

Sunday Morning Preschool and Kindergarten Parents

11:00 am

The Religious Education Staff and Volunteers are committed to providing a safe environment for our children. On Sunday mornings more than 1,000 people enter and leave the church while Preschool & Kindergarten are assembling and dismissing, and the halls are very crowded and hectic. To ensure the safety of our children, the following procedures have been implemented:

Bringing Your Child to Class:

- Bring completed "Release Authorization" Form (see below) to your child's first class.
- Please walk your child to the classroom no earlier than 15 minutes before Mass time. *(Never leave your child unattended in a classroom. Wait with your child for the catechist to arrive.)*
- Sign-In your child on the sheet in the classroom
- Receive a security number that matches the number on your child's sign in sheet.

Dismissal Procedures:

- One parent at a time will enter the classroom, return number, sign-out the child and collect any materials.
- Siblings under the age of 16 will not be able to pick up younger children.
- If the number card is misplaced and the teacher does not recognize the parent picking up the child, an ID will be required and matched to the Release Authorization form.

Additional Notes:

- The door to the classroom cannot be propped or held open, especially during dismissal time.
- Have your child use the bathroom facilities before bringing them to class. We know "emergencies" arise and we will attend to them; however, we are trying to minimize class trips to the restrooms.
- Parents/guardians should be attending Mass during Sunday morning class times. Should the need arise, the staff should be able to locate the parent in the building.
- **In the event of an emergency that requires the building to be evacuated, your children will be taken to the FLC. Do not come to the classroom, rather evacuate to the FLC where you will be united with your child(ren). Emergency information is on the reverse side of your security number card.**

Thank you for helping us make this a safe place for our children.

RETURN BOTTOM PORTION WITH YOUR CHILD TO THE FIRST CLASS.

Transfiguration Catholic Church Sunday Morning Preschool & Kindergarten Release Authorization

Child's Name _____

Teacher's Name & Class Session _____

I give permission for the people listed below to pick up my child.

Parent's Signature _____

Date _____

Mom's Maiden Name (Used as ID for emergency pick-ups) _____