

Attendance & Dismissal Procedures for Religious Education Nursery-Junior High Classes (including Our Whole Lives)

Nursery (9:30 and 11:00) and Preschool (9:30):

Children in these classes go directly to class upon arrival. A sign-in sheet is provided in the room every Sunday. When families arrive, parents/guardians should sign their children into class by noting the following information on the sign-in sheet:

- Child's Name
- Parent/Guardian Name
- Cell Phone Number (in case you need to reach them)
 - **Important:** Ask parents/guardians to keep their cell phone on vibrate during the service. This is how we will contact them if a need arises.
- Email Address (for guest families only)

IMPORTANT: If you are teaching, please sign your own children into class. This officially documents how many children are in your care, and better enables the RE staff members to track attendance.

Guest Forms: If you have guest families, please ask them to complete a **guest form** upon arrival (or at pickup if easier). Guest forms will be available every week along with the attendance roster.

When parents/guardians arrive to pick up their children, they should initial the sign-in sheet. This documents that the child(ren) are no longer in your care.

Elementary Classes (K-6th):

Elementary classes begin Sunday morning in the sanctuary for the first 15 minutes of the worship service (most Sundays). When children depart the sanctuary, attendance will be taken by an RE staff member before children go to their respective classes via the following process:

- Children will gather in the hallway by the nursery with their teachers.
 - See note below on the modified process for the ***11:00 5th & 6th grade class**.
- An RE staff member will have an enrollment roster for each class. They will note which children are present AND any guests.
- Once attendance is taken, the staff member will give the teachers the attendance roster, which they should keep in their possession for the duration of class. This roster will note how many children are in your care, AND who they are.
- Teachers should make sure any **latecomers** are noted on the attendance roster.

- If you have guests, please ask their families to complete a **guest form** when they arrive to pick up their children. Guest forms should be left with the attendance roster.
- When parent/families pick their children up, they should sign the attendance roster to notate their children are no longer in your care.

***11:00 5th & 6th Grade Class:** Since this class meets in the Gray Room (across from the nursery), children may go straight into their room. **Teachers should immediately take attendance by noting which children are present AND any guests.**

- Please ensure that all children present are in 5th or 6th grade AND be sure and add any **latecomers**.
- An RE staff member will come to the room within the first five (5) minutes of class to check the attendance roster.
- If you have guests, please ask their families to complete a **guest form** when they arrive to pick up their children. Guest forms should be left with the attendance roster.
- When parents/families arrive for pickup, they should sign their children out on the attendance roster.

Junior High (7th & 8th Grade):

Youth in 7th and 8th grade go directly to their class (unless special arrangements are made in advance). A roster noting enrolled youth will be in the room every Sunday.

Youth leaders should take attendance as soon as class begins, being sure to note which youth are present AND any guests. Please make sure any latecomers are noted.

We DO NOT require that parents/families sign out youth in 7th grade and older. When class concludes at 12:00, youth may leave to meet their families at their designated place. The attendance roster should be left in the classroom for pickup by the RE staff.

NOTE: If you have guest youth in Jr. High, **please ask the youth to complete a guest form**, so the RE staff can follow up with their family. Guest forms will be in the room along with the attendance roster.

Our Whole Lives (OWL) classes:

Children and youth participating in Our Whole Lives (OWL) classes go directly to their class, unless arrangements are made otherwise. The OWL leaders will have a roster of children/youth enrolled in OWL and should notate who is present when children/youth arrive, being sure to add any latecomers.

For Kindergarten & 1st grade 4th & 5th grade OWL: Parents/families should sign their children out when class concluded. The attendance roster should be left in the room for pickup by the RE staff.

For Junior High OWL: Youth are dismissed at the conclusion of the class. The attendance roster should be left in the room for pickup by the RE staff.

IMPORTANT: The Our Whole Lives (OWL) program is only open to children & youth who are officially enrolled in OWL. **Guest children/youth should participate in the Religious Education class for their age group, OR attend the worship service.**

These procedures are current as of August 2019 and will be reviewed annually by the Religious Education staff.