

The St Francis Center

Religious Education Office

15010 Wolf Road † Orland Park, Illinois 60467

SECURITY POLICY FOR RELIGIOUS EDUCATION

DROP-OFF/PICK-UP

The inside doors to the St Francis Center are locked at all times. Children can be dropped off in front of the St. Francis Center no earlier than 15 minutes before the start of their religious education session, and a staff member or adult volunteer will let the child into the building. You may walk the child to the main entrance doors but no adult except staff or registered volunteers will be allowed into the building during the RE session.

Parents/guardians may wait outside the locked doors or join the cars waiting in the dismissal line at the end of the RE session. No adults, siblings, caregivers, etc, will be allowed to wait inside the building for regular dismissal or for early dismissal.

LATE ARRIVALS

The afternoon session begins at 4:30pm and the evening session begins at 7:00pm. Saturday morning begins at 8:30am. **All inside doors are locked at those times.** Children dropped off after session has begun will be allowed into the building as usual.

EARLY DISMISSAL

A Parent or guardian may call (708) 460-0155, or send a note to the RE office with their child informing us of the time of the early dismissal. Parent, guardian, or parent-approved driver still needs to come to the door to sign the child out. Staff/registered volunteer will then call child down for early dismissal. Adult will wait for child outside the locked door. No adult is allowed in the center until the session is over.

SPECIAL CIRCUMSTANCES

Individual situations that would necessitate an adult accompanying a child into the building should be discussed with the Director of Religious Education for approval prior to the RE session.

Revised 01/03/2013