

General Policies

Programs are held on Wednesday evenings from 6:16 - 7:30 pm at the St. Joseph Parish Center, 249 Sixth Street.

Inclement Weather: Wednesday evening classes are automatically canceled if the Manistee Public Schools are closed that day to weather conditions. If weather conditions worsen during the day, call the CCM Office at 723.2619 for notice of cancellation. Or check the on-line calendar at <http://calendarwiz.com/catholiccommunityofmanistee>.

Program Fees: Elementary - \$25 fee per student or \$50 per family to assist with textbooks and program expenses.
CYC - Fees for Individual activities

Class Attendance: Attendance will be taken and recorded. Parents are asked to contact the faith Formation Office in the event of an absence. Tardiness disrupts class. Please be considerate of others. Parents will be notified if tardiness becomes a problem. Students are to be picked up promptly after class by registering parent (s) only, unless written permission is provided. Parents of children in grades Pre through 3 are asked to come to the child's classroom for dismissal.

Calendar: A yearly calendar is available. Classes are scheduled to conform to the policies set by the Diocese.

Behavior - Discipline: Behavior outside and inside the parish facility must at all times reflect the rights of others to be able to participate and learn:

- Students will, at all times, walk, not run. Heelys are not allowed.
- Students will respect the property of others.
- Students will use appropriate and acceptable language.
- Parents will be notified of problems as they occur. If necessary, a conference will be arranged between the D.R.E., catechist, student, and parent (s).

Safety Regulations: Fire and tornado exit plans will be explained and shown to the children each program year.

Property Damage: Parents/guardians of students will be held responsible for the replacement of property damaged, and materials damaged or lost, through the willful negligence of their children.