

## **Program Requirements**

*Beginning school means, for the child, entering a society wider than the family, with the possibility of greater development of intellectual, affective and behavioral capacities.*

*In this process, the Religious Education Program provides the dimension of the child's religious instruction. This requires that the Religious Education Director and the Catechists work cooperatively with parents and school teachers.*

*Pastors should help parents and Catechists to fulfill their mission well, realizing that it is the Church itself which is being built up. (GDC # 179 adapted)*

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## Introduction

The following guidelines promote the safety and well-being of the children\* in Parish Religious Education Programs of the Archdiocese of New York (*GDC 18-21*).

These guidelines are not, in themselves, policy statements. They are written to assist the Pastor, working with the Director of Religious Education, to make policies which fit the needs of the parish situation. The content of these guidelines has been reviewed and approved by the appropriate Archdiocesan Offices such as *Legal Affairs*, *Insurance*, *Safe Environment*, so that parish Directors of Religious Education\* can confidently make use of their directives and language.

Within these guidelines reference is made to handbooks for Catechists and for parents\*. The *Catechist* and the *Parent Handbooks*, written by the Catechetical Office, contain policies and procedures which reflect the content of these guidelines.

The *Regional Catechetical Office* provides to the parish Directors of the region the templates for the *Catechist* and the *Parent Handbooks*. Each parish Director adapts the *Catechist* and the *Parent Handbooks* to the situation and needs of the local parish. These handbooks must be approved by the Pastor. An annual review and updating of the parish handbooks is advisable.

When the *Catechist* and the *Parent Handbooks* are distributed, they should be accompanied by a signature card. When signed and filed with the Director of Religious Education, this card serves as the written agreement of Catechist or of parent that they have read, understood and agree to abide by the policies and procedures specified in the handbook.

The *Archdiocesan Catechetical Office* takes an active role in advising Directors on the development of their handbooks and on the implementation at the parish level of both these guidelines and the handbooks.

The Pastor is ultimately responsible to ensure that the provisions set forth in these guidelines and articulated in the parish handbooks are carried out in the parish. The Pastor delegates authority to the parish Director of Religious Education for their implementation in the Religious Education Program.

- For the sake of the brevity:

only the word “parent” will be used throughout the Guidelines but the intent is to refer to the child’s primary caretaker, whether parent or guardian;

the title “Director” is used throughout and refers to the Catechetical Administrator of the Religious Education Program, whether Director or Coordinator;

the words “child” and “children” are used to indicate all children and young people up to the 8<sup>th</sup> grade level.

## Location of Religious Education Sessions

Religious Education sessions should always be held on parish property for the following reasons:

- A formal, professional supervision structure must be in place whenever the parish gathers children. For each group of children, the presence of more than one adult program representative is necessary for the protection of the Catechist as well as the children.
- Children can engage in inappropriate behavior resulting in fights, accidents or the need for emergency services. The parish program environment is equipped and the personnel are trained to handle these occurrences.
- The dismissal time of the Religious Education session is a time of particular vulnerability for the child and must be carefully supervised by a program representative. The dismissal procedures specified at registration in the written *Child Information Record* must be followed.
- Because a home environment is not supervised by Archdiocesan personnel, there is no way to control and oversee all those who would have access to the children, and to ensure that they are in compliance with *Archdiocesan Safe Environment* requirements.
- In classes held in a family home, the Catechist is put in a compromised position. If the Catechist is accused of inappropriate behavior, the formal supervisory structure of the parish setting, which is meant to protect the Catechist as well as the child, is not in place.
- The parish is put in legal jeopardy by holding classes in the home because the parish is allowing and even encouraging a situation which the parish has been warned not to allow by the appropriate Archdiocesan offices.
- The home is subject to many hazards such as kitchen knives, food to which a child may be allergic, propane flames on stove, tripping hazards, unsafe staircases, icy sidewalks.
- The parish property is inspected and insured by the Archdiocesan carrier. Should an accident occur in the family home, the family's insurances will be used first.

An exception may be made for a child whose disabilities prevent him/her from attending Religious Education sessions on parish property. In this situation, the parent may request that a Catechist be sent to the child's home to provide Religious Education but the parent must always be present throughout the Religious Education sessions.

## ***Plant Safety***

An inspection of the parish premises for fire hazards and general safety should be made regularly by a qualified inspector chosen by the parish. The record of the inspection results should be kept on file in the parish office.

Additionally, the parish is inspected on a periodic basis by its insurance carrier. These inspection reports contain loss prevention/control recommendations pertaining to parish premises and are kept on file both in the parish and in the Archdiocesan insurance office. When there are concerns about safety and the suitability of certain areas of the parish facility for use in religious education sessions, inspections can be arranged by contacting the Archdiocesan Insurance Office.

These inspections are not the responsibility of the Director but it is advisable for the Director to consult the reports when choosing and maintaining the spaces where Religious Education sessions are held. The Director should be alert to basic safety requirements such as clearly marked exits and doors that open readily from the inside.

## ***Floor Plan***

The Religious Education Program has a floor plan which indicates the precise location of each session, as well as the day and time each session is held. This plan is posted in a prominent place so that, in an emergency, individuals and groups can be located without delay.

## ***Visitors***

Exterior doors to the building are kept locked while the Religious Education Program is in session. No unauthorized persons are allowed in the area where the Religious Education sessions are taking place. Parents and other visitors go directly to the Religious Education office or designated reception area. The Director appoints an adult whose responsibility it is to monitor all visitors and to insure that they remain only in the designated places.

## ***Use of Lighted Candles Prohibited***

No lighted candles may be used in the Religious Education sessions even for prayer, such as the lighting of the Advent wreath. It is against the regulations of the Fire Department. The battery-operated "candles" may be substituted.

### ***Drills for Fire, Lock-Down, Shelter-in-Place***

At least once a semester, in early fall and in the spring, Fire Drills, Lock-Down Drills and Shelter-in-Place Drills are held for each session of the Religious Education Program. The drills should make use, insofar as possible, of the procedures known to the children from their public school drills.

See the *Emergencies and Crisis Management* section of the Handbook for instructions on the plan and management of these drills.

