

## **Parish of the Transfiguration Faith Formation Policy and Procedures**

- No food or drink is allowed in a class room on a week to week basis. There are two parties where food is allowed, Christmas and Last day of class.
- Doors to the buildings will be locked 5 minutes after classes begin due to safety reasons. Please ring the doorbells for entry or call 978-658-9713 for St. Dorothy or 978-658-6040 at St. Thomas.
- Please discuss with your children, there is no drawing on tables, walls and please leave bathrooms clean.
- Electronic devices of any kind are not allowed during class time.
- Grades 1 through 3 are to be walked to their class and picked up in the classroom by an adult.
- Grades 4 and 5 may enter the building via drop off, but, must be picked up by an adult.
- Your child, for their safety, must remain seated in their classroom until you arrive for pick up.
- Grades 6 through 10 may enter and exit on their own.
- **St. Thomas:** Enter via the driveway to the right of the Church (if you are facing the Church) where Villanova Hall and Rectory are. Drive around the back and into the large parking lot. Please leave the first 3 lanes open for drop off and pick up as well as emergency situations. Exit via the main lot.
- **St Dorothy:** Enter by the driveway to the left of the Church if you are facing it and drive around the back to the main lot. Please park in designated spaces and bring your child to their classroom. Please do not block the open area, thus allowing people to drop off or exit the lot. The parking lot has been redone and parking lines are different. Please park within the lines. **DO NOT PARK IN FRONT OF THE CHURCH.**
- **Attendance** for weekly classes grades 1 through 6. We understand children get sick and we do not encourage sending young children to Faith Formation if they are sick. This must be balanced with the dedication to insure your family is committed to the faith Formation Formal Education Program. We allow 5 missed classes during the year, **if more than 5 classes are missed** we will meet with the family and provide you with the tools to catch up to have a successful transition into the next year.

- **Grades 7 and 8 Attendance.** These grades meet only 10 times per year and are allowed two missed classes with no makeup work due. Missing a third class will require a makeup or possibly moving to home school to complete the year. We will work with families to determine what is best.
- **Grades 9 and 10** These grades meet only 10 times and are allowed one missed class with no makeup required. Missing a second class will require attending a makeup class once classes have been complete. Missing 3 classes will require meeting with the family to find out what course should be taken to best suit the student.
- **Grades 9 and 10** are Confirmation preparation classes and the appropriate dedication to them needs to be given. We understand things happen and sometimes a family goes through a difficult time and we are more than willing to help in any way we can. Please remember there are only 10 classes.
- Snow cancellations will be aired on channel 7. We will also try to send an email, if electricity is up. Please join us on Facebook and/or Twitter to get blasts by going to our website at [parishofthetransfiguration.org](http://parishofthetransfiguration.org)
- With weather conditions, we will never endanger your children.
- **The office is closed Thursday, Friday, and Saturday.** Please do not expect a return email or phone call on these days.
- Please refrain from using our personal cell phones, social media or our home phones to contact us. While many times we are polite about it we need our time off as well.
- Please refrain from negative Social Media about our students, program, staff or volunteers. Slander of a person's reputation or spreading false hurtful media may result in you being asked to leave the program. The best course is to call the office to address any issues, comments or concerns.
- The office is at St. Thomas and office hours during the Faith Formation Year are:
  - Sunday 5pm to 8:30PM
  - Monday 10:30am to 6:30pm
  - Tuesday 10:30am to 6:30m pm
  - Wednesday 8:00am to 2:30pm

Please call ahead on a Wednesday, as there are many times we are at offsite meetings. We go by a different schedule during school vacation weeks and the office during those vacations may either be closed or have an abbreviated schedule. We will notify you by email the office hours as those holidays and vacations arise.

- During school vacations and holidays the office hours are subject to change or the office may be closed and email will be sent out indicating the status.
- Any child, regardless of age, that is being dismissed early must bring in a note and a parent must come to the office to pick the child up. We will not dismiss a minor into a parking lot alone.
- If your child will be late or absent, please call the location your child is attending class. Do not notify the teacher or another parent, you must contact the office.
  - St. Thomas 978-658-6040
  - St. Dorothy 978-658-9713
- Students must arrive no later than 15 minutes after the start of class to be credited for the class. Once class starts this is very disruptive to the class and is not fair to the children who have arrived on time. We do realize on occasion there may be an exception granted for a reason and we will work with each parent individually

Someone will be at St. Dorothy during class times to answer the phone, if you are returning a call after classes are over for the evening please call the Faith Formation Office at St. Thomas at 978-658-6040. When calling your child absent please leave the child's name, grade, day and time they attend classes along with your name and a contact number. We will contact you if your child is not in class either that evening or the next morning. You may also email the absence to the team.

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We follow the listed procedures to make sure there isn't a problem and that your child is safe.

- We will not release a child to a guardian who appears to be under any influence of any substance.
- There are no weapons allowed into Faith Formation classes or events, including, but not limited to, swiss army knives and soft pellet guns.
- Students are not to bring alcohol or any other substance into any of the buildings associated with St. Thomas and St. Dorothy.
- Please notify us and provide an updated copy of all custodial agreements and or restraining orders.
- Please provide us with guardianship change paperwork
- We expect all students to act respectfully to their peers, their teachers and themselves. Parents/ Guardians will be notified if an issue arises.
  1. We will first speak to the child
  2. If the behavior continues parents will be notified to try and work through a solution that is best for the child.
- Please do not rely on information given to you by other parents. We ask you to speak to us directly. This avoids the rumor mill and we handle each circumstance individually and pride ourselves on working with families as best we can.
- We cannot rearrange weekly classes due to sporting events. We only have classes Sunday, Monday or Tuesday, this leaves Wednesday through Sunday completely clear except for Sacramental events.

Our goal is to work with you to provide the best formal faith education and role modeling possible for your child's faith journey. Please remember you are the primary educator in both areas and we are here to support you and your family.

The Faith Formation Team

Parish of the Transfiguration

St. Thomas/St. Dorothy Churches

978-658-6040