

Religious Education at First Parish Church United

A Cooperative Program & Exploration in Faith Formation

*Thank you for registering your child for our Cooperative RE Program here at FPCU, we are glad you are here!
Please read the following policies and safety procedures designed to create positive and safe experiences for you and your children.*

RE Policies & Safety Procedures

We are a Cooperative Program. Our classrooms are run by volunteers, parents and church members alike. As a cooperative program, we require the guardians of each registered student to volunteer at least 2x during the course of our RE School year. (Volunteering includes, but is not limited to teaching RE class, helping in the Nursery or with group lessons/workshops, and/or being part of the RE committee.)

Volunteers will be respectful, attentive and positive role models for our children, maintaining a safe and healthy environment for all. Volunteers are not hired professionals, so if your child requires special services, we require a guardian stay with them during class time.

Rule of 2: Our classrooms are required to have two un-related adults present. If this is not possible the classroom door must be left open.

Health: Please do not bring your child to RE if they have had the following symptoms in the previous 24 hours:

-Fever of 101 F	-Severe cough	-Vomiting or diarrhea
-Red, irritated and draining eyes	-Head lice	-Rashes of unknown origin

Allergies: All known allergies must be communicated to the RE Director and volunteer teacher(s).

Discipline problems includes any behavior that inhibits or threatens the safety and enjoyment of RE for any other student or volunteer. Including, but not limited to hitting, throwing objects, biting, swearing, repetitive disruption or disrespectful actions.

FPCU's Discipline Plan involves a sequential pattern that is recommended for handling discipline in the classroom: ignore, eye contact, gently call the child's name, involve them in the lesson (distract), remind them of Rules and Expectations, move closer to them, pause the lesson to redirect. If the child continues to misbehave the RE Director will be called to assist in the classroom. If the child needs to leave the classroom he/she will sit with the RE Director and parents will be notified of behavior either during church service or immediately following at pick up. Incidents may be recorded in an incident log to be shared with caregiver.

Drop off and pick up: *All children must be brought down to their RE classroom by a guardian, following *A Time for All Ages*. And, all children must be picked up from their classroom by a guardian immediately following service.

*Unless otherwise discussed with the RE director.

Emergency Procedures are posted in each classroom. In the case of a fire or evacuation, children will be escorted, by the RE teachers, across the street to the common to meet up with their guardians.

Parents and caregivers are encouraged to share any questions or concerns with the RE Director or RE Committee Chair. RE Director: Nicki Tracey ntracey@firstparishwestford.org

Please keep this page for your reference, and sign off on the attached sheet to indicate that you have read and agree to the above Cooperative RE Program Policies & Safety Procedures.

By signing below, you indicate that you have read and agree to FPCU's Cooperative RE Program Polices & Safety Procedures.

Please list name(s) of child/children participating in the Cooperative RE Program, at FPCU

Please Print name of Parent/Guardian

Parent/Guardian Signature

Date

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