

New drop-off and pick-up procedures for Wednesday afternoon Religious Ed students *Beginning Wednesday, October 17, 2018*

Drop-off (between 3:20 and 4:45pm)

All students will enter the Annunciation Gym through the St. Eleanora's door. They will be met at the door by an authorized adult and directed to their assigned tables.

Parents will NOT be permitted to enter the building for purposes of drop-off unless they are registered Table Monitors. See below if you would like to register as a Table Monitor. There is no limit to the number of Table Monitors.

Pick-up (between 4:30 and 5:15pm)

Option 1

Students may be picked up in the gym by a parent or designated parent substitute. All adults must sign in as they enter the gym via the St. Eleanora's door. Parents will meet their children at their assigned table and notify the catechist or the catechist assistant that they are taking their child.

Option 2

Parents may designate a child as a "walker". These students will be checked off and dismissed through the school entrance on Westchester Avenue. Only students with signed permission slips will be allowed to leave via the Westchester Avenue door. See below for the permission slip for walkers.

Table Monitors

Table Monitors are registered parents or designated parent substitutes who enter the gym and supervise students while they wait for the arrival of their catechists. Once the catechist arrives and is settled, the Table Monitors will leave the gym.

To register requires 3 steps:

1. Fill out the "Safe Environment Questionnaire"
2. Authorize a "Background Check" by filling out and submitting the Background Check form.

You may act as a Table Monitor once you have completed Steps 1 and 2, provided you complete Step 3 by November 28th.

1. Attend the 1-hour "Safer Spaces" training on Wednesday, November 7th from either 3:45-4:45pm OR 7-8pm in the Annunciation gym. Alternatives are available for those who cannot attend on this date.

Please contact mary.rose@annunciation-fatima.com to register as a table monitor.

Thanks in advance for your patience as we transition to these procedures. They are required to improve the safety of our children.

Questions or suggestions welcome. Contact Mary Rose at mary.rose@annunciation-fatima.com

Annunciation-Our Lady of Fatima Parish
Religious Education Program

Permission to Dismiss Students to Walk Home

I give permission for my child(ren) to be dismissed directly from Religious Education. I understand that this means dismissal will be through the Westchester Avenue door of the school and that children are expected to leave the premises of the parish and school immediately. I understand that there is no adult supervision of children after leaving the school building.

Child Name and grade

Parent signature

Printed name

Contact phone number