



## **POLICIES and PROCEDURES for 2022-2023**

### **EXPECTATIONS:**

- ~on time arrival and pickup
- ~regular attendance at PREP, including extra meetings for sacrament years, and family events
- ~participation in class, parish events and attendance at weekend Mass

### **ARRIVAL:**

Gym doors and Social Hall doors will be unlocked from 10:00-10:15am. PREP begins promptly at 10:15am. Greeters will admit latecomers, who are signed in by a parent with a reason. Doors will remain locked during class time for safety and security. Parking could be challenging, so come early and use side streets, and think creatively!

### **DISMISSAL:**

Main doors (Gym and Social Hall) will be unlocked at 11:40am. Class dismissal will be from the classroom, unless otherwise communicated. Parents\* of K-4 will receive the student from the teacher; Levels 5-8 will be dismissed to the Hall for pickup.

\*Any adult OTHER THAN the parent will need express consent to pick up a student. A note signed by the parent must be presented at student arrival. (Emergencies call the Religious Education Coordinators.)

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

### **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.

### **ABSENT FROM CLASS: Maximum of 4 absences.**

Students who miss a class will be responsible for makeup work.

### **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 Staff:*

*Admin Asst. Dagmara Chrobak [dchrobak@@stignatiusvikings.org](mailto:dchrobak@@stignatiusvikings.org)*

*PREP Coordinators by Level:*

*K-4 Kari Mallozzi – 610-655-5443 [kmallozzi@stignatiusvikings.org](mailto:kmallozzi@stignatiusvikings.org)*

*5-8 Lisa Deck – 610-750-4344 [ldeck@stignatiusvikings.org](mailto:ldeck@stignatiusvikings.org)*