

St. Francis of Assisi RE Dismissal Form

Dear Parents,

The safety of your children is our highest priority in the St. Francis of Assisi's Religious Education Program. In an effort to keep the children safe we need your full cooperation with adhering to our dismissal policy. Please review the following dismissal policy.

For students in **grades 2-8**, parents must indicate on this form if their child has permission to be dismissed from the classroom at the end of class. Students with parental consent to be dismissed may leave the classroom and Parish Center at the end of class without a parent or designated guardian coming to the classroom. Students whose parents have selected the "no dismissal" option on this form will remain in the classroom with their catechist until a parent or designated guardian comes to the classroom to pick them up. If a parent has not picked the student up by the time the catechist is finished cleaning up the classroom and is ready to leave, then the student will be brought to the Faith Formation Office where a staff member will stay with the student until a parent arrives.

Designated guardians (older siblings, adults other than the student's parents) must be listed on this form by a parent before a student with "no dismissal" status will be allowed to be dismissed to anyone other than their parents. Changes to a student's dismissal status must be made in the Faith Formation Office by the parent before the change is to take effect in the classroom.

Preschool, Kindergarten, and First Grade Students will not be allowed to be dismissed from the classroom without a parent or designated guardian coming to the classroom.

Any questions or concerns regarding this policy should be directed to the Faith Formation Office, not the catechists.

We want to remind parents and students that the back door in the elementary wing **should not be used** as an exit or entrance or propped open during the RE sessions. Use of this door presents a serious security and safety hazard to our students. Thank you for entering and exiting from the front of the Parish Center during these sessions.

Please fill in form below and return to the Faith Formation Office along with your child's registration form.

_____ May be dismissed from the classroom at the end of RE
(Name of child (ren))

_____ May **NOT** be dismissed from the classroom at the end of RE
(Name of child (ren))

Please list below persons (other than parents) who are permitted to receive your child from the classroom if your child is not permitted to leave the classroom at dismissal
