



St. John the Baptist Parish

CCD Faith Formation Program Policy & Procedures

(as of June 18, 2017)

Drop-off and Pickup of Students

We ask that you use the main entrance of the Pastoral Center for drop-off and pickup. This set of doors will be unlocked from 9:00AM to 9:30AM; and again for pickup, they will be unlocked from 10:30AM to 10:45AM. If you need to gain entrance to the building outside of these times, we ask that you ring the buzzer at the main entrance door and someone in the office will assist you.

We are trying to alleviate the problem of congestion on the stairwell to the 2nd floor. We ask all parents of kindergarten through 2nd grade CCD students to please bring your child(ren) to the main floor. Each student group will be escorted to their classroom by their catechist or aide. At dismissal time they will be brought back to the main floor for pickup. **Please understand that a member of our staff will always be present on the main floor until all students are picked up.**

Attendance

We stress the importance of your child's attendance at CCD classes. We understand when circumstances arise or when your child is ill. However, after three absences we will contact you to discuss your child's missed class time.

Tardiness

The start time for classes is 9:30AM. We ask that your child arrive on time for class.

Early Dismissal

If you need to pick your child up prior to the regular dismissal time, you will need to stop in the Receptionist Office on the 1st floor and request a *Form for Early Dismissal*. **Parents: Please note that a student will not be permitted to leave the building for an early dismissal. You must come into the building to receive your child.**

Zero Tolerance Policy

At no time is child permitted to bring the following into the building:

- weapons
- knives
- guns
- any type of tobacco
- drugs

Any violation of the zero tolerance policy is grounds for immediate dismissal from the program. If your child is taking medication for health reasons, please contact the Faith Formation Office.

Behavioral Problems

If your child disrupts the class or is disrespectful to the teacher, they will have to remain in the Faith Formation Office for the duration of the class time. If the disruption continues, the parent(s) will be called to set up an appointment with the Director of Faith Formation to discuss if your child can continue to attend classes.

Health Issues or Food Allergies

If your child has any food allergies or health issues, please contact the Pastoral Center at 724.775.3940 to discuss them with us. During the holiday seasons there will be times when we will provide some type of treats for the students. We discourage parents from sending in treats to the classrooms due to the food allergy issues.

Inclement Weather

We ask that you please check KDKA, WTAE, WPXI or our Facebook page during times of inclement weather to be advised of class cancellation.