



SIGN OUT POLICY

The Sign Out policy was updated to ensure that Archdiocesan standards and best practices are met, as well assuring the school hallways are monitored by an adult.

Sign Out Policy Grades 1-8

We do not dismiss students without an authorized sign out for **EACH** child.

Parents Go to Cafeteria - Each Classroom's Table within the Cafeteria (Grades 1-8)

A parent or an approved pick-up person (16 or older) must come to each classroom's table within the cafeteria to sign out each child.

Adults/Visitors/Parents

All visitors entering the building during PSR must check in at the front desk. There is a call button to your left on the cement wall by the front door. Please hit the call button and state who you are and why you are here. The front desk will buzz you in through the phone/camera system. Anyone leaving early should let the DRE and Catechist know at least two days prior. Parents are not able to stay in the classroom unless they are approved by parish/DRE through the Archdiocese Protecting God's Children program and arrangements have been made ahead of time with DRE.

Walking Home/Biking

Students are not allowed to walk/bike home or be picked up by anyone to walk home, unless they are walking home with an adult age 18 or older (that is verified via ID if necessary, at front desk). The adult must come into the cafeteria and sign out that student, and they must be on the approved pick-up list.

Timely Arrival & Locked Entry

For best safety practices, entry doors will be locked during PSR. For this reason, it is imperative everyone arrives between 6:20 p.m. and 6:25 p.m. PSR catechists begin class at 6:30 p.m. and take attendance, so please be mindful to have the students in the classroom by 6:30 p.m. to limit class disruptions in learning.

Accommodations/Exceptions

We want to be sensitive to special circumstances and are willing to work with you as needed. If you feel you have a special situation that requires accommodation, you will need to request it with the DRE 2+ DAYS IN ADVANCE.

Absences and Verification Phone Calls

It is important that each student does not miss more than 3 PSR classes since there are only 30-31 PSR nights. Missing more than this without a medical excuse may require a grade level of PSR to be repeated. If there is an absence necessary, contact the DRE AND the Catechist at least 2 days ahead of time. **IF A STUDENT IS NOT IN ATTENDANCE WITHOUT NOTICE, PSR CALLS HOME TO VERIFY THIS ABSENCE FOR SAFETY CONCERNS, so be sure to notify us.**

Dismissal Time

If parents arrive after 7:30 p.m., but prior to 7:45 p.m., we ask that parents wait outside or in the cafeteria until dismissal at (7:45 p.m.) to reduce congestion in the hallways.

Note on Missing Paperwork/Records: If proper paperwork, such as Baptism Certificates, etc. are not turned in by the second class (9/17), registration is not complete, and paperwork will need to be given to the DRE prior to the student attending class.

Note on Custody Arrangements: If there is a custody arrangement that impacts approved pick up persons for your child(ren), a copy of the court order documenting that arrangement must be submitted to the DRE in order for registration to be complete and prior to the first day of class so that we can abide by the custody arrangement.