## Supervision

### ***Regular Supervision as Essential to the Position of Director/Coordinator***

The person ultimately responsible for the supervision of all the children throughout the entire duration of the weekly Religious Education Program is the Director or Coordinator of Religious Education. This supervisory responsibility includes the supervision of the Catechists and staff in their interaction with the children. On-site supervision throughout each session of Religious Education is so central to the role of the Director/Coordinator that whoever is actually entrusted with this responsibility is, by that fact, the Director or Coordinator of Religious Education.

When a Director of Religious Education has Coordinators of Religious Education, the Director may delegate the regular supervision of the program to the Coordinator.

The Director appoints responsible adults (18 years or older) for supervisory roles under the authority of the Director. These supervisory roles are delegated for such positions as Catechist, Catechist Assistant, Hall Monitor, Bathroom Monitor, Arrival and Dismissal monitor, Door Monitor.

### ***Requirement of Constant Supervision for Each Child***

No child is left unsupervised during the Religious Education Program, during any activities sponsored by the program, or while going to and from locations of sessions, Parish Church, lavatories, and other destinations on the parish premises.

Supervision is a mental as well as a physical act. Therefore, the supervisor must be attentive to those in her/his care as well as being physically present with them. The younger the child -- physically, emotionally or mentally -- the more supervisory attention is needed.

Supervision is also necessary upon the children's arrival at and departure from the program. The *Parent Handbook* must clearly specify the time limits within which supervision is provided. before and after the Religious Education Program.

Even in an emergency (e.g. an accident or sudden illness), a Catechist must never leave a group unsupervised. If there is no other adult in the area to replace the Catechist, the Catechist must bring the children to the classroom of another Catechist or to the Director.



All supervision must create a safe environment for the children and be practiced in the context of the policies and practices of the *Archdiocesan Safe Environment Office*. These policies and practices are presented and explained on the *Safe Environment Office* web page ([archny.org/safe-environment-program](http://archny.org/safe-environment-program)) See especially *Child Protection Policies: Codes of Conduct*. They are also found in the *Safe Environment Office Resource Manual*.

The *Catechist Handbook* reiterates the supervisory information found in this chapter and refers the Catechist to the *Safe Environment Office* web page. The *Catechist Handbook* also specifies any supervisory responsibilities which are unique to the particular parish situation.

## ***Dismissal***

Unscheduled early dismissals should never occur.

The *Parent Handbook* should state that at the end of the Religious Education session children are dismissed to the care of the parent or parent substitute. The parent substitute must be the person designated in writing at registration on the *Child Information Record*. If someone other than the parent or parent substitute is to pick up the child on a given day, this change must be given in writing to the Director prior to the session in question.

- A child should not be released to anyone under age 18. Exceptions to this requirement are often sought by the parent, but exceptions should not be given.
- A child should not be released to someone who appears to be under the influence of alcohol or drugs.
- Staff of the Religious Education Program should not drive children home.

The recommended method of dismissal is to have the parent come to the room where the children are waiting under the care of the Catechist.

The *Parent Handbook* specifies that no child may remain on the parish premises after the Religious Education Program ends because supervision is not provided beyond the specified time of dismissal from the program.

Following dismissal the Director should check the premises to make sure all children have been picked up.

The *Parent Handbook* tells parents to instruct their children to report to the Director in the unforeseen event of not being picked up. The children will then remain with the Director and another adult until the parent arrives.

The *Parent Handbook* stipulates that if an individual child needs to be dismissed early, the request should be given in writing by the parent to the Director and presented prior to the scheduled session. This request should include:

- the name of the person picking up the child,
- the designated date and time,
- the reason,
- the signature of the parent.

## ***Custodial Rights of Parents***

The Director should be informed in writing by the custodial parent of the rights of the non-custodial parent as these pertain to the child's participation in the program as well as to the child's release from the program. A copy of the appropriate section of the custody papers should be attached to the written statement.

## ***Absences***

The *Parent Handbook* indicates the manner in which the parent is to report the absence of a child from the Religious Education session. This procedure must include advance written notification from the parent or, if this is impossible, notification by phone or email before the Religious Education program begins.

It is the responsibility of the Catechist to take attendance at the beginning of the session and the responsibility of the Director to have the attendance lists collected and checked in order to immediately contact the parent of an unreported absence.

In the *Parent Handbook* is the procedure to be followed by the Director for alerting the parent when a child is absent and no notification has been given by the parent. This is especially important when the child is not regularly brought to the program by the parent.

The *Parent Handbook* specifies the number of absences (and late arrivals) which will be accepted before the child/youth is required to make up the material missed. How these sessions or their catechetical content are to be made up must be clearly stated in the *Parent Handbook*.

## Management of Children

### ***Discipline***

The *Catechist Handbook* gives basic instruction for maintaining good discipline and group management.

When interacting with any child, the Catechist's attitudes and actions should imitate the respect and loving care that the Lord Jesus has for the child.

Physical contact with a child is discouraged. However, in the event that touch is necessary for the child's well-being, the Catechist should follow the simple guideline of *P.A.N.*: Keep the contact public, appropriate and nonsexual.

Physical contact, however minimal, should not be used as a form of discipline or child management. However, there may be circumstances which require physical intervention, e.g. breaking up a fight, preventing an injury.

Humiliation or abusive language must never be used as a form of discipline.

A child may receive scheduled, individual instruction or counseling from a Catechist or other staff member only with the written consent of the child's parent and with the knowledge of the Director.

For a Catechist to be allowed to keep a child after the session for reasons such as misbehavior, lateness or additional instruction, this must be stated as program policy in the *Parent Handbook*. The procedure for carrying this out should also be stated in the *Parent Handbook*. This procedure should include the manner in which advance notice will be given to the parent.

All meetings between parent and Catechist regarding the faith formation or behavior of a child are approved by the Director of Religious Education prior to the meeting.

A Catechist should never meet alone with a child in an area that cannot be supervised. If the meeting is behind a closed door, the door must have a glass window such that the Catechist and the child can be clearly seen from outside the room.

A Catechist must not become so emotionally involved with a child that objectivity and fairness are compromised. If a relationship with one child keeps a Catechist from responding to the needs of other children on a regular basis, the appropriateness of this relationship should be examined.

