

# Our Lady of Grace Catholic Church

45295 W. Honeycutt Avenue

Maricopa, Arizona 85139

## Children & Worship Program Policies For 3, 4 year olds and Pre-K Students



Coordinator: Patti Coutré

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### Registration & Attendance

Families participating in this program need to be registered members of the parish. If your child is unable to attend class, a parent/guardian must call the church office at 520-568-4605 prior to class time. Since this program meets for just 16 sessions, it is imperative that your child attend all sessions. If your child misses three classes, he/she may be dropped from the class without a refund and a child from the wait list may be given their enrollment.

### Classes

Classes are held during the 9:30 AM and 11:00 AM Masses. Classes are separated in two groups:

- Class for 3 year olds
- Class for 4 year olds and Pre-K students

*There may be a combo class of 3 and 4 year olds depending on the number of registered students.*

Each class will have up to 16 children facilitated by two volunteers (one catechist and one aide). It is expected that students will arrive 5-10 minutes before class starts and picked up within 10 minutes after class ends. Parent(s) or Guardian(s) must sign each child in and out for each class session.

### Behavior

Children are expected to be potty-trained, and respectful of other students, teachers, volunteers and their classroom environment. If a student damages church property, parents/guardians will be held responsible. You will be notified of inappropriate behavior, after the third warning, the child may be removed from the program.

### Safe Environment Policy

Our Lady of Grace Parish follows the Diocesan Safe Environment Policy, which means that if a Teacher, Aide or Staff Member has any reason to suspect a child or vulnerable adult is being abused physically, verbally or sexually, he/she is to contact the authorities immediately and then report it to Father. We will not investigate accusations, it is left up to the proper agencies.

### Program Calendar

We will meet for 16 sessions on the following designated Sundays, October 2011 through April 2012:

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|----------------|-----------------|
| 1. October 16  | 9. January 22   |
| 2. October 30  | 10. February 5  |
| 3. November 13 | 11. February 19 |
| 4. November 20 | 12. March 4     |
| 5. December 4  | 13. March 18    |
| 6. December 11 | 14. April 1     |
| 7. December 18 | 15. April 15    |
| 8. January 8   | 16. April 29    |

### Registration

To register a child, the parent(s)/guardian(s) will need to complete a registration and release form and pay the fee of \$30.00 per child enrolled. Tuition payments are non-refundable. Registration is a first come, first serve basis. After classes are full, we will start a wait list.