

# Policies and Procedures for CYRE Program: PARENTS of Preschool and Elementary Children

(The term "parent", in this document, also means "the responsible party")



## Volunteer Teaching Staff:

- All classroom teachers are volunteers who must all be approved by the Director of Religious Education for Children and Youth (DRECY).
- All Teachers (except teens) are subjected to a computerized criminal background check
- Two Adults must be in the room with the children at all times – except in special situations such as the use of the bathroom by a child or the need to contact RE staff.
- Parents should stay with their child until there are 2 teachers (or parent assistant and teacher) present

## Registration:

- The registration packet is emailed to all families, member **and** non-member, registered the previous year, and any new families who have requested registration information. Children must be registered in the CYRE Program in order to participate in extra-curricular activities.
- If parents have a child in both the nursery and the CYRE Program, they must complete separate registrations.
- Visitors are encouraged, but after three visits parents must complete a CYRE Program Registration form for each child.

## Drop Off and Pick Up:

- Children must be signed in on the class attendance sheet before the parent may leave.
- When picking up their children, parents must initial the attendance sheet so their child can be checked off as having been picked up.
- The only people allowed to pick up children are the parents who signed them in or the pre-approved siblings or other adults as noted on the CYRE registration form. The exception is when a parent gives verbal or written permission to the Teachers for someone else to pick up her/his child that day.
- All children in these classes must have a parent on site responsible for them during CYRE program times.

## Illness / Accident:

- Parents are asked not to bring their children to CYRE if the following is present: a fever, colored discharge from the nose or eye(s), or an upset stomach, vomiting or diarrhea.
- If a child arrives in class with any of the symptoms mentioned above, a Teacher should ask the parent to remove the child from the class. In the case of a serious accident, the parent/guardian will be contacted immediately.

## Supervision:

- Children 5<sup>th</sup> grade and younger are not allowed to be on church grounds without adult supervision. Unsupervised children should be escorted to a supervising adult or the RE office. This is particularly critical outside of class time.

## Emergency Evacuation Procedure:

- Parents should not go to the classrooms but should go directly to the rendezvous sites. Maps with these sites identified on them are posted on the CYRE Office door. Parents should consult these ahead of time and know where to go.

## Behavior Management:

- A class covenant will be developed by the children and teachers the first day of class. It will be referenced in circle time each week for about a month, with all children signing it over that period of time. After that, it will only be referenced when violations take place as children are called to honor their promises.
- Minor infractions will be dealt with by the Teachers with appropriate physical signals to the child. Should a child continue to break the covenant and behave inappropriately, the Teachers may do one or both of the following: 1) take the child away from the group to discuss the behavior; 2) If the behavior continues, escort the child to the RE office. Parents will be notified if the latter happens.

## Transportation Related to Official CYRE Field Trips:

- A permission form is required for any event involving travel off-site or for an overnight activity.
- Prior to departure: the same sign-in procedures apply as with a regular class. This applies even if the event is an extra-curricular event like a weekend retreat or lock-in. Parents/guardians should not leave without signing in the child in their care.
- Upon return from the trip, the same check-out procedures applies as with a regular class. Parents/guardians must let one of the trip adults know they have picked up their child.
- An adult approved by CYRE staff for supervision must remain at the UUCC until all children have been picked up from an event.