The *Parent Handbook* states that the Catechetical Program reserves the right to remove a child from the group session:

- if it is believed that the child would benefit significantly from an individual or smaller group situation;
- if the child's behavior is seriously inhibiting the learning of others in the group;
- if temporary removal is used as a disciplinary measure for serious and persistent disruptive behavior.

Such action should be preceded by a consultation involving the child, the family, the Catechist, the Director and the Pastor.

If, in an extreme case, the Director finds it necessary to remove a child from the program entirely, the final decision must be approved by the Pastor. Private Religious instruction for the child would then be arranged by Director and parent.

### ***Dress and Appearance***

Children are expected to wear modest clothing which reflects the dignity of the Religious Education Program in which they are participating. With the approval of the Pastor, the Director has the final authority to determine the appropriateness or inappropriateness of the clothing worn. If a child violates the policy, the child is removed from the session and the parents are immediately called. The parents must bring alternative clothes for the child to change into so that he/she may return to the Religious Education session.

### ***Homework***

If homework is to be given, this should be stated in the *Parent Handbook* as a requirement for participation in the Religious Education Program. The handbook should also state the consequences when a child does not complete the required homework.

### ***Retention of a Child***

Retention means that the child must repeat the grade level or the year's curriculum. The *Parent Handbook* should clearly state the grounds for retention. These grounds usually are excessive absence or poor performance when tested on the content of the Archdiocesan Catechetical Guidelines. The program policy and procedures for addressing this situation should be clearly stated, including alternatives to repeating the grade level.

## **Confidentiality**

### ***Communication with Parent***

The contact information given by the parent to the Director of Religious Education is privileged information. It is solely for the purpose of communicating with the parent regarding their child's religious education. It may not be shared with any other group within or without the parish unless the parent as well as the Pastor gives permission.

Procedures by which parents, Catechists and Director contact each other should be clearly described in the *Parent* and the *Catechist Handbook*. Communications with the parents should be written, emailed or mailed unless they can be handed directly to the parent by a staff member.

### ***Confidentiality in the Use of Technology***

The Director and the Catechists may have no private, direct communication with a child in the program by such means as a personal email, a text message, or a social networking site. This type of communication must be done through the parent or on an official archdiocesan or parish networking page.

For the norms governing the appropriate and professional use of technology by Director and Catechists with children, youth, and families in the Religious Education Program, see the chapter in this handbook entitled *Use of Technology*. See also the *Safe Environment Office* web page, especially the section: *Facebook and Child Protection*.

### ***Confidentiality***

Being a role model and trustworthy adult for children and youth is an important dimension of the Catechist's responsibility. This may result in a young person's seeking advice and counsel from the Catechist. The *Catechist Handbook* should make clear that before any confidences are received, the Catechist will tell the young person that he/she will respect the person's confidence except when there is a danger to life, health, or safety. The Catechist has an obligation to reveal to proper authorities any knowledge received which would result in harm to someone, even if a promise of confidentiality has been given.

The *Catechist Handbook* explains that the assignment of keeping a journal carries with it serious risks. Therefore, that assignment should never be given in the Religious Education Program.

## **Medical Concerns**

### ***Food during Religious Education Program***

The Religious Education Program should not serve food during the sessions because some children have medical restrictions or allergies to certain foods or ingredients.

### ***Medical Condition of Child***

The Catechist should be informed about any child who has special medication needs, a medical condition which could flare up in the session, or a medical condition which could affect the teaching/learning environment (e.g. allergies, asthma, auditory or visual impairment, possibility of seizures, learning disability, hyperactivity, attention deficit disorder). The Catechist should be reminded that this information is strictly confidential and is to be used with the utmost discretion.

### ***Medical Emergency Information***

In the case of any medical emergency, 911 will immediately be called without exception.

A *Child Information Record* along with appropriate Medical Forms must be kept on file in the Parish Religious Education Office for every child. *The Medical Emergency Form* must be reviewed every year and be corrected as needed. Any changes to the record are made in writing and signed by the parent. These forms can be found in this section under the topic *Sample Forms*.



## ***Medication Including Epi-Pen***

No medications of any kind, whether prescription or over-the-counter, should be administered to, or taken by, the child during the Religious Education Program.

Other than administering emergency medication or medical treatment, no Director / Coordinator of Religious Education or Catechist is permitted to administer or provide medication or medical treatment to a child. The administration of medication or use of a special medical device will only occur when there is an imminent threat to a child's life or well-being (e.g. severe allergic reactions, serious chronic medical condition). Without exception, when emergency medical treatment has been provided, 911 will be called.

In the event that a child has a condition for which emergency medication may be necessary, the parent must provide a written request and directives to the Religious Education Director.

Any emergency medication/medical device to be administered during the program according to the above directives must be brought by the parent to the Religious Education Office and ideally is administered there.

The medication/medical device must be administered by someone accepted as competent and approved by both parent and Director.

In cases of children with potentially severe allergic reactions, the medication (e.g. epi-pen) may need to be administered immediately wherever the child is located. How this is to be done must be put in writing at the beginning of the academic year in the *Child Information Record* and the *Agreement to be Used in Case of Child with Severe Medical Condition*. These forms are in this section under *Sample Forms*.

- In cases where a child may carry and/or self-administer the epi-pen, the child should keep the device (ideally two) with him/her at all times. It is the responsibility of the parent to replace the medication (e.g. epi-pen) when it expires.
- For any child who cannot administer the epi-pen to him/herself, the parent, or adult designated by the parent, must stay in the area of the session each week throughout the child's entire time in the program.
- No Director/Coordinator of Religious Education or Catechist is to accept responsibility for administering the epi-pen.

In light of these directives, the Director will decide on an appropriate course of action and put this in writing using the form *Agreement to be Used in Case of Child with Severe Medical Condition*. It should be signed by both Director and parent.

The decision must be approved by the Pastor.

Within the context of the parish policy regarding the epi-pen or any other medical device or medication, the application of the policy should be done by means of one-on-one conferences with the parents to assure that the family's individual needs might be served as much as possible.

Whenever emergency medication (including epi-pen) is administered , 911 will be called immediately. The child's parent or parent substitute as designated in the *Child Information Record* will also be called. After the situation has been resolved, the Director fills out an *Epinephrine (Epi-Pen) Report*.

