

# St. Rose of Lima Parish CCD/PREP

## General Information

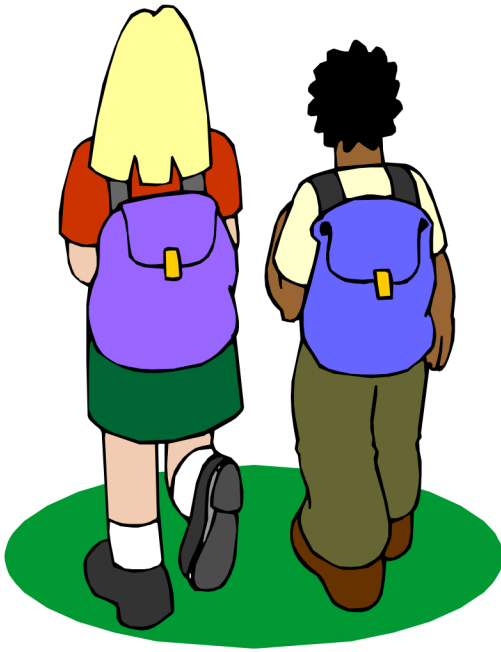


Opening Day  
September 20, 2015

# St. Rose of Lima Parish

## Parish School of Religion (Prep/CCD)

### *Policies and Procedures*



#### **Student Arrival and Departure**

Your children's safety is very important to us. Please follow the procedures for student arrival and departure as follows:

**ARRIVAL: Lobby Doors Open at 10:15 AM.** (For occasional special events, you will be informed if opening starts in Church immediately following the 9:30 AM Mass. In those cases, the school building will be locked and accessed only when we move over from the Church as a student body.)

All Students walking to class may enter by either side of the main lobby. Those being dropped off by car must use the Pennsylvania Avenue lobby doors.

**Students are never to enter a classroom without a catechist or aide present. In the rare exception that a catechist is detained, students are to line up outside their classrooms until an adult is present in the classroom. No exceptions.**

**DISMISSAL:** All students will be dismissed from the Pennsylvania Avenue lobby doors. Cars should line up facing toward Highland Avenue picking your children up from the side of school. Please do not have your children cross over Pennsylvania Avenue as they may get hurt crossing in front of and in between cars. **NO STUDENT SHOULD BE ASKED TO MEET THEIR PARENT AT STREET CORNERS.** For safety, it is imperative that the students be in the line of sight of staff and parent monitors.

Parents may choose to enter the building and walk their children to their cars. Only students who are in the company of an adult may use the exit to the church parking lot. Feel free to make arrangements with your children to meet you in the lobby or in the gym area.

**CHILDREN MUST NOT BE ASKED TO MEET THEIR PARENTS IN CHURCH DURING THE 11:30 am MASS.**

We do not have the staff available to provide before or after care. Students who are not in attendance at the 9:30 am Mass should not arrive for CCD before 10:15 am. All students should be picked up promptly at dismissal time 12:00 pm. Sometimes unforeseen emergencies arise. Please try to contact us so we can reassure your child. We need to insure that children are supervised at all times.

#### **Archdiocese of Philadelphia Attendance Policy**

Regular and punctual attendance every Sunday is very important. Archdiocesan policy requires 90% attendance in a year to advance to the next year of study. This means no more than three (3) **unexcused** absences. Please stress regular and **PUNCTUAL** attendance with your family. Tardy and Early Dismissal requests are part of the student's permanent record.

## Attendance Notification/Homework (continued)

\* If you know your child will miss class, you must send a note BY the Sunday before so the teacher can be prepared.

\*If your child's absence is unplanned; **you must call in the absence to the Religious Education Office at 215-699-4434. This call needs to be received NO Later than 10:45 AM.**

*In the event that we receive no prior notice or phone call, you may receive a phone call from us Sunday morning to verify the absence.*

\* **As in any school, the child must have a written note to return to class.**

\* Make up work for Missed Class: **It is the responsibility of the parent/guardian to call the Religious Education Office for access to homework/missed assignments. Beginning on Tuesday of each week, the DRE will have the missed classwork information for each grade available. Phone only -215.699.4434.**

\* The entrance doors are opened at 10:15 am. Class for grades 1-8 begin at 10:30 am.

Students arriving later than 10:35 AM are to report directly to the religious ed office and will be escorted to class by an adult or teen aide.

\*

Please note that these necessary procedures are in keeping with Pennsylvania State Regulations for student safety and are in compliance with Archdiocesan Student Health and Safety procedures.

**\*Exception to Policy: Students who are attending the 9:30 AM Mass are NOT considered late if they proceed directly from Mass to class. No one should ever leave the Mass early!!!**

## Visitors/Hall Monitors

All adults entering the building during class must report to the office.

If your child must leave early, send a note to the teacher. The student will be brought to meet you in the office where you will be required to sign our early dismissal book.

Note: our class time is 90 minutes. Please make every effort to insure your children are able to be in attendance for the entire class period. **Early dismissals can not be the norm.**

All parents are asked to serve as volunteer hall monitors during the school year. We must have a staff of volunteers on duty each Sunday to ensure student safety. You may sign up for this duty during registration or anytime in the office. Thanks to all of you who signed up for hall monitor duty. Phone calls will be made to remind you of your assignments.

## Special Notes

The Archdiocese has asked us to implement a safety measure concerning distributing treats and other foods during class time. If you wish to bring treats for your child's class or wish to assist the teachers with a celebration, we ask that you contact your child's teacher first. With deep concern for food allergies, it is necessary that we communicate with one another.

## Notes (Continued)

On the first day of class, your child will receive a new religion book and a folder. **PLEASE LOOK FOR CORRESPONDENCE FROM YOUR CHILD'S TEACHER OR FROM US IN THE POCKET OF THE FOLDER.** Also, please use that second pocket when you send correspondence to us.

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PLEASE CHECK YOUR CHILD'S FOLDER EACH WEEK FOR IMPORTANT MESSAGES FROM US. THE FOLDER AND OUR CHURCH BULLETIN, AS WELL AS THE WEB SITE ARE OUR MAIN AVENUES OF COMMUNICATION. IF YOU MISS THE BULLETIN YOU MAY PICK ONE UP AT THE PARISH CENTER DURING THE WEEK.

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### Emergency Close:

In the event of weather closing: Listen to KYW 1060-after 9 AM; it may be repeated at the 9:30 AM broadcast as well, but not before.

ALL CLOSINGS WILL FIRST BE POSTED ON OUR WEB SITE AT <http://srolccdprep.yolasite.com>.

Thank you to all who signed up to be Emergency Call parents. You will get first notice and assigned families to call. In the event of a closing determined before Saturday night at 8 PM, we will implement our emergency call protocol.

### *Please Note:*

*On Sunday morning, Religious Ed. operates out of the parish office at the entrance of Pennsylvania Ave. Due to time constraints, I can not always meet with parents during the 10:30 AM-12:00 PM class time. I would like to afford you all the time and consideration possible.*

*Please call ahead to make an appointment with me. I am happy to schedule appointments during the week and can do so during regular parish business hours as well as evenings and Saturdays with notice.*

*My schedule book will be available during class time if you wish to make an appointment for a meeting or phone conversation. Please call 215.699.4434 or 4617. Phone calls are always the best and most efficient way of communicating with me. Thank you for your understanding.----J. Trageser, Director of Religious Education*