

# EMMAUS CATHOLIC PARISH

## Faith Formation Policies

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### **ARRIVAL AND DISMISSAL POLICIES**

#### **Elementary & FLOCK Faith Formation (Grades 1-5, Pre-K & Kindergarten)**

Arrival: Children must be escorted to the classroom by a parent, guardian, or pre-authorized adult and signed in. Children may arrive up to 10 minutes prior to the beginning of class. Students should use the restroom, if needed, prior to entering the classroom.

Dismissal: Children are dismissed in the classroom and required to be signed out and picked up by a parent, guardian, or pre-authorized adult. Students will not be released to anyone but their parents/guardians unless specific arrangements have been made. Children will not be released to an older sibling (grades 5-12) without prior written authorization by the parent or guardian.

Late Pick-Up: Punctuality when dropping off and picking up children from class is important and demonstrates respect for volunteer catechists and for other students in the program. Chronic tardiness is disruptive to a class and requires other adults to maintain supervision of your child beyond what is reasonable.

- In the event that a child has not been picked up 10 minutes after the designated end of class, the child will be walked to the Resource Room (PLC Room 210) and supervised by a staff member or volunteer.
- Parents will be required to sign the late pick-up log book when picking up children late (11+ minutes after the end of class) from the Resource Room.
- Continued late pick-up of 3 or more occurrences will result in a call from the Faith Formation program director.

Release of Child to Authorized Persons: In the instance that another adult or older sibling (grades 5-12) will be picking up the child, a Release Authorization Form (available in office or through the link on the left column) with the parent's signature and a phone number must be on file with the church. Persons not recognized by or familiar to the catechist may

be asked to present their driver's license or other photo ID in order to sign out students at pick-up. Cooperation is greatly appreciated.

**Journey - Middle School Faith Formation**  
**Outcry – High School Faith Formation**

- Students may arrive up to 10 minutes prior to the beginning of class.
- Drop off and pick up your student in the designated Journey/Outcry Drop Off/Pick-Up area at the marked exit nearest the PLC Cafe/Youth Space
- All students should sign in at the desk at the Cafe on the first floor.
- Late Pick-Up policies established for elementary students apply (see above).
- Sunday Journey and Outcry students are encouraged to attend the 5 PM Mass.
- Sunday Journey students not picked up by 4:55 will not be allowed to stay in the Youth Space, but will attend Mass with the Journey group.

**In an emergency or for late pick-up, please call:**

Elementary & FLOCK: Sr. Mary Lou Barba, (512) 261-8500 x 304 or (512) 484-9792

Journey/Middle School: Julie Sawyer, (512) 814-6475 or (512) 261-8500 x 302

Outcry/High School: Matt Scruggs, (575) 921-6115 or (512) 261-8500 x 303

**Please Note the Following**

Children MUST be supervised by an adult at all times while in the building or on the parish grounds. Please read the policy below - your cooperation is greatly appreciated!

For ease in accessing the classrooms, please park in the lower parking lot on the back side of the new building--not on the hill by the parish office. You may enter the building through the glass doors near the Great Hall or the glass doors at the end of the lower covered walkway. Upstairs (201-206) classrooms can be accessed from the outdoor steps and the "bridge" near the church building, or from the main staircase inside the building.

## **DISCIPLINE POLICY**

We believe that discipline should primarily be positive. We encourage parents and those who work with children to be quick to encourage and affirm positive behavior. We also encourage immediate and consistent responses to negative behavior before it escalates into a serious problem. If parents are present, we expect them to correct their children. We also encourage other adults to address problem behavior if they are present; therefore, if someone else speaks to your child, please do not be offended or insulted.

Any form of physical correction is considered unacceptable. Faith Formation catechists are permitted to gently restrain a child ONLY to keep them from hurting themselves or others. It is our conviction that if parents choose to employ other disciplinary methods, they are the appropriate persons to do so (which are best carried out privately.)

The goal of discipline in the classrooms at Emmaus Parish is to train children to be Christ-like. We want children to establish strong relationships with the Lord and to be focused on the lessons they will be learning. Discipline is, therefore, an ongoing process to help children develop self-control through external guidelines and consequences. Children learn best when they are in a safe, consistent and loving environment; thus it is extremely important for parents and teachers to model Christ-like behavior and create a positive classroom in which children understand the boundaries and consequences. There are also important guidelines regarding personal safety and respect for parish property.

Please take time to discuss the following (page 16) policies/expectations with your child. If you have any questions, please feel free to contact the office of Faith Formation.