Regarding the administration of the epi-pen, the parents have the primary responsibility for the care of their child. However, there may be Religious Education Programs where the Pastor, in consultation with the Director of Religious Education, prefers an option other than the presence of the parent or parent delegate in each session. The Pastor has the right to follow the lead of the NY public schools and provide for the presence of a person trained in the administration of the epi-pen who would be on-site during every program session in which there is a child who cannot self-administer life-saving emergency medication.

## Transportation

### ***Field Trips***

Great care must be taken to ensure the safety of the children during the entire course of the trip, especially by the provision of excellent supervision.

The form *Parental Permission for Child's Participation in Parish-Sponsored Trip* must be completed by the parent of every minor who will participate in a field trip sponsored by the Religious Education Program. Before the trip is taken, the Director compares the parent signature on the permission form with the signature on the *Child Information Record*. Telephone calls may not be accepted in lieu of written permission forms. For insurance purposes, the Permission forms are kept on file for one year after trip.

A copy of the *Child Information Record* must be brought along on the trip for each child participating.

For transporting the children on field trips, the Director uses only hired buses or vans which provide a Service Contract and Certificate of Insurance as required by *Catholic Mutual Group*, the Archdiocesan insurance provider.. The list of approved bus companies and instructions for the required *Service Contract* and the *Certificate of Insurance* are found in the *Sample Record* section of this chapter.

When volunteers use their own automobiles to transport children for various Religious Education Program activities, the automobile insurance policy of the volunteer responds first in the case of any accident. The insurance covers the car not the driver so if the car is driven by someone other than the owner and there is an accident, the owner's insurance is liable.

If for any reason, the Director must solicit a volunteer to transport children to any location, the following 3 items must be required from the driver:

- a copy of their valid driver's license,
- a written assurance that the driver has not had a moving violation in the last year,
- proof of insurance for the vehicle.

## Released Time Classes

For children attending Religious Education programs during the regular school day, released time cards entitled *Registration for Released Time Religious Instruction* must be used. The Director obtains these cards from the *Regional Catechetical Office*. After the parent signs the card, the Director signs it and submits it to the public school principal.

The student is usually dismissed from the public school for the last hour of the school day. Once dismissed from the public school, the child is in the care of the parent or the parent agent, who, in this situation, is the Director of Religious Education.

Therefore, if bus transportation is provided, it is the Director who is responsible to provide the necessary supervision on the bus.

After the Religious Education session the children may be returned to the public school to go home on the public school buses, or the Religious Education program may arrange to have the parent pick up his/her child at the parish. The latter is preferable because it gives the Religious Education Program more flexibility and allows the children to have the full required session time of 90 minutes.

Released time classes usually take place every week that the public school is in session. For New York City students, an "interfaith calendar" is published annually, specifying the dates on which the religious instruction sessions are to be held. In other parts of the Archdiocese, the calendar of the individual school district is followed.

A directive of the New York City schools chancellor and a commentary on the New York State law prohibit substantial new academic matter being taught in the public school class when released time students are at religious instruction. The *Supreme Court (Zorach) Decision* says that public schools can adjust schedules to facilitate released time.

The "no new matter" provision breaks down in middle, junior high and high schools because of departmental schedules. A school cannot cut back on one-fifth of a major course, nor can teachers be idled because of released time classes. Perhaps an increased registration would strengthen the appeal of the parish Director for changes in a departmental schedule to allow for released time classes. However, usually the parish will have to make other provisions for the religious instruction of students in a departmental public school.

### ***Transportation for Released Time Classes***

The parish can assist the parents by providing transportation from the public school to the Religious Education Program. If such is the case, at the time of registration the parents must request this service using the form: *Parental Permission for Child's Transportation to Parish Religious Instruction*.

If bus transportation is to be provided, the parish makes the arrangement. The cost is usually paid by the parish; however, it may be shared by the parents. Only licensed public carriers may be used by parishes for transportation of children from public schools to Religious Education Programs. The parish must enter into a formal service contract with the transportation company and obtain a *Certificate of Insurance*. (See *Instructions and Forms for Field Trips and for Use of Buses* in the last part of this chapter.)

Appropriate supervision must be provided on the bus. For this reason, an adult supervisor appointed by the Director of the Religious Education Program should be on the bus in addition to the bus driver.

If the public school is within walking distance of the Religious Education Program, adults should be appointed by the Director to bring the children from the public school to the program site. Local police should be asked to provide crossing guards.

## **Administration**

### ***Schedule of Classes***

The Religious Education Program has 30 sessions per academic year, each session running for 90 minutes. The 30 sessions are scheduled between Sept. 1 and June 30. In addition, the Program offers a minimum of 5 hours of formal family catechesis given according to the models and methods approved by the *Catechetical Office*.

### ***Calendar***

At the beginning of each academic year, a calendar is provided to the parents, listing the dates when the program will be held, the dates for holidays, the make-up days for snow cancellations. The times that the sessions will begin and end are also specified. A copy of this calendar is sent to the *Regional Catechetical Office*.

Cancellations are made only for significant reasons such as dangerous weather conditions. The manner in which parents, bus drivers, crossing guards, school principals and all other concerned persons will be informed of the cancellation of sessions is stated in the *Parent Handbook*.

### ***Copyrighted Materials***

The *Catechist Handbook* makes clear that any printed materials which are copyrighted may not be duplicated without permission from the holder of the copyright. The following exceptions may be made:

- A Catechist may duplicate a single copy to use in preparing or in teaching the class.
- A Catechist may duplicate a short printed item for each of the children but the distribution must be limited to that particular session, and the copies must include the notice of copyright.

Music for use in class or program liturgies may not be reproduced without securing the permission of the holder of the copyright. Multi-media materials which are protected by copyright laws may not be copied for use in the Religious Education session without permission.

## ***Admission Policy***

*The Code of Canon Law* states that all the Christian faithful have the right to be educated in the faith (Canon 217) and that it is a primary responsibility of the Pastor to provide Catechetical Formation for all the adults, young people and children in his parish. (Canons 528, 773, 776, 777). Therefore, every family in the parish who wishes to register in the Religious Education Program should be enabled to do so. When a family is unable to fulfill a requirement for registration, the Director of Religious Education, under the authority and with the guidance of the Pastor, works to find the manner and means to provide Religious Education for the family.

