

Elementary Policies

Attendance: This is a requirement for each class. Elementary Faith Formation classes meet 1 hour per class per week from the last week in September to the middle of May. This is a mere 25 hours of class time for the entire year! Therefore, attendance is extremely important for the sake of continued understanding and development of the faith in our children. We ask that every effort be made to have each child arrive on time and remain for the entire class period.

Absences: If a child must be absent from class, parents should call the office and leave a message for the child's catechist (846-3531). When a child is absent without notifying the office, the child's catechist should call the parents for verification of the child's absence.

Holidays: Legal holidays and seasonal vacation from classes will coincide with the Pleasanton Unified School District calendar. The Faith Formation office will be closed during these times.

Textbooks and Materials: Every child will be given a textbook and the supplies needed to fulfill the curricula on his/her level. These texts remain in class until the end of the year, when they are taken home. Should you want to review your child's text, you are welcome to come to the office where a copy will be provided.

Transportation: Liability laws have dictated constraints on our organizing transportation for classes should you have a transportation difficulty. For carpooling purposes, you may consult the class lists.

Elementary Discipline: There are times when a child can become disruptive to the environment in which the catechist needs to accomplish the task at hand. Should a disruption take place, the following measures will be taken:

- The child will be asked to check his/her behavior and cooperate with the task at the direction of the catechist.
- Should the disruption continue, the child will be sent to the Elementary Coordinator. The catechist and coordinator will attempt to guide the child's behavior pattern toward building community. After a second or third attempt at this effort, the catechist or coordinator will notify the parents by telephone as to the child's behavior in the classroom.
- If the situation warrants, a conference with the parents may be arranged with the Elementary Coordinator and/or the child's catechist.
- In some cases a Behavioral Contract may be required.

General Safety Issues: The safety of all connected with the Faith Formation Program is a primary concern. This includes students, catechists, younger siblings and parents dropping off or picking up students. Please make sure that your children are aware of these requests and the reasons for the requests. Please observe the following:

- No running or ball playing in the hall
- No balls, toys or games should be brought from home
- No roller blades or skateboards
- No wheeled shoes

These requests are made to insure the safety of all those present in the hall during scheduled class times.

Drop-off and Pick-up: "Safety First" is the primary reason for having such a procedure. Our program is very large and each day we have at least 150 children in classes at St. Augustine Hall. For the safety and protection of our children, we request your cooperation with the following procedures:

- Parents and students should enter the building using the front door of the hall off the parking lot. For security and safety the back door of the building will remain locked.
- **For children in pre-school through 2nd grade, drivers are asked to bring their children into the classroom and pick them up at the classroom after each class. These children will not be dismissed by the teacher without an adult to pick them up.** If a parent wishes an older sibling to take and pick up a child, simply tell the catechist so that he/she knows to whom to release your child. It is always preferred that an adult fulfills this task. As inconvenient as this procedure may be, it is for the child's safety.
- For children 3rd grade or above, drivers are asked to drive through the designated restricted area to drop off a child. Please remind the children to walk and to watch for other cars.
- After class, older children are asked to wait for their rides on the patio area outside the building. To protect the safety of all that are walking in the area, running, ball playing and chasing are not permitted.
- In order to respect the catechist's time and generosity we ask that children be dropped off and picked up in a timely manner. This means that students should arrive no more than 5 minutes prior to the start of class so that the catechist may begin at the designated hour. **Pick up should occur promptly at the end of class.** While we are aware that there are times when you may be unavoidably delayed, remember that children become frightened and upset when a parent is late. Children may come into the office and use the phone if necessary. There will be someone in the office that will wait with your child until you arrive. No child will be left alone to wait for a ride. Evening class parents/drivers are asked to please be on time, especially since it is dark and often chilly. In the evening hours please use caution since it is more difficult to see the children in the dark.
- Please drive safely and slowly in the parking lot and on the road that runs alongside the building. Follow all signs and posted precautions. There are also speed bumps on this road making speeding dangerous.
- Children can not be dropped off or picked up along the roadway at the side of the hall.
- Whatever you do, please watch for children all around you as they move quickly and often are not seen because of their size.

We look upon your child as a most precious gift and want to secure his/her safety as best we can. We thank you for putting up with these minor inconveniences so that all our children are kept safe.