

Holy Family Children's Ministry: Program Policies & Guidelines

The following policies will be followed by the Parish School of Religion and all its participants, volunteers, and families to maintain the safety of everyone. If you have questions or concerns regarding these policies and procedure, please contact the Children's Ministry Coordinator at 253-833-5130 ext. 219.

1. **Drop off/Pick up Policy:** Parents/guardians must escort children into the Parish Center, to the classrooms and out to the parking lot. Students must be signed in and out of class on the attendance sheets at the doors to the classroom and will not be released from class without a signature. **No children may be dropped off prior to 6:20pm Wednesdays as there is no adequate supervision before this time.**
 - a. **Pick up authorization:** If an alternate person will pick up the child at the end of class the name must be noted on the attendance sign in sheet. Students will not be released to unapproved people.
 - i. Concerns about which family members are authorized to pick up children must be addressed to the Coordinator and Teacher as soon as possible if these concerns arise mid-year.
 - b. **Early pick up:** Should any parent need to pick up a child for any reason prior to the end of class, please notify the teacher in advance and sign the child out on the attendance sheet.
 - c. **Late pick up:** If you will be late picking up your child due to an emergency please contact the Children's Ministry Coordinator at 253-833-5130 ext. 219 so that we can plan for the safe oversight of your child.
 - d. **Family Events/Parties:** Any events outside of the regular evening classes in the Parish Center require parents to attend with their children. Children may not be left at events without parent/guardian supervision.
2. **Visitor check in:** Any visitors to the building should greet the Administrative Assistant at the front desk and be escorted to the appropriate location. Parents are invited to remain on site if they like, but are asked to watch their children not attending classes, and keep them from disrupting the children in class.
3. **Weather Closure:** In the event of inclement weather, the Parish School of Religion will comply with Auburn School District closures. This information is available at <http://www.auburn.wednet.edu/auburnsd>, www.kirotv.com, the parish website, or the Parish office number 253-833-5130 ext. 219. Individual phone calls will not be made to families. Please use caution and if it is not safe for your family to travel in the inclement weather, please stay home. Should there be significant changes in the weather during the afternoon, late minute adjustments may be made to the schedule. If weather should change abruptly during class sessions, every effort will be made to contact parents while children are supervised until parents can arrive. In the event of a power outage parish phones and websites will not be in operation. Program classes will be cancelled in the event of a power outage.
4. **Volunteer Responsibilities:**
 - a. **Teacher/Assistant Responsibility:** The teacher and/or assistant will remain with the children during the entire class. Children will be supervised at all times while attending classes. A minimum of two adult volunteers, including teachers, must accompany class on trips where the group leaves the classroom as in a tour of the church, or other field trip. Children who must leave the classroom for any other reason while class is in session, will be escorted, such as walking to and from the restroom.
 - b. **Background Checks:** All volunteers who come into contact with children are cleared at regular intervals by means of Archdiocese background checks. They also have attended the Safe Environment classes provided by the Archdiocese.
 - c. **Safety Training:** Volunteers are trained to ensure student safety during emergency situations include fire, earthquake, and lock down procedures. Emergency evacuation maps are provided in each classroom.
5. **Document confidentiality:** Registration/Emergency forms are maintained by the Children's Ministry Coordinator. This information is kept confidential. Teachers are only given contact number and allergy information for their students.
6. **Classroom Snacks:** Teachers may provide a sign-up sheet for snacks for the class. **No foods containing peanuts or peanut butter may be brought, as these can cause life-threatening reactions in some children.**