The *Parent Handbook* should include a statement that there is no discrimination on the basis of race, gender, national origin, disability conditions, family background and situation.

## Records

### ***Attendance Register***

An attendance register is maintained for each session by the Catechist. It must always be legible and updated, and include each child's record of both absences and tardiness.

If a child's name is in the attendance register, the Catechist is accountable for that child.

The attendance register is never taken from the parish premises. At the end of the year, the information is transferred to the permanent record card of each child.

The register may become a legally significant document and therefore must be kept on file for a minimum of 6 years.

### ***Permanent Record Card***

A single *Permanent Record Card* is kept in the Religious Education Office for each child. The pertinent information is recorded on it each year that the child is in the program.

When the child first registers, a Baptismal record should be shown and the information recorded on the *Permanent Record Card*. The original Baptismal certificate is then returned to the parent. The parish is legally bound to keep the *Permanent Record Card* on file for 60 years because the card can become a legally significant document.

When a child transfers to another program, the Director of the receiving program should request a copy of the *Permanent Record Card* before the child is placed in the new Religious Education program. The sending program retains the original *Permanent Record Card*.

Electronic record-keeping does not replace the requirement to maintain the hard copies.

### ***Child Information Record***

This is completed by the parent at the child's first registration in the program and updated annually. Changes to this record should be provided in writing by the parent.



### ***Discipline Records***

A child's discipline records should never be placed in a child's cumulative folder, but should be retained in a separate file. Discipline records should be viewed as internal documents to which only parents and appropriate Religious Education officials have access. They should not be sent when a child transfers to another program or when transcripts are requested.

### ***Access to Child's Records***

Parents have the right to inspect any and all of their child's records. All other persons, except appropriate parish program authorities, should be denied access without written parental permission or a court order.

## Sample Forms

## Permanent Record Card for Religious Education

Child's Name: \_\_\_\_\_ Parish \_\_\_\_\_

Check Current Grade Level: \_\_\_\_\_ Date of Entrance into Program \_\_\_\_\_

Pre K	K	1	2	3	4	5	6	7	8
-------	---	---	---	---	---	---	---	---	---

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Father \_\_\_\_\_ Religion \_\_\_\_\_ Telephone \_\_\_\_\_

Mother \_\_\_\_\_ Religion \_\_\_\_\_ Telephone \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Legal Guardian \_\_\_\_\_ Religion \_\_\_\_\_ Telephone \_\_\_\_\_

Relationship to Child/Youth \_\_\_\_\_

School(s) Attended 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

	Date	Parish	Address	Certificate Seen By
<b>Birth</b>		<b>Place</b>	N/A	N/A
<b>Baptism</b>				
<b>First Communion</b>				
<b>Catechesis: Penance</b>	<b>Year only</b>			N/A
<b>Confirmation</b>				

**Attendance**

Grade	Year	Textbook Series	ABS	PRS	Comments	Catechist
Pre-K						
K						
1						
2						
3						
4						
5						
6						
7						
8						

Transferred to: \_\_\_\_\_ Date \_\_\_\_\_ Record Sent \_\_\_\_\_  
 Original should be kept in parish of origin. A copy of card is sent to parish to which child transferred.)

**Child Information Record, Page 1**  
**(Yearly Registration Form)**

Child's Full Name as on Baptismal Certificate: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_  
Was Child baptized? Yes \_\_\_ No \_\_\_ Copy of Baptismal Certificate Attached \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Religion \_\_\_\_\_  
Mother's Maiden Name: \_\_\_\_\_  
Email \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Religion \_\_\_\_\_  
Email \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address: \_\_\_\_\_

Legal Guardian's Name: \_\_\_\_\_ Religion \_\_\_\_\_  
Email \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Home Address \_\_\_\_\_

Child resides with: \_\_\_\_\_  
(e.g. Mother & Father, Mother, Father, Other – Specify)

Is there an order to limit access to the non-custodial parent? Yes \_\_\_ No \_\_\_  
If yes, provide name of non-custodial parent: \_\_\_\_\_

Name of parent or parent substitute who will transport child/youth to and from Program:  
\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Does child have special learning needs or learning problem?

Is there any additional information we should know about your child?

**Child Information Record, page 2, for \_\_\_\_\_**  
*(Child's Name)*

**In Case of Emergency**

**Persons to Contact If Parent/Legal Guardian Cannot Be Reached:  
(Give contact information specific to time of Religious Education Session.)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Doctor for Emergency: \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_:

Address: \_\_\_\_\_

**Special Medical Conditions:**

Procedures to be followed if this condition becomes an emergency:

I understand that in case of an emergency, "911" will be called and an ambulance may be called by the Director of Religious Education or his/her designate.

In case of accident or illness, I request that the representative of the parish catechetical program contact me. If I am unable to be reached, I hereby authorize this representative to call the physician indicated and to follow the physician's instructions. If it is impossible to contact this physician, the representative of the parish catechetical program may make whatever arrangements seem necessary. I agree to assume the financial responsibility for any diagnosis, treatment and/or medication deemed necessary.

To the best of my knowledge all information given is accurate and complete. I hereby consent to, and authorize the necessary procedures that have been stated above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Child Information Record, page 3 for \_\_\_\_\_**  
(child's name)

**Agreement to be Used in Case of a Child with Allergies**

Does Child have allergies? \_\_\_\_\_ Yes \_\_\_\_\_ No

List allergies:

Course of action to be followed if allergy presents an emergency condition:

**Parent and Director of Religious Education agree on the following course of action:**

What medication will be administered? \_\_\_\_\_

Who will administer medication?

\_\_\_\_\_  
(Name of Person)

\_\_\_\_\_  
( Role of Person)

Where will this medication be kept so as to be readily available?

What other actions will be taken?

