



## ***Faith Formation Policies and Procedures 2018 – 2019***

### 1) **SIGN-IN and SIGN-OUT POLICY**

- **Drop off procedure** – All parents/guardians will need to **sign-in and sign-out** their students for each class. Classes will begin at 5 pm and end at 6 pm. \***Please park and walk your child(ren)** to the classroom.
  - If you do not sign-in and sign-out your child(ren). The student will be marked absent. If this occurs more than once, the CCD coordinator will be notified and a meeting will be scheduled.
  - If you arrive earlier than 5 please stay with your child until their teacher collects the students for class.
- **Pick up procedure** –Parents, or those who are authorized, will **sign -out** their students after class. There will be no supervision after 6:15 pm.

2) **Attendance Policy** –The catechists will record the attendance in the beginning of each class period and the attendance records will be kept on file. Please contact your catechist if your child will be absent from class. Any more than three unexcused absences will result in the student repeating the grade. The reason for this is that there is so much material covered in each lesson that any absence puts the student and the catechist seriously behind. Please Note: Any more than four absences (excused or unexcused) will result in the student missing out on too much material to master the concepts for that year.

3) **For pending hurricane/ tropical storms** – We will follow the St. Lucie County School closings in the event of hurricanes/ tropical storms. In this instance, please make yourself aware of the St. Lucie County School closing information.

4) **Disciplinary action** – The catechist will give a student a warning and if the behavior persists the parents will be notified and/or the student will be removed from the classroom. If the behavior persists further Mrs. Schildwachter will be notified. If you know that your child has any discipline problems or specific needs in this area please contact your child’s catechist to discuss this prior to the beginning of CCD classes or as early on in the year as possible. Thank you!

**Parent’s Name** \_\_\_\_\_

**Parent’s Signature** \_\_\_\_\_

**Date** \_\_\_\_\_