

POLICIES & GUIDELINES
PARENT /GUARDIAN CONSENT FORM

IMPORTANT! THIS PAGE MUST BE SUBMITTED WITH THE REGISTRATION FORM!

To be filled out by the parent or legal guardian of children under 18 years of age. Keep pages 1 and 2 of the *Continuing Christian Education /Youth Ministry Policies & Guidelines* for your records.

MEDICAL CONSENT

In the event of an emergency, I hereby give permission to the staff of Mary Queen Catholic Church to seek emergency medical transport or treatment for my child named below. I will be responsible for costs incurred. I wish to be advised before further care is given by the hospital or doctor. If I cannot be reached, contact:

Name & Relationship _____ Phone (_____) _____ - _____

Family Doctor _____ Phone (_____) _____ - _____

Insurance Name _____ Group Number _____

Insurance Phone Number (_____) _____ - _____ Check here if not insured

List medical conditions, medications, and life-threatening allergies on the back of registration form.

In the event of any accident or injury, I agree on behalf of myself, my child's other parent if known or living (name of parent) _____ the children named below, or our heirs, successors, and assigns, to hold harmless and defend the Archdiocese of Galveston-Houston, its pastor or any representative of Continuing Christian Education and Youth Ministry, unless the parties involved were careless and negligent.

Signature of Parent /Guardian _____ **Date** _____

VIDEO /PHOTOGRAPH CONSENT

As parent /guardian, I understand that promotional pictures and videos (individual and group) will be taken during Continuing Christian Education classes or Youth Ministry activities. I give permission for my child's pictures (named below) to be used for church promotional materials such as newsletters, web pages, calendars, Power Point presentations, or videos to promote or highlight these classes or activities.

Signature of Parent /Guardian _____ **Date** _____

NAMES OF CHILDREN

1 _____ 4 _____

2 _____ 5 _____

3 _____ 6 _____

CONSENT & LIABILITY WAIVER

I AM THE PARENT OR LEGAL GUARDIAN OF THE CHILD OR CHILDREN NAMED ABOVE. I HAVE READ THE *CONTINUING CHRISTIAN EDUCATION & YOUTH MINISTRY POLICIES AND GUIDELINES* OR HAVE HAD THEM READ TO ME. I FULLY UNDERSTAND AND ACCEPT THESE POLICIES AND GUIDELINES KNOWINGLY, FREELY AND WILLINGLY.

Primary Contact Number (_____) _____ - _____ Alternate Number (_____) _____ - _____

Evening Number, if different from above (_____) _____ - _____

Parent's Printed Name _____

Signature of Parent /Guardian _____ **Date** _____

CONTINUING CHRISTIAN EDUCATION & YOUTH MINISTRY **POLICIES AND GUIDELINES**

*PLEASE READ THESE POLICIES AND GUIDELINES CAREFULLY.
DISCUSS THEM WITH YOUR CHILD. **KEEP PAGES 1 & 2 FOR YOUR RECORDS.***

A PARENT /LEGAL GUARDIAN MUST ACKNOWLEDGE THAT HE/SHE HAS READ AND ACCEPTED THESE POLICIES AND GUIDELINES OR THE REGISTRATION WILL NOT BE PROCESSED! SEE "PARENT /GUARDIAN CONSENT FORM."

REGISTRATION

Every effort will be made to place a child in class, pending available space. Home study will be provided upon request with paid registration, and in situations where no classroom space is available.

ATTENDANCE

Contact the Office of Continuing Christian Education (C.C.E.) if a child misses two or more consecutive classes. Students may be removed after three consecutive absences. Efforts will be made to contact a parent before a student is removed. If removed for non-attendance a refund will not be issued.

Before leaving a child /youth, it is the responsibility of the parent /guardian to make sure that he /she is in the care of a catechist or other designee responsible for supervision.

1. Preschool children should be escorted into and out of the building by a parent or guardian. If an older sibling has been entrusted with this responsibility, the parent assumes the risk for safety before the catechist receives the child and after the child is dismissed from class.
2. Parents may drop off /pick up elementary students at the door, but assume the responsibility for their safety before the catechist receives the child and after the child is dismissed from class.
3. Junior & Senior High students may be dropped off /picked up if a responsible adult designee is present to receive them.
4. Allowances for special circumstances may be given in writing by the C.C.E. or Youth Ministry Director.

Once a student arrives, he/she is not to leave the building until dismissed. To leave early, a student must have a parent's written permission. Otherwise, the parent & student must sign out through the C.C.E. or Youth Ministry Office.

If more than 15 minutes late, students must check in through the C.C.E. /Youth Ministry Office to receive credit for attendance, or will be counted absent.

If any conflict should arise due to separation or divorce, the C.C.E. Office will follow the requests of the custodial parent /guardian with whom the child resides more than fifty percent of the time, unless otherwise directed by law.

CONDUCT

Procedures for improper student conduct*:

- 1st warning – verbal
- 2nd warning – time out determined by the catechist
- 3rd warning – sent to C.C.E. Office or Office of Youth Ministry
- 4th warning – parent contact, and possible parental supervision of the child in class
- 5th warning – removal from class to a home study program

* Exceptions for which no prior warning will be given.

1. Illegal activity such as, but not limited to, possession of weapons or drugs, physical violence, or destruction of property on church grounds. Violators will be prosecuted and immediately expelled. No refund will be given.

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2. Possession or use of tobacco or alcohol by minors or being under the influence of drugs or alcohol. The pastor, C.C.E. or Youth Minister Director will determine the necessary action to take, including legal action, 3-class suspension, or expulsion from CCE. No refund will be given, if expelled.
3. Any student causing a false fire alarm will be responsible for state or local penalties/fines. The pastor, C.C.E. or Youth Ministry Director will determine the necessary action to take, including a 3-class suspension.
4. Verbal threats, racial slurs, or use of profanity will not be tolerated. Parents will be called. Any student using this kind of language will be removed from class and receive a 3-class suspension.

Parents may reach their children in an emergency by calling 281-482-1391. **Cell phones and other electronic devices are not to be used by students during class.** A C.C.E. or Youth Ministry staff member or catechist will take possession of devices that interfere with learning or discipline. A confiscated device will be released only to a parent/guardian.

DRESS CODE

Appropriate and modest dress is required at all times. Students not in compliance will be sent home.

- The hem of shorts or skirts must extend down to at least the student's extended fingertips
- No visible undergarments
- No spaghetti straps or A-shirts
- Pants and shirts must be worn modestly so as not to draw attention to private body parts.
- No sexually suggestive or explicit prints or graphics shall be worn.
- No promotion of alcoholic beverages or any other adult merchandise

CURRICULUM

Students will be periodically tested for comprehension according to grade level.

Grade level human sexuality catechesis may be presented in class, or by means of retreats, lock-ins, parent /child classes, etc. Parents will be given the opportunity to preview such materials beforehand.