By Whom? \_\_\_\_\_

**Whenever emergency medication is administered, "911" will be called without exception.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Religious Education Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Any other person involved: \_\_\_\_\_

Date: \_\_\_\_\_

**Información Sobre el Niño, *Página 1***  
**Registración Anual**

Nombre completo como aparece en el Certificado de Bautismo: \_\_\_\_\_

Dirección: \_\_\_\_\_  
Teléfono de la Casa: \_\_\_\_\_ Celular: \_\_\_\_\_  
Correo electrónico: \_\_\_\_\_

Fecha de Nacimiento: \_\_\_\_\_ Género: \_\_\_\_\_  
¿Fue bautizado el niño? Si \_\_\_\_\_ No \_\_\_\_\_  
Copia del Certificado de Bautismo añadido: \_\_\_\_\_

Nombre de la Madre: \_\_\_\_\_ Religión: \_\_\_\_\_  
Apellido de Soltera de la Madre: \_\_\_\_\_  
Correo electrónico: \_\_\_\_\_ Teléfono del Trabajo: \_\_\_\_\_  
Celular: \_\_\_\_\_ Teléfono de la Casa: \_\_\_\_\_  
Domicilio: \_\_\_\_\_

Nombre del Padre: \_\_\_\_\_ Religión: \_\_\_\_\_  
Correo electrónico: \_\_\_\_\_ Teléfono del Trabajo: \_\_\_\_\_  
Celular: \_\_\_\_\_ Teléfono de la Casa: \_\_\_\_\_

Nombre del Tutor legal: \_\_\_\_\_ Religión: \_\_\_\_\_  
Correo electrónico: \_\_\_\_\_ Teléfono del Trabajo: \_\_\_\_\_  
Celular: \_\_\_\_\_ Teléfono de la Casa: \_\_\_\_\_  
Domicilio: \_\_\_\_\_

El niño reside con: \_\_\_\_\_  
(p.ej. *Padre y Madre, Padre, Madre, otro – especificar*)

¿Existe una orden judicial que limite el acceso a uno de los padres sin custodia?  
\_\_\_\_ Si \_\_\_\_ No En caso afirmativo, indique el nombre del Padre o Madre sin custodia:  
\_\_\_\_\_

Nombre del Padre, Madre o Sustituto que traerá y recogerá a el niño del Programa:  
\_\_\_\_\_ Celular: \_\_\_\_\_

¿Tiene el niño necesidades especiales de aprendizaje o problemas de aprendizaje?

¿Hay alguna información adicional que debamos saber sobre su niño?



**Información Sobre el Niño, página 2, para** \_\_\_\_\_  
(Nombre del Niño)

**En Caso de Emergencia:**

Si los padres o tutor no pueden ser localizados, comunicarse con la siguiente persona:  
(Proveer la información específica del contacto durante el período de la sesión de Educación Religiosa)

Nombre: \_\_\_\_\_ Relación: \_\_\_\_\_

Celular: \_\_\_\_\_ Teléfono de la Casa: \_\_\_\_\_

Teléfono del Trabajo: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Médico in caso de emergencia: \_\_\_\_\_

Teléfono de la Oficina: \_\_\_\_\_ Celular: \_\_\_\_\_

Consultorio Médico: \_\_\_\_\_

Condiciones Médicas Especiales:

Procedimientos que deben ser seguidos si la anterior condición presenta una emergencia:

Yo entiendo que en caso de una emergencia el "911" será llamado y tal vez una ambulancia sea llamada por el Director de Educación Religiosa o por su designado.

En caso de un accidente o enfermedad, solicito que el representante del Programa de Educación Religiosa se ponga en contacto conmigo. Si no puedo ser localizado(a), por este medio, autorizo a la persona indicada arriba a llamar al médico que señalo en esta forma y a seguir sus instrucciones medicas. Si no es posible ponerse en contacto con este médico, el representante del programa de catequesis parroquial podrá hacer los arreglos que estime necesarios. Estoy de acuerdo en asumir la responsabilidad financiera de cualquier diagnóstico, tratamiento médico o medicamento que se considere necesario.

De acuerdo a mi conocimiento, toda la información presentada aquí es correcta y completa. Con mi firma abajo doy mi consentimiento y autorizo los procedimientos necesarios que han sido mencionados anteriormente.

Firma del Padre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Información del Niño, página 3, para \_\_\_\_\_**  
(Nombre del Niño)

**Acuerdo Para Ser Utilizado en caso de que un Niño Tenga Alergias**

¿El niño tiene alergias? \_\_\_\_\_ SI \_\_\_\_\_ No  
Lista de alergias:

Modo de proceder en caso de que la alergia presente emergencia:

**Padre/Madre y el Director de Educación Religiosa están de acuerdo en lo siguiente:**

¿Qué medicamento será administrado? \_\_\_\_\_

¿Quién administrará la medicación?

\_\_\_\_\_  
(Nombre de la persona)

\_\_\_\_\_  
(Función de la persona)

¿Dónde se mantendrá este medicamento de manera que sea fácilmente disponible?

¿Qué otras acciones serán tomadas?

¿Por quién? \_\_\_\_\_

**Cuando un medicamento se es administrado de emergencia, el "911" será llamado sin excepción.**

Firma del padre/tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

Firma del Director de Educación Religiosa: \_\_\_\_\_

Fecha: \_\_\_\_\_

Firma de cualquier otra persona involucrada: \_\_\_\_\_

Fecha: \_\_\_\_\_

# Agreement to be Used in Case of Child with Severe Medical Condition

What is Child's medical condition?

Course of action to be followed during Parish Religious Education session:

**The parent and the Director of Religious Education agree on the following course of action:**

What medication will be administered? \_\_\_\_\_

Who will administer medication?

\_\_\_\_\_  
(Name of Person)

\_\_\_\_\_  
( Role of Person, e.g. Director)

Where will this medication be kept so as to be readily available?

\_\_\_\_\_

What medical device will be used? \_\_\_\_\_

Who will use the medical device?

*(N.B. If child cannot administer the device, e.g. epi-pen, only parent or adult designated by parent should administer it)*

\_\_\_\_\_  
(Name of Person)

\_\_\_\_\_  
( Role of Person)

Where will this device be kept so as to be readily available?

\_\_\_\_\_

What other actions will be taken and by whom?

