



POLICY and PROCEDURAL GUIDELINES for 2021-2022

EXPECTATION:

- ~on time arrival and pickup
- ~regularly attend PREP and exhibit good behavior during your PREP time
- ~participation in class, participation in at least 1 PREP Service Project, attend Sunday Mass

ARRIVAL:

AM (K-4): Gym doors will be unlocked from 10:15-10:30am. AM PREP promptly begins at 10:30AM. Greeters will admit latecomers.

PM (5-8): Social Hall doors will be unlocked from 3:45-4:00pm. PM PREP promptly begins at 4:00 PM. Greeters will admit latecomers.

DISMISSAL:

AM: Gym doors will be unlocked at 11:40am. Class dismissal will be from the classroom, unless otherwise communicated. Parents will receive the student from the teacher.

PM: Social Hall doors will be unlocked at 5:10pm. Students will be dismissed to the Hall at 5:15pm.

*If anyone (besides the custodial parent) is allowed to pick up the student, a note signed by the parent must be presented at student arrival. (Emergencies call the Religious Education Office.) Parents can not remain in the building during PREP, unless volunteering.

LATE TO CLASS: Parent and child to sign in with greeter, who will then escort child to appropriate area.

ABSENT FROM CLASS: **Maximum of 4 absences.** Parents of students missing four or more classes will be contacted by the Religious Education Office to discuss progress and plan for the remainder of the PREP year.

EARLY DISMISSAL FROM CLASS:

Early dismissal of student (before the end of regular class time) **requires:**

- ~ signed prior notice with reason, person and time for early pickup handed in at arrival
- ~ adult to sign out at **greeter table**. Greeter will then retrieve child.

SESSION CANCELLATION:

In the event of questionable or inclement weather, please check your email for communications from the office and student's catechist for cancellation updates.

Religious Education Office
610-678-0676
Reled@stignatiusreading.org

AM/PM PREP Coordinators
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PM: Lisa Deck – 610-750-4344