

RELIGIOUS EDUCATION GUIDELINES

We want all children to feel welcome and have a fun, faith filled experience while they attend religious education classes here at the Church of St. John and St. Mary. We will do our best to provide a safe nurturing environment. We do ask that the children and parents help us achieve our goal by:

- ◇ Regular attendance at Mass on Sundays and Holy Days of Obligations
- ◇ Weekly attendance at religious education classes
- ◇ To do their very best work
- ◇ Be on time for class
- ◇ Show respect at all times to teachers and peers

Illness and Absence

1. If your child is sick and unable to attend class please phone the office 914-238-3696 and leave a message with your child's name and grade level.
2. Please remember that Religious Education is an important aspect of your child's life. For this reason, each class is important. Class attendance is not optional. Students are expected to be at each scheduled class, unless an illness, emergency or special occasion occurs. Please remember that students should not miss class due to a practice session for a sport. All chapter material must be completed for each missed class. If there are extenuating circumstances for absences, please call the office.
3. If a child becomes sick while in class, we will notify the parent by phone.

Discipline

1. To maintain an atmosphere through which the sharing of God's love is ever present we offer these basic guidelines: **Respect** for one another, **Kindness** and **Sharing**, and **Times of silence** which are necessary for learning and prayer.
- 2.. Should a problem arise, the teacher will give the student a reminder of the guidelines.
3. If the behavior continues to disrupt the class the student will meet with Ms. Serpico (Grades 1-4) or Ms. Guillaro (Grades 5-8) to talk about ways to help the child participate in the learning process of the class.
4. If, after reasonable warning, the student continues to be uncooperative and disruptive, the student will be sent to the religious education office where a disciplinary action form will be completed and signed by student, teacher and coordinator of religious education. The second time a student is sent to the office, the parent will be called to pick them up.

Arrival and Dismissal

1. For the safety of all arriving and departing families please use extreme caution in the parking lot. Grades 5-8 are dismissed at 3:45. Students will leave the church through side door. Grades 1-4 are dismissed at 4:45. Parents/guardians will pick up at the classroom.
2. If a child must be picked up prior to the regular time of dismissal, please send a note with the child or call the CCD office at (914)238-3696.
3. Dismissal time for grades 1-4 is 4:45 pm. We appreciate your efforts to arrive at this time. If you are running late, please call the office at (914) 238-3696, so that we can let your child know.

CCD Class Cancellation

We follow the Chappaqua Central School District Calendar and closings. If school and or after school activities are cancelled, we will not have religious education classes.

Safe Environment

The safety and well-being of all our children in our parish community is our highest priority. To serve the goal of creating a safe environment, every year in our religious education programs, the children receive lessons in personal safety, as required by the *Bishops Charter for the Protection of Children and Young People*, which was adopted by the U.S. Bishops in 2002. The full lesson plans for each grade level can be reviewed online at <http://www.archny.org/childrens-curriculum/>.