## Signatures:

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Director of Religious Education \_\_\_\_\_ Date: \_\_\_\_\_

Signature of any other person involved: \_\_\_\_\_ Date: \_\_\_\_\_

In the event that emergency medication or medical treatment is administered, the undersigned, his/her personal representatives, heirs and assigns, DO HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the Religious Education Program, the parish, or the Archdiocese of New York (the "releasees") for any and all claims or liability arising out of the administration of emergency medication or medical treatment and further agree to hold releasees harmless and indemnify releasees from any claim, judgment or expense releasees may incur by administering emergency medication or medical treatment.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

**Signatures:**

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

## Acuerdo en caso de una Grave Condición Médica de un Niño

¿Cuál es la condición médica del niño?

Curso de acción a seguir durante la sesión de Educación Religiosa de la Parroquia:

**El padre y el Director de Educación Religiosa coinciden en el siguiente curso de acción:**

¿Qué medicamento será administrado?

\_\_\_\_\_

¿Quién administrará la medicación?

\_\_\_\_\_  
(Nombre de la persona)

\_\_\_\_\_  
(Función de la persona [p.ej. Director])

¿Dónde se mantendrá este medicamento de manera que sea fácilmente disponible?

\_\_\_\_\_

¿Cuál dispositivo médico será utilizado?

\_\_\_\_\_

¿Quién va a utilizar el dispositivo?

(Nota: Si el niño no puede administrar el dispositivo, p.ej., epi-pen, sólo los padres o adulto designado por los padres debe administrar el epi-pen)

\_\_\_\_\_  
(Nombre de la persona)

\_\_\_\_\_  
(Función de la persona)

¿Dónde se mantendrá este dispositivo de manera que sea fácilmente disponible?

\_\_\_\_\_

¿Qué otras acciones se tomarán y por quién?

### Firmas:

Padre/tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

Director de Educación Religiosa: \_\_\_\_\_

Fecha: \_\_\_\_\_

Firma de cualquier otra persona involucrada: \_\_\_\_\_

Fecha: \_\_\_\_\_

En caso de que un tratamiento médico o medicamento de emergencia sea administrado, el abajofirmante, o su representante personal, herederos o cesionarios, POR ESTE MEDIO LIBERA, DESCARGA, Y HACE UN PACTO DE NO DEMANDAR al Programa de Educacion Religiosa, la parroquia, o a la Arquidiócesis de Nueva York (“los exonerados de responsabilidad legal”) de cualquier y toda reclamación o responsabilidad que surja de la administración de tratamientos médicos o medicamentos de emergencia y además estoy de acuerdo en mantener a los exonerados responsabilidad legal, de toda reclamación, juicio o cargo que los exonerados puedan incurrir al administrar tratamiento médico o medicamentos de emergencia.

AFIRMO QUE HE LEIDO ESTE DOCUMENTO. AFIRMO QUE ENTIENDO QUE ESTO ES UNA LIBERACION DE TODAS LAS RECLAMACIONES. FIRMO MI NOMBRE VOLUNTARIAMENTE EVIDENCIANDO MI ACEPTACION DE ESTAS PROVISIONES.

Firma:

Padre/tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

**Epinephrine (Epi-Pen) Report Form**  
**To be completed by Director of Religious Education**

Child's Name \_\_\_\_\_

Child's Home Address \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Date of Report \_\_\_\_\_

Describe the Incident, how it occurred, actions taken and by whom:

What is current condition of child?

Was 911 Called? \_\_\_\_\_yes \_\_\_\_\_No

Was custodial parent called? \_\_\_\_\_yes \_\_\_\_\_No

Was custodial parent reached? \_\_\_\_\_yes \_\_\_\_\_No

If parent was not available, was person designated as parent substitute in case of medical emergency called: \_\_\_\_\_yes \_\_\_\_\_No

Was substitute reached? \_\_\_\_\_yes \_\_\_\_\_No

Signature of Director of Religious Education \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions and Forms for Field Trips  
and for Use of Buses**

**To be used for Released Time Religious Education  
and for Field Trips**



**Catholic Mutual Group**  
Archdiocese of New York  
1011 First Ave. New York, NY 10022-4134  
Phone: 212-371-1000 X3020; Fax: 212-826-8379

### **Requirements When Hiring Buses**

When hiring buses for transportation, there are two documents that must be procured from the bus company and copies faxed/mailed to Catholic Mutual Group:

1. Service Contract

In Art. 1, Statement of Services, provide the specifics of trip. (e.g.. renting 2 buses, on May 15, 2014 for round trip from St. Mary's Church, Bronx, NY, to the Museum of Natural History, New York City) Contract must be signed by Pastor, Director/Coordinator of Religious Education, and a representative of bus company.

2. Certificate of Insurance

The Director of Religious Education must ask the bus company to provide a copy of their *Certificate of Insurance*. That certificate gives evidence of:

- Auto Liability Coverage for \$10 million per occurrence
- If evidence of \$10 million auto liability is split between General Liability and Umbrella/Excess amounts, it is necessary that the following sentence be included on the Certificate of Insurance: "Excess Liability Coverage includes Excess Auto Liability."
- General Liability Coverage of \$1 million per occurrence
- Proof of Workers Compensation

In addition, the bus company's Certificate of Insurance must name the Parish as Additional Insured according to the following format:

St. Mary Church/ Parish Religious Education Program  
Archdiocese of New York  
Timothy Cardinal Dolan

Procure the *Service Contract* and the *Certificate of Insurance* as soon as you have the date for the trip since frequently the certificates need to be sent back to the bus company for revision. When the completed and signed *Service Contract* and the *Certificate of Insurance* are received, fax both to Catholic Mutual. Catholic Mutual will then release the approved *Certificate of Insurance* to the Parish Program.

Note: If the same bus company is being hired for subsequent trips and their *Certificate of Insurance* is still current (check year range on the certificate), only a newly executed *Service Contract* needs to be procured from the company. However, the current *Certificate of Insurance* must be sent again to Catholic Mutual to accompany the *Service Contract*.

## Service Contract with Bus Company

This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between, \_\_\_\_\_,  
\_\_\_\_\_, New York ("Customer") and \_\_\_\_\_,  
\_\_\_\_\_ ("Vendor").

