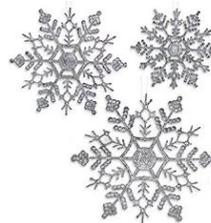


Welcome Back!



Dear families,

We hope you had a wonderful Christmas and that 2018 brings you and your loved ones abundant blessings! As we are back to class after a bit of a break, we wanted to pass on some reminders and notes for the coming months.

- ⇒ **Arrival:** While we always aim to open up at 5:25, practical concerns sometimes necessitate opening a few minutes later. However we don't want our children (or you) to have to stand in the extreme cold, **so please feel free to wait in your car with your child until the doors open for class if necessary.** We would rather have arrival take a couple of extra minutes than have our children and families standing out in the bitter cold! Also please be sure to have your child dressed for the weather with regard to coats etc. – we occasionally go to other areas of the parish (for example to visit the parish house to see the Christmas decorations ☺) and it is important that the children are comfortable while walking outside, even if it is just for a couple of minutes. Also a reminder that all children in grades 1st through 4th must be brought to the classroom by an adult at arrival, and all children in grades 1st through 8th must be picked up at the classroom door by an adult.
- ⇒ **Dismissal:** Please be sure to pick up your child at our 6:45 dismissal time. Due to Diocesan standards and the fact that our volunteers need to leave on time to attend to their own families and other responsibilities, it is very difficult for us to be able to stay and wait for parents who arrive late for dismissal. Most importantly though, it can be upsetting to children when a parent does not arrive on time. ***In the event of a late pick-up due to an emergency/unforeseen problem, please call the parish house at 609-267-0209, ext. 301 and leave a detailed message with the receptionist, including instructions if you are sending someone else to pick up your child.**
- ⇒ **Volunteers:** We are looking for people who would be willing to substitute occasionally for our catechists. While this is always a need in our program, it is particularly important now during the “germ” season, as catechists sometimes need to call out due to illness. If you would be willing to substitute on occasion, please fill out and return the form below, or go to our web site at this link and fill out and submit the electronic form there: <https://parishofsacredheart.org/fall-program> (We provide a lesson plan and other materials for substitutes.)
- ⇒ **Attendance:** Just a reminder that children cannot have more than 3 unexcused absences during the year, as per our attendance policy which can be found in the handbook at the link above. Regular attendance is important for each child's faith formation experience and is vital to preparation for the subsequent year.

Thank you and stay warm!

Volunteer Form – Substitute

Parent Name: _____

Phone: _____

Email: _____

Which class day are you available to substitute? _____

Please indicate the grade(s) you prefer with regard to substituting: _____

***Forms can be returned through the classroom to your child's catechist. Thank you! ☺**