



POLICY and PROCEDURAL GUIDELINES

EXPECTATION:

- ~on time arrival and pickup
- ~participation and good behavior at PREP
- ~participation in at-home activities, weekly Mass, First Friday Family Faith/Fun

ARRIVAL:

AM (K-4): Gym doors will be unlocked from 10:00-10:15am. Greeters will admit latecomers.

PM (5-8): Doors off Social Hall will be unlocked from 6:30-7:00pm. Greeters will admit latecomers.

DISMISSAL:

AM: Gym doors will be unlocked at 11:45am. Class dismissal will be from the classroom, unless otherwise communicated. Parents will receive the student from the teacher. If anyone (besides the custodial parent) is allowed to pick up the student, a note signed by the parent must be presented at the start of class. (Emergencies call the Religious Education Office.)

PM: Doors off Social Hall will be unlocked at 8:00pm. Students will be dismissed to the Hall at 8:15pm. (Any adult wishing to remain during PREP will need clearances. Why not volunteer?)

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

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

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 (beg. of class)
 - ~ signature and time recorded by adult at **greeter table**. Greeter will then retrieve child.
- Maximum of 4 early dismissals

SESSION CANCELLATION:

In the event of questionable or inclement weather, please check WFMZ school cancellations on Channel 69 TV or website (www.wfmz.com) for cancellation information. Emails or phone calls will NOT be made for last minute changes.

Exceptions to these policies will be reviewed on a case-by-case basis.

Contact the Religious Education Coordinator

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