**

- *There are only 26 scheduled sessions from September through May, and during each session, the catechist covers important content to give participants an in-depth look at the Catholic faith*
- *If you know in advance your child will be absent from one of the scheduled session, please let your child's catechist know, and they will individually address materials that will be covered during the missed session.*
- *If your child is sick or an unforeseen circumstance should arise, please contact the PAEC via email or phone.*
- *After an absence, parents should discuss with the catechist what their child missed and make up any material covered at home.*
- *If your child is absent and we have not heard from you, we will follow up with a phone call to the home to make sure everyone is well.*

## **ARRIVAL / DISMISSAL**

- *Participants are dropped off in the parish hall by a parent or authorized adult. The youth wait in the parish hall until their group is dismissed with their catechist to begin their session together.*
- *At the end of each session, all elementary participants must be signed out by a parent or authorized adult. These sign out sheets are located in the parish hall, and consider this sign out policy essential to your child's safety.*
- *If your child arrives late for their session, they will check in with the 'gate-keeper' who will update the attendance register and then bring them to their session.*
- *If you need to pick up your child early, please check in with the 'gate-keeper', and they will bring your child to you, then simply sign them out with the time you left.*
- *For their safety, children should never be playing on the parish grounds or running in the hall unsupervised prior to or following their session.*

## **VISITORS**

- *Parents and friends are always welcome to visit their child's session to observe or help the catechist with a lesson. You must check in with the 'gate-keeper' to receive a visitor's Badge prior to joining the session.*

## **DISCIPLINE**

*Below are some general guidelines for good behavior during faith formation classes:*

- *Respect for one another, adults and youth alike.*
- *Disruptive behavior of participants is not acceptable. The following process occurs when a behavior issue arises:*
  - *A verbal warning will be given to the participant by the catechist or volunteer.*
  - *If the behavior continues, the participant will be asked to visit with the PAEC to discuss the behavior, and the parent will be notified of the behavior issue.*
  - *If he/she continues the disruptive behavior, the parent will be asked to pick up the student and meet with the PAEC, Catechist and other parties involved to discuss the concerns. The parent may be asked to attend sessions with their child until the behavior issue is resolved.*
  - *A participant who continues to disrupt the session may be asked to attend alternative formation programs offered at the parish.*