### A Discipline Policy is important so that:

- Parish leadership can support the efforts of catechists and maintain consistency in upholding parish policy.
- Catechists can be consistent in their classroom discipline and children will understand the boundaries and expectations.

### All Emmaus Parish Ministry Volunteers...

- Must complete a Diocese of Austin eApps and screening process prior to working with children, young people, or vulnerable adults.
- Attend an Ethics and Integrity in Ministry Workshop (screening application and workshop dates are accessible at: [http://austindiocese.org/departments\\_home.php?id=9](http://austindiocese.org/departments_home.php?id=9)).
- Must be a member of Emmaus Parish, in the membership process, or have regularly attended for at least six months.

Students are expected to arrive on time, ready to work cooperatively, and to act in an appropriate and respectful manner toward their catechists/teachers/volunteers as well as fellow students. The Catechist/Teacher will bring any incident of misconduct to the attention of the Director. If a second problem arises, the Director will attend the class,

observe the behavior and speak with the student and Catechist/Teacher. A third offense will result in parental notification and a meeting with the Director. After such meeting, any further offenses will result in the removal of the student from the class and the parents will be responsible for finishing the education for the year.

- If and when a child is found roaming the premises unattended or unsupervised by an adult he/she will immediately be brought to the Children's Faith Formation Resource Office (PLC Room 210) for adult supervision. When a child is found unsupervised, his/her parents will be notified by the program Director.
- After notifying the child's parents the first time, and after an initial warning if and when the child is found on the parish grounds or in the Educational Building unsupervised: if there is a subsequent occurrence, the consequence is such that the student will be asked not to participate in the Religious Education program.
- Children will be expected at all times to follow the policies and rules respecting Emmaus Catholic Church property. If any child breaks this policy in any way by willfully destroying or defacing parish property, wall climbing, ignoring signage, etc.; he/she will be asked to withdraw from the program.

These rules are formulated and enforced in order to provide a safe, nurturing, and faith-filled environment for all our students while in our care. Parents/guardians are asked to familiarize themselves, and their children, with the procedures and policies in this parish handbook.

## Physical and Medical Wellness Guidelines

In order to provide a safe, healthy environment for each child attending Emmaus Parish, we ask that you show consideration by keeping your child home any time he/she exhibits the following symptoms:

- fever within the previous 24 hours (101° or higher)
- vomiting or diarrhea within the previous 24 hours
- runny nose and unusually thick, colored discharge
- severe sore throat
- persistent cough
- any symptom of childhood disease (i.e., scarlet fever, measles, mumps, chicken pox, croup, whooping cough or meningitis)
- any unexplained rash, blisters, skin irritations or skin infection
- pink eye or other contagious eye infection
- head lice (child should also be free of all nits)

If your child becomes ill or exhibits any of the above symptoms while at Emmaus Catholic Parish, you will be contacted immediately.

We trust you will use excellent judgment for any health issue not listed above that could endanger your child or others.

Medications: Under NO circumstances will a catechist or volunteer administer any type of medication to a child. Parents are responsible to give any necessary medications before a child is dropped off for a class. Diaper ointment will be applied only at parental request and must be supplied by the parent.

## Emergency Policies and Procedures

### Fire:

If you see or discover a fire, pull the nearest fire alarm, no matter how small the fire is. Immediately upon hearing the fire alarm, teachers and students should evacuate the building using the prearranged evacuation routes. (Evacuation maps are posted in each room). If the room becomes smoke-filled, get as low to the floor as possible and crawl to the door.

There should be no talking so instructions can be easily heard. Lines should move in single file, quietly and quickly, to the assembly area—no running. NO ONE should return to the building until the Fire Department officials declare the area safe.

### Evacuation:

#### Actions

- The students will be advised of the current situation, if appropriate, and calmly they will be led out to the nearest unblocked exit.
- If a designated exit is blocked, an alternate exit will be used.
- Appointed helpers will assist less capable or younger students.
- Students will be quickly and quietly escorted to an emergency assembly area.

#### Assembly Area

- The students will be instructed to sit, form a line or take action as appropriate.
- Notification will be given to the Director of status, including missing or injured students. Groups will be advised to stay together at all times; first aid will be given as needed.
- No one will reenter the facility until they are informed it is safe to return to the classroom or gathering area.
- In the event of an actual emergency, parents will be notified as soon as possible and given instructions as to our next course of action. Please do not attempt to enter the building and remove your child. The safety of the students is of utmost importance to us.

A fire/emergency evacuation drill will be held during the school year.