

Mater Dei 2017 Children's Academic Program Handbook

GENERAL POLICIES

The Emergency Phone Number for parents to reach their children during class will be provided.

If dropping off a child, please do so in the side alley (Buttonwood St.) and wait for the child to enter before pulling away. There will be a supervisor to monitor the door which will remain closed and locked during class time. Please ring bell for entry.

Food and drinks will be taken in the social hall/basement only.

Lost and found items will be kept in the library. Please label everything you bring (including coolers, lunch bags, textbooks) and check the lost and found box periodically.

We need to show thoughtfulness and respect toward Mater Dei and take care of the facilities at all times. Help us by picking up any trash that you may see.

At present, on street parking and carpooling are our only options.

NO CHILD IS ALLOWED TO LEAVE THE FACILITY WITHOUT SUPERVISION.

ACADEMIC POLICIES

It is imperative that students take seriously their obligation to complete all assignments for each class. Student assignments will be given every week either in class or via email.

ILLNESS POLICY

The 'Golden Rule' applies here as much as anywhere else-- if you would not want your child exposed to any of the symptoms that they have, others would not want their child exposed, either. Thank you for keeping your sick child home and keeping our priests and families as healthy as is possible.

WEATHER POLICY

If the weather is bad enough for schools in the area to close, we will also be closed. An email will be sent out to families if class and choir are cancelled.

DRESS AND GROOMING CODE

Clothing should be neat and modest. Questions on dress and grooming may be referred to Fr. Eichman.

All Females:

Standard uniform will be appropriate skirts and dresses.

All Males:

Standard uniform will be slacks (no jeans) and polo or button-down shirts with collars. Shirts should be tucked in and belts worn.

PARENTAL SUPERVISION POLICIES

You, as the parent of your child(ren) are responsible for their actions at all times, whether or not you are present while your child is in class.

Students are to be supervised by safe environment certified adults at all times.

Our priests are not available to supervise at any time.

STUDENT RULES OF CONDUCT

Students must be in class, the library or the social hall where a volunteer supervisor is present at all times, or with a parent who is actively supervising the student.

Students will be expected to show proper respect for adult authority at all times. Instructors and staff should be addressed with Father, Dr., Mr., Mrs., or Miss along with the last name.

Students are not to bring electronic equipment (iPods, laptops, cell phones, game boys, etc.). Electronic devices should be left in the car or with a parent during class/choir hours.

Each person is responsible for cleaning up after himself in the classrooms and after snack.

Except for in the cafeteria, no food or drinks are allowed in the buildings or the classrooms.

SAFE ENVIRONMENT

It is necessary for all volunteers to complete the diocesan Safe Environment Program which includes a criminal records check and an online training program. To do this go to the Harrisburg Diocese website and fulfill the stated requirements: <http://bit.ly/2b5Xyaa>