

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 Program Director at 253-833-5130 ext. 219. If at any time these policies change you will receive an updated copy.

1. **Wednesday Drop off/Pick up Policy:** Parents/guardians must escort children between the parish breezeway and parking lot for drop off and pick up. Students must be checked in by an adult with the Program Director or Administrative Assistant in the breezeway. Each week attendance will be taken and a series of COVID-19 questions will be asked. Students will then be directed to their assigned area of the church to wait for opening prayer with their catechist and classmates. Students will return to the church at the end of class to be dismissed to their authorized pick-up person. Everyone is asked to wear a mask before, during, and at pick up for faith formation classes. **No children may be checked in prior to 6:15pm Wednesdays as there is no adequate supervision before this time.**
 - a. **Check in Questions:** The following questions will be asked of volunteers, parents/guardians, and students prior to each class. Anyone who answers 'yes' to any of these questions should stay home or will be sent home.
 - i. Do you have any of the following symptoms within the past day that are not caused by another condition: Fever (100.4 degrees F) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
 - ii. Have you been in close contact with anyone with confirmed COVID-19 within the past 14 days?
 - iii. Have you had a positive COVID-19 test for active virus in the past 10 days, or are you awaiting results of a COVID-19 screening or surveillance testing?
 - iv. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
 - b. **Pick up authorization:** If an alternate person other than the child's parents will pick up at the end of class the name must be noted with the Program Director or Administrative Assistant at check in. Students will not be released to unapproved people. A list of authorized pick-up people will be kept at the check in table with the Program Director or Administrative Assistant. Concerns about which family members are authorized to pick up children must be addressed to the Program Director as soon as possible if these concerns arise mid-year.
 - c. **Early pick up:** Should any parent need to pick up a child for any reason prior to the end of class, please notify the Program Director or Administrative Assistant in advance, check in at the breezeway and your child will be escorted to you.
 - d. **Late pick up:** If you will be late picking up your child due to an emergency, please contact the Program Director at 253-833-5130 ext. 219 so that we can plan for the safe oversight of your child.
 - e. **Family Events/Parties:** Any events outside of the regularly scheduled classes in the Parish Center require parents to attend with their children. Children may not be left at events without parent/guardian supervision.
2. **Sunday Preschool Drop Off/Pick Up Policy:** Parents/guardians must escort children to the Parish Center classroom. Students must be signed in and out of class on the attendance sheets at the doors to the classroom. No children may be dropped off prior to 10:50am Sundays as there is no adequate supervision before this time.
3. **Visitor check in:** Any visitors to the campus should check in with the Administrative Assistant in the breezeway between the church and school entrances. Parents are asked to wear a mask when on the parish campus and to maintain 6-foot distance from those not in your family household. During this school year parents will not be able to sit and wait in the parish center or parish hall buildings, but may be able to spend time praying in the church while classes are being held, as long as current protocol allows for this option. Throughout the year

parent faith formation options may be offered in the church while children are attending classes. Parents are asked to supervise any children that are not attending classes at all times.

4. **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, last 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.

5. **Volunteer Responsibilities:**

- a. **Catechist/Assistant Responsibility:** Children will be supervised at all times while attending classes by a catechist and/or assistant. In the event of online programming two Safe Environment certified adults must be present in the Zoom classroom. A minimum of two adult volunteers, must accompany class on trips where the group leaves the classroom as in a tour of the church, moving between the church, parish hall, parish center or other field trip. Children who must leave the classroom for any other reason while class is in session, will be escorted by a volunteer, such as walking to and from the restroom. Catechists will remain in the church before and after class to supervise children. Catechists will not leave church until all assigned students have been picked up by an authorized adult.
- 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. **Vaccinations & Masks:** Volunteers are required to be fully vaccinated for COVID-19 and show proof of vaccination to the Program Director. All volunteers regardless of age or vaccination status will wear a mask while on the parish campus for Children's Ministry events and classes.
- d. **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.

6. **Code of Conduct for Child Participants (Online Programming)**

In order to assure the safe and successful participation of children and adults participating in parish online programming in the Archdiocese of Seattle, the following code of conduct is to be followed. Violation of these norms may result in dismissal/denied access for future online sessions. All participants are expected to:

- a) Follow Program Director or Adult Leader instructions at all times;
- b) Dress appropriately;
- c) All participants must login under their real name. Anybody logging in under an assumed name will be dismissed and denied further access.
- d) Refrain from behavior or using language that is inappropriate. This includes but is not limited to:
 - i. bad language;
 - ii. presentation of inappropriate images or music;
 - iii. visible use or possession of alcohol, illegal drugs, or weapons;
 - iv. disruptive actions that are tantamount to bullying, harassment, or verbal abuse.

7. **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.

8. **Classroom Snacks:** There will be no snacks eaten on site during this year's program. Please make sure your children eat before they arrive for the program so that they are able to focus on the catechist and the lesson. If at any time prepackaged snacks are provided to take home after classes, they must contain NO peanuts or peanut butter, as these can cause life-threatening reactions in some children.

Holy Family Children's Ministry: Permissions & Acknowledgements

Program Policy Permission: I have received, reviewed, and agree to abide by the polices of Holy Family Parish School of Religion Children's Ministry programs.

Parent Initials: _____

Photo Permission: I give permission for pictures to be taken for the Holy Family Parish School of Religion Children's Ministry programs and used for Parish social events and promotional materials such as but not limited to bulletins, fliers, Parish Website, and the Parish Facebook page.

Parent Signature: _____

Fee Acknowledgement: I understand that I will owe \$40 per registered child in grades preschool through 5 for Wednesday night Faith Formation payable online, by cash or check to the parish office. There will be a separate \$40 fee due in January for Year 2 Sacrament Preparation students with a separate registration form. (Please speak with Program Director if these fees cause hardship to your family's financial situation.)

Parent Initials: _____

Online Programming Policy: Children's Ministry programming for our parish will begin in person this year but at any time depending on pandemic conditions may pivot to an online video/audio platform during the 2021-2022 school year. If we have to change to a virtual platform, we will be using Zoom video conferencing services and ensuring we meet all safety criteria by monitoring all sessions and having two Safe Environment Certified Adults present during all session / online interactions between children and parish staff and volunteers.

To have your child participate, please review the Online Code of Conduct for online program participation in our policies and sign the permission form below.

I, the parent/guardian of _____, grant permission for my child/ren to participate in the **Holy Family Church** online children's ministry programming under the direction and guidance of the program director/program volunteers.

Parent/Guardian Signature _____ Date _____

Full Name: _____

Email: _____ Phone number: _____



Archdiocese of Seattle

Waiver of Liability Relating to Coronavirus/COVID-19

NAME (print): _____

PHONE: _____ EMAIL: _____

ACTIVITY/PROGRAM: _____

BRIEF DESCRIPTION OF ACTIVITY/PROGRAM: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment or cure for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life threatening illness and even death.

_____ (Organization) cannot prevent you [or anyone] from becoming exposed to, contracting, or spreading COVID-19 while participating in ACTIVITY/PROGRAM. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in ACTIVITY/PROGRAM you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children and/or any extended family in order to participate in ACTIVITY/PROGRAM of _____ (Organization). I accept the risk of being exposed to, contracting, and/or spreading COVID-19 while participating in ACTIVITY/PROGRAM.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against _____ (Organization) and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 while participating in ACTIVITY/PROGRAM. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:

PARTICIPANT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN NAME (if under 18): _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

EMERGENCY CONTACT: _____ PHONE: _____