



St. Joseph Church | 5050 St. Joseph's Road, Coopersburg, PA 18036 | 610.965.2877 | [www.stjoescoopersburg.org](http://www.stjoescoopersburg.org)

## Parish Religious Education Program (P.R.E.P.) ARRIVAL AND DISMISSAL PROCEDURES

*In the continued interest of safety for our students and volunteers, we ask that you please look over the following information:*

### Arrival Info

- **We respectfully ask that the students be on time.** Families may arrive at the Parish Center no earlier than 9:40 AM.
- All students should be brought by their parent/guardian to the gym upon arrival. **Please do not allow your child(ren) to walk by themselves to the gym from the church.** We will have volunteers helping to direct traffic, but still need cooperation of the pedestrians in this matter due to the volume of cars leaving the 9AM Mass, as well as arriving for PREP at this time.
- Students will meet in the gym, and are to sit/stand in their class lines according to their grade. Teachers will meet their students in the gym, and they will proceed to the classroom together. Latecomers will be escorted to class by a PREP volunteer.
- **Parents are not permitted to wait in the hallways during the PREP session.** The cafeteria will be open to all parents while the students are in class. Main entrance will be locked from approx. 10AM-10:40AM.

### Dismissal Info

- PREP Dismissal for all grades is 10:45AM, unless otherwise instructed.
- Students are not permitted to leave class early to go to the 11:00 AM Mass, unless prior arrangements have been made with your child's teacher.
- **Parents must wait in the Parish Center for their students.** The teacher or aide will accompany students to the Parish Center for dismissal.
- No student or parent may enter or exit the building from any area but the main Parish Center doors.
- **No child in Grades 1-3 will be allowed to exit the building unattended.**
- Students in all grades **are not permitted** to walk to the parking lot themselves. **Please do not allow your child(ren) to walk by themselves from the gym or from the church.** We will have volunteers helping to direct traffic, but still need cooperation of the pedestrians in this matter due to the volume of cars arriving for the 11AM Mass, as well as leaving PREP at this time.
- If a child is to be dismissed early for some reason, they must have a note from the parent and the PREP office must be notified of the early dismissal.
- If a child is to be dismissed with anyone not listed on the emergency form submitted with your registration, you must provide a written note to the teacher at the beginning of class.

**Additional Reminders:** Please email Mrs. O'Donnell and your child's PREP teacher to report absences. Weather or other emergency cancellations of PREP will be announced via email, on our website and/or on WFMZ. **Thank you for your cooperation in keeping our students safe! Questions/concerns should be addressed with Janessa O'Donnell - Rectory Phone: (610) 965-2877, or email: [janessa.odonnell@stjoescoopersburg.org](mailto:janessa.odonnell@stjoescoopersburg.org).**