

St. Paul's Faith Formation – Important Information

1807 Bedford Street, Rome, NY 13440 Phone: (315) 334-9570 c. (315)335-0932
Email: jstokes@syrdiocese.org Website: www.stpaulsrome.com

St. Paul's Mass times: 4:00 p.m. Saturday Vigil Mass 11:00 a.m. Sunday Mass

FOR THE SAFETY OF ALL:

- All students must act in a manner that is respectful of our volunteers, fellow students and church property.
- In the case of an **EMERGENCY**, a parent or guardian will be called. If we are unable to reach you, the person you name as emergency contact will be called.
- Children must be supervised by their parent/guardian while in the parking lot before and after class.
- Due to students with serious food allergies we have a **NO SNACK POLICY** during regular class time. However during meetings, workshops and retreats we sometimes provide or ask parents to bring in refreshments. A note or sign-up sheet will go home prior to the event.
- All Faith Formation volunteers and employees must be certified through the Diocesan Safe Environment Program (VIRTUS).
- **Circles of Care** – Child Safety Awareness Sessions – specific class dates will focus on faith, personal safety, decision making relationships and self esteem. Parents may review the curriculum or request an opt-out form at St. Paul's Faith Formation Office or on the diocesan website: www.syracusediocese.org

CLASSES AND CANCELLATIONS:

- If your child will not be present for a scheduled class call the Faith Formation Office at 334-9570; give child's name and grade.
- There are no Faith Formation classes on days when school is not in session; this includes **Snow Days**.
- If Rome City School District **CANCELS** or **DELAYS** due to snow or for any reason, there will be no morning classes.
- If after-school activities in the Rome City School District are cancelled, evening Faith Formation classes are cancelled.

WEDNESDAY MORNING:

- Classes start at 8:00 a.m. Please arrive up to five minutes before class so we may start on time.
- Use the rear door behind the parish center when dropping off or bringing your child to class.
- All children will be bused to Rome City Elementary Schools at dismissal unless we are **notified in writing** that you (or your designated representative) will be picking up your child.
- When you need to pick up your child during or after class: a written request is required, use front (link) doors, and wait near the Faith Formation Office for your child to be dismissed. Sign-out your child on the **sign-out log**.
- Wednesday Morning Dismissal time: 8:55 – 9:00 a.m.

MONDAY EVENING:

- Classes start at 6:30 p.m. Please arrive up to five minutes before class so we may start on time.
- If you need to pick up your child before dismissal time a written request and sign-out is required.
- Monday Evening Dismissal time: 7:30 p.m.
- Please use the front (link) doors when bringing children to class or picking up children after class.
- When picking up your child at dismissal, supervise your child and use extreme caution in the parking lot. Moving vehicles, glare of headlights and the darkness of the Fall and Winter months require extra safety measures.