

## Children's Ministry Policy

### Admission Policies

- We accept into our Children's Ministry program any child who is registered by parents or guardians, regardless of religious persuasion.
- Parents are expected to register their child/ren annually at the designated time.
- Faith Formation charges an annual registration fee of \$25.00/child (or maximum of \$50.00/family) for all programs. Scholarships are available for those for whom these fees present a hardship.
- Children of catechists will receive a waiver of fees in recognition of the service their parents/guardians are providing to the parish.

### Faith Formation Staff Responsibilities

- To provide yearly calendars at time of registration.
- Communicate through the parish weekly bulletin.
- To e-mail a monthly newsletter to inform parents of the monthly activity schedule. To post upcoming events on the K-5 parent bulletin board. The K-5 teachers will periodically inform parents of their child's progress.
- Staff will not administer any medication to children.
- We welcome your visit at any time.
- We promise to treat your child with respect at all times.

### Parent Responsibilities

- To read the parent email communications and other information that is sent home with children.
- To bring their children to the classroom before class and pick them up within ten minutes after class release time and to come into the classroom to pick up their child. Children will not be allowed to go to the parking lot unattended by an adult.
- To attend parent informational meetings.
- To participate in Sunday liturgies with the worshipping community. (If Catholic)
- To keep us informed:
  - If a child is to be absent from classes.
  - If someone other than a designated person is to pick the child up at faith formation.
  - If a child is experiencing a significant event (a death in the family, illness, divorce) or any other event that may affect the child.
  - If changes occur in your address or telephone number, so that we can get necessary information to you.

### Behavioral Expectations of Children

We expect children in our program to act in ways that are respectful of their teachers, students, the facilities and the parish grounds. A child who is constantly acting in a manner that is disruptive will be removed from class and the parent will be notified. The parent(s), teacher(s) and director will collaborate to resolve the situation.

### Off Site Activities

Children's Ministry requires a signed permission slip from the parent/guardian for each trip off the premises. If volunteer drivers are needed, each driver must be at least 21 years of age and show a valid driver's license and \$100,000 liability insurance coverage.

*Your signature on your child's registration form signifies that you have read, understand and accept this policy agreement. Faith Formation reserves the right to amend this family policy as needed.*

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Signature of parent/guardian

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Date

Revised 8/10/11

