

## **NATIVITY OF OUR LORD FAITH FORMATION**

Children's Connection Procedures and Policies

### **CHILDREN'S CONNECTION** - Elementary Age Children (Grades 1 - 6)

- ✚ Mail registration forms and fees to:

**NATIVITY FAITH FORMATION**  
**43 Argyle Place**  
**ORCHARD PARK, NY 14127**

- ✚ The Faith Formation Office is closed July 1 to August 1. On August 1, our usual hours, of (M-F, 7am - 4pm) will resume. Phone messages and e-mails are retrieved regularly and calls returned during this time.
- ✚ Please mail forms and fees to the address above by August 15, 2011.  
Registration forms and fees will not be accepted during any Faith Formation Sessions
- ✚ Children enter the school through the church parking lot doors. Parents may bring children into the building and walk with them to their room for the first two weeks of class. After that, for security purposes, parents should drop their child off at the door. Greeters and catechists will be stationed in the halls to direct the children. On the first day, a list of names with room numbers is posted in the cafeteria. Please ask in the Formation Office if you cannot find an individual name.
- ✚ If your child will be absent, please call the F.F. Office at 662-2169 in advance. To help ensure each child's well being, you may be called to confirm absences that we did not expect.
- ✚ It is very important that you do not send your child if he/she is experiencing any flu-like symptoms. These include; fever of 100.2 degrees or higher, cough, runny nose, nasal congestion, sore throat, or body aches. Additional symptoms may include nausea and diarrhea. Children should remain home until they are symptom-free for at least 24 hours.
- ✚ Please refrain from requesting early pick up arrangements. Early dismissals interfere with group activities and interrupt the duties of the staff and office volunteers. If an early dismissal is necessary, a note is required in the office (not the catechist) at the beginning of the session. At the requested time, a volunteer will bring your child/ren to the school parking lot doors and the person picking up your child/ren will be asked to sign for their release.
- ✚ All dismissals are from the school parking lot doors. Parents must park, walk over to meet children at the doors, and accompany them to their vehicle. Under no circumstances are children allowed to cross in front of the traffic alone. Cars may not pull up next to the curb for pick up it is too dangerous. In addition, children may not walk over to the church parking lot at dismissal to meet with anyone. We cherish every life and need to keep our families safe.
- ✚ To buffer the traffic problem, PROMISE groups will dismiss five minutes early, GOOD NEWS groups will dismiss approximately three minutes early, and VENTURE groups will dismiss right on time. Our intention is to maintain a safe environment for all. We are grateful for your thoughtfulness and cooperation. Your patience is truly appreciated.