



**Medford Catholic Collaborative**  
St. Francis of Assisi & St. Joseph Parishes  
Office of Faith Formation & Youth Ministry  
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## **Faith Formation Program Policies**

**FAMILY ATTENDANCE AT SUNDAY MASS:** Parents have the responsibility of sharing their faith with their children and to bring them to Mass every Sunday in order to show them the importance of having God in their lives. Coming together as a family to Mass every Sunday is a faith obligation for all Catholic families.

**CLASS ATTENDANCE & ABSENCES:** It is very important that your child attends his/her classes. Students are asked to complete any work missed at the class. Please inform the Faith Formation office of any prolonged absence. We are always here to help.

If a child needs to be dismissed early, the parent needs to write a note to the teacher indicating the time of release. Parent, or parent designee, will pick up the child at designated location and designated time. If another adult or older sibling is picking up a child, the parent needs to write a note for the teacher and Faith Formation Office staff giving their permission for someone else to pick-up your child. Without written notification we will not release your child.

**DROP-OFF/PICK-UP:** Due to the cramped hallways and staircases we ask that parents do not accompany children inside the classrooms. St. Francis Sunday program grades 1-5 dismissal TBD. St. Joseph Sunday Program parents can pick up child in Gym Foyer.

**COMMUNICATION:** We communicate via email (Flocknotes), the bulletin, and Medfordcollaborative.org website. Notices from our office are usually emailed, mailed or given to the children in class. Please read all information carefully.

**VOLUNTEERS:** All your children's teachers are volunteers. Please keep them in your prayers and treat them as the precious gifts that they are to your Collaborative. We always need more assistance in the classrooms. If you want to help, please call our Faith Formation Office.

**VISITORS:** We enjoy visitors. However, in the interest of safety no one may enter a classroom without first checking in with Faith Formation staff member. We take responsibility for every student very seriously during the hours of class.

**ACCIDENTS:** If a child is injured, a staff member or teacher will immediately attend to the student, administering First aid as needed and parents will be notified. If the injuries or condition of the student appears to be even remotely serious, 911 will be immediately called and parents will be notified.