

ST. GREGORY'S FAMILY FAITH FORMATION- SECURITY INFORMATION

IMPORTANT: EVERYONE MUST ENTER AND EXIT ONLY THROUGH THE FRONT DOORS OF THE SCHOOL

Monday & Wednesday – Grades 1-4

4:30 pm Arrival Time

All parents must park their cars and enter through the front doors of the school and walk their children directly to their classroom(s).

- **5:45 pm Dismissal Time**

All parents must park their cars and enter the building through the front doors of the school and wait in the school foyer until classes end at 5:45 pm. At 5:45 pm, they will then be instructed to go directly to the classroom(s) to pick up their children. **No one is allowed past the front foyer during class time.**

Monday & Wednesday – Grades 5 - 8

- **7:00 pm Arrival Time**

All students must be dropped off at the front entrance of the school building through the front doors and go directly to the GYM unless otherwise instructed. **NO EXCEPTIONS!**

- **8:30 pm Dismissal Time**

All students will be walked to the front entrance of the school by their catechists for dismissal. Parents who enter the school to pick up their children must wait in the front foyer to meet their children.

Saturday Grades Pre-School – Grade 5

9:00 Arrival time

Little Cherubs – parents must park their cars and enter the building through the front doors of the school and walk their children to their classrooms and **sign them in.**

Grades 1 – 3 - parents must park their cars and enter the building through the front doors of the school and walk their children to their classrooms.

Grades 4 – 5 - parents can drop off their children at the front entrance of the school.

10:30 Dismissal time

Little Cherubs – parents must park their cars and enter the building through the front doors of the school. They must wait in the school foyer until 10:30 then go to their classrooms to pick up their children and **sign them out.**

Grades 1 – 3 - parents must park their cars and enter the building through the front doors of the school. They must wait in the school foyer until 10:30 then go to their classrooms to pick up their children.

Grades 4 & 5 - All students will be walked to the front entrance of the school by their catechists for dismissal. Parents who enter the school to pick up their children must wait in the front foyer to meet their children.

Late arrivals:

Students who arrive after the start of classes, must first report to the FFF office to sign in late and receive a **late pass** before they are allowed to go to their classrooms.

Students who must leave early:

Parents should send the catechist a note requesting them to leave early. The parent must come into the building and sign their child(ren) out in the FFF Office. The FFF Office staff will call the catechist for the student to come to the office to meet their parent. Parents are not allowed to go to the classroom to take their child out early.

Someone other than parent is to pick up!

If someone other than the parent is to pick up a child, the FFF office must be given a **signed note in writing from the parent before class begins. The adult who is picking up the child or children must report to the FFF office and show picture identification (valid Driver's License).** We will have the children meet then in the FFF office at dismissal time.

Orders of Protection

The FFF Office must have a copy of the court ordered "Orders of Protection" before we can enforce them.

Epi Pens & Severe Allergy Forms

If a child has a life threatening allergy and needs an Epi Pen, parents must drop the Epi Pen off in the FFF Office. We have a parental sign in log for the pens. At the end of the year, parents are asked to come to the FFF Office to pick up and sign out the Epi Pen. If a parent sends an Epi Pen for the child to keep with the child, the FFF Office needs to be notified in writing by their parent. We need a Severe Allergy form for any student who has a life threatening allergy on file in the FFF Office.

Generations of Faith

- Parent(s) must attend the sessions with their children. Please do not drop off your children and leave.
- 9:30 Mass parents who attend the Mass can ring the bell between the church and school to enter the building at 10:30 am.
- No one is allowed to come in late or leave early! Please do not ask.
- At dismissal, the catechists will walk your children to the cafeteria for dismissal. Parents are not allowed to go to the classrooms to pick up their children.
- Only **one** miss is allowed (parents and students) for illness or family emergency.