

## TOP THINGS YOU NEED TO KNOW!



1. COMMUNICATION VIA FLOCKNOTES
2. ARRIVALS AND DISMISSALS

Parent brings child to the Cafeteria.

### Tuesday and Wednesday 4:15 PM Session:

- 4:00 PM Cafeteria doors open;
- 4:10 PM Arrival; 4:15 PM Class starts.
- 4:20 PM Cafeteria doors close.
- After 4:20 PM → Main School Entrance, ring bell, escort your child to *PREP* Office and sign them in.

### Wednesday 6:45 PM Session:

- 6:30 PM Cafeteria doors open;
- 6:40 PM Arrival; 6:45 PM Class start.
- 6:50 PM Cafeteria doors close.
- After 6:50 PM → Main School Entrance, ring bell, escort your child to *PREP* Office and sign them in.

**Parents of children in Grade 1-3 must escort their child to their classroom or into the Cafeteria.**

## DISMISSAL

Parent must pick up child at the end of *PREP* session.

### The Wednesday 4:15 PM Session:

- Cafeteria doors open at 5:30 PM for parents to pick up their children. Winter weather? Doors open at 5:20 PM.
- Dismissal will occur once ALL classes are present and after the closing prayer and announcements.

### The Wednesday 6:45 PM Session:

- Cafeteria doors open at 8:00 PM for parents to pick up their children. Winter weather? Doors open at 7:50 PM.
- Dismissal will occur once ALL classes are present and after the closing prayer and announcements.

3. PRE-CHECK AND POST CHECK OF CLASSROOMS

4. ATTENDANCE

5. EARLY DISMISSAL

The request for an early dismissal must be given to the Director in writing by the parent **prior** to the scheduled session, indicating the **name** of the person picking up the child, the designated **date** and **time**, the **reason** and the **signature** of the parent.

6. ABSENCES

The child's regular attendance at the *PREP* sessions is very important to his/her whole life. The 30 sessions should take priority over all other after-school programs and activities.

- When a child is to be absent from class, the parent **MUST** send to the office **notification BEFORE PREP begins**. A written note is better but a phone call is acceptable.
- If you are unable to send a written note **BEFORE** the absence, you **MUST** send it to the *PREP* Office **the following week**, specifying...

1. The name of the child
2. Her/his grade and the session
3. The date and reason for the absence
4. Signed by the parent.

- **What about multiple absences?**

- **With 3 absences:** Conference with Sr. Cora and parent.
- **With 4 absences:** Child has to make up the sessions.
- **With 6 absences** may result in repeating the grade level.

- **If my child is absent, what does he/she need to do?**

When a child is absent, the parents must have their child read the next chapter in the Religion Book and do the two **Project Disciples** pages which is at the end of the chapter.

- **If the child is absent and Sr. Cora has not received previous notice, she will alert you:**

1. With a **telephone call** as soon as attendance is taken.
2. If you cannot be reached by phone, an **email** will be sent.
3. If you do not respond immediately, Sr. Cora will call the person designated as **parent substitute** on the *Registration Form*.

7. REPETITION OF GRADE LEVEL

The child must repeat the grade level's curriculum. Reasons for repetition of grade level:

- **Excessive absence:** After 3 absences the parent will receive an official notification of the child's absences and a request for a parent conference.
- **Poor performance:** If the child does poorly when assessed on the content of the textbook, remedial work will be required and organized by the Director. If the remedial work is not sufficient to

enable the child to grasp the content, repetition of the grade level may be the best solution.

- **Excessive lateness:** After 3 occurrences of late arrival, the parent will receive an official notification and a request for a parent conference. If the late arrivals continue beyond 6 occurrences, this is grounds for repetition of grade level.

## 8. DRESS CODE

Children are required to wear modest clothing which reflects the dignity of PREP in which they are participating.

- **Not to be worn:** Tank tops, halter tops, short skirts or shorts, bare midriffs, blouses with spaghetti straps, pajama-like pants (flannels). Clothing that is torn, worn below the waist, clothing that bears obscene or inappropriate messages, high heeled shoes, shoes with cleats, flip-flops.
- **If a child violates the policy,** the child is removed from the session and the parent is immediately called. The parent must bring alternative clothes for the child to change into so that he/she may return to the PREP session.

## 9. UNACCEPTABLE BEHAVIOR

**Infractions which call for discipline by the Catechist are:**

1. **Disrespecting** a Catechist, other adults or children in the program,
2. Speaking and interacting with other children **inappropriately** during the session,
3. Leaving a session **without permission**,
4. Use of **cell phone** during the session when not authorized by the Catechist.  
**Cell phones brought into PREP must be turned off and stowed in bookbag.**
5. Doing something other than the work of the session,
6. Violating the **dress code**,
7. **Eating** in the PREP session.

Persistence in any of these behaviors after several corrective measures have been taken will place this behavior in the category below.

**Infractions which call for immediate action by the Director and Pastor are:**

1. Possession of and /or trafficking in **alcohol** or other **drugs**,

2. **Leaving** the PREP premises when child is supposed to be attending the session,
3. Willful **defiance** of authority,
4. Possession of **weapons**, such as knives, guns, or look-alikes,
5. Physical assault/**fighting**, threatening bodily harm
6. **Harassment** and intimidation of other children,
7. **Vandalism**, arson,
8. **Theft**, extortion
9. **Cheating**,
10. **Abusive** or vulgar language,
11. **Defacing** or damaging of parish property, vandalism, arson
12. **Bullying**/cyber-bullying.



## 10. BEHAVIOR MANAGEMENT

- If a child is corrected for disruptive behavior **twice in one session** by a catechist, the 3rd time s/he is sent to the PREP Office and the parents is **emailed** immediately about the disruptive behavior.
- If a child on **2 different occasions** has been sent the PREP Office for disruptive behavior, the 3rd time, s/he is sent to the PREP Office, a **phone call** to the parents will be made as soon as possible.
- If a child on **3 different occasions** has been sent the PREP Office for disruptive behavior, the 4th time, s/he is sent to the PREP Office, a **conference** will be scheduled with the parent, child & Sr. Cora.

## 11. MEDICATION AND MEDICAL EMERGENCY

- No medication of any kind (whether prescription or over-the-counter) will be administered to, or taken by, any child during PREP.
- The parent should inform Sr. Cora about any child who has special medication needs, a medical condition which could flare up in the session, or a medical condition which could affect the teaching/learning environment (e.g. allergies, asthma, auditory or visual impairment, possibility of seizures, learning disability, hyperactivity, attention deficit disorder, need for the epi-pen). The Parent Handbook provides detailed instructions regarding this.

## 12. REGISTER ON FORMED.ORG,

- using the Parish Code, **W8YK28**, to weekly view videos with your child.

