



St. Hedwig Catholic Church
SUNDAY SCHOOL PROGRAM 2011-2012
INFORMATION AND GUIDELINES

General Information

- **Sunday School begins Sunday, September 11, 2011 at the 10:00 am Mass** and meets every Sunday with the exception of a few holidays in the fall, winter and spring. A master calendar will be distributed by email and in person on the first day of class.
- **Email is the primary means of communication** – keep checking routinely for updates!
- **The email address for Sunday School communications is sainthedwigsundayschool@yahoo.com**
- **No food, drink or outside trash is allowed in the classrooms.**
- **Parents must enter the classroom to sign their children in and out of class.**
- **Children are to be picked up immediately at the end of Mass.**
- **Parents must attend Mass and remain on church grounds** while children are attending Sunday School.
- **Regular attendance is expected.** If your child misses a Sunday, contact the coordinator and let her know your schedule of participation. There are limited spaces per class and a waiting list may exist with other families wanting to participate in the program.
- **Make sure your child has eaten and used the restroom prior to class.**

Parent Volunteer Guidelines

- **One adult per family is expected to assist 4-6 times per year in the classroom.**
- **Arrive at 9:45 on your scheduled volunteer day.**
- **No siblings or food/drink are allowed in the classroom when you are assisting.**
- **You are responsible to find your own replacement and to notify the teacher of the change if you are unable to volunteer on your scheduled day.**

Coordinator Contact Information

Alison Weems 562-594-6341
sainthedwigsundayschool@yahoo.com

Fingerprinting and Safe Environment Training (SET)

Every parent/adult, 18 years or older, who volunteers in the Sunday School classroom must be fingerprinted through the Diocese of Orange. (If you are fingerprinted with the state or with a school district for your occupation, you still need to be fingerprinted through the Diocese). If you have already been fingerprinted with the Diocese then you do not need to repeat. Please inform the FLM Office through which parish or school the fingerprinting was done.

Every parent/adult volunteering in the classroom must also go through Safe Environment Training (SET) every 4 years. The training is available online at www.shieldthevulnerable.org
Print your certificate upon completion of the course and turn in a copy to the FLM Office.

Please contact the FLM Office after submitting your registration to make sure your fingerprinting and Safe Environment Training records are in good order. You may email the administrative assistant, Kathleen Luckey, directly at kluckey@sainthedwigparish.org or call (562) 296-9040.

Important!!!

Fingerprinting and Safe Environment Training (SET) are requirements for volunteering in the classroom and adult aides volunteering in the classroom is a requirement for participation in Sunday School for all families.

If you do not adhere to these requirements, your child will be dropped from the program.