**ARTICLE 1. STATEMENT OF SERVICES:** Vendor shall provide and arrange for all aspects of the following service or services, including but not limited to all required vehicles, labor, materials, supplies, equipment, and facilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the "Service").

**ARTICLE II. ADDITIONAL VENDOR/SUB-VENDOR:** Vendor shall not enter into any agreement with any entity and/or person to perform any portion or aspect of the Service ("Sub-vendor") without first notifying Customer. Customer shall have the right to determine whether any such Sub-vendor will be permitted to perform any portion or aspect of the Service.

**ARTICLE 111. INDEMNIFICATION:** To the fullest extent permitted by law, Vendor shall defend, indemnify and hold harmless Customer and each member, partner, director, officer, agent and employee thereof from and against all claims, damages, losses, and expenses, including, but not limited to, attorneys' fees arising out of or resulting from:

- I. any accident or occurrence which happens, or is alleged to have happened, in connection with the performance of the Service provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom other than as results from the sole negligence of Customer;
- II. any accident occurrence which happens, or is alleged to have happened, in or about the place where such Service is being performed or in the vicinity thereof (a) while the Vendor is performing the Service, either directly or indirectly through an approved Sub-vendor as provided in Article II; or (b) while any of the property, vehicles or personnel of the Vendor is in or about such place or the vicinity thereof by reason of or as a result of the performance of the Service; or
- III. any accident or occurrence which happens, or is alleged to have happened, in or about the place where such Service is being performed and/or during the performance of the Service as a result of the violation of any statutes, rules or regulations applicable to the Service including, but not limited to, violations of New York Vehicular and Traffic Laws, Labor Law and the Industrial Code.

**ARTICLE IV. INSURANCE REQUIREMENTS:**

- I. The Vendor shall, prior to the commencing of any portion or aspect of the Service under this Contract, furnish Customer with Certificates of Insurance confirming the insurance coverage required during the term of the Contract and the additional insureds and Blanket Additional Insured Endorsement as required in paragraph iii below.

- II. The Vendor shall cause all insurances to be in full force and effect as of the date of this Contract and to remain in full force and effect throughout the term of this Contract and as further required by this Contract. The Vendor shall not take any action, or omit to take any action that would suspend or invalidate any of the required coverages during the time period such coverages are required to be in effect.
- III. The Vendor shall obtain and maintain in full force and effect commercial general liability insurance for bodily injury and property damage with a combined single limit of not less than \$1,000,000 each occurrence. The required general liability insurance shall include a comparable limit with respect to Personal Injury and Advertising injury, and a "Blanket Additional Insured Endorsement" in favor of the Customer.
- IV. The Vendor shall obtain and maintain in full force and effect Statutory Workers Compensation Insurance as required by New York State.
- V. When the Service includes hiring or chartering bus, limousine or any other transportation services, the Vendor shall obtain and maintain in full force and effect Automobile Liability Insurance with a combined single limit of not less than \$10,000,000 per occurrence.
- VI. The Vendor shall name Customer, the Archdiocese of New York and the Most Reverend Timothy M. Dolan as additional insureds to the general liability insurance and automobile liability insurance policies required under this Contract.
- VII. Each policy must contain an endorsement that such policy is primary and non-contributory insurance to any other insurance available to the additional insured with respect to claims arising hereunder.
- VIII. Each policy must expressly state that it may not be canceled or non-renewed unless thirty (30) days' advance notice of cancellation is given in writing to Customer by the insurance company
- IX. Prior to performing the Service contemplated by this agreement, the Vendor shall provide the Customer with a Certificate of Insurance verifying that the required insurance coverage, inclusive of all terms and conditions listed in paragraphs I through ix above, is in full force and effect.

**ARTICLE V. COMPENSATION:** Vendor shall be paid in full for the proper and timely performance of the Service in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_). Payment shall be made [in whole upon completion of the Service] [in installments pursuant to the following schedule:

\_\_\_\_\_  
 \_\_\_\_\_

IN WITNESS WHEREOF, this Contract has been executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
 [Customer: Pastor and Director of Religious Education)

\_\_\_\_\_  
 [Vendor: Representative of Bus Co.]

## RECOMMENDED BUS COMPANY LIST

A & E Transportation Co. (National Express Corp, Durham School Services, L.P.)

Academy Express 718-967-9700; 212-964-6600; 201-420-7000

Atlantic Express 800-336-3886 Ext 8111 or 8113 (In S.I. 718-556-8111)  
Amboy Bus Co., Inc.( Atlantic Express Transportation) 7 North Street, S.I., NY

Brown Bus Inc, 50 Venner Road, Amsterdam , NY (Goes to NYC area)

Chappaqua Transportation, 130 Hunts Lane, Chappaqua, NY 10514 (First Student uses them)

Coach Bus Lines, 800-877-1888

DeCamp Bus Lines, Montclair, NJ , 800-631-1261 or 973-783-7500.

First Student in Poughkeepsie 845-454-3000; in Kingston, 845-338-5809

George M. Carroll School Transportation in Newburgh, 845-565-8300

Island Charter/IC Bus, 718448 4006 ext. 209, (goes all over the U.S.; reasonable rates)

J & R Tours, 914 668 5050

Leprechaun Lines, New Windsor, 845-561-7900, ext. 310

Martz Group, [www.Martzgroup.com](http://www.Martzgroup.com)

Mid State Bus Service, Newburgh, 845-371-0800

Mile Square Transportation, Inc. & E-Z BUS, LLC, 15 Worth Street, Yonkers, NY 10701

Quality Bus Co., Sparrowbush, NY

West Point Tours Inc. Trailways, 845-561-2671

### **We discourage doing business with:**

VIP. Not compliant with our requirements

City Wide Transit

Supertrans N.Y. Inc.

TNT – Will only sign Service Contract for long term assignments

**Institutional Community Service, Archdiocese of New York** (212 371 1000 ext. 2615) is available to assist Parish programs in hiring buses and procuring insurance.

**Catholic Mutual Group**  
Archdiocese of New York  
1011 First Ave. New York, NY 10022-4134  
Phone: 212-371-1000 X3020; Fax: 212-826-8379

**Request for Certificate of Insurance When Required from the Site to Be Visited**

*If the site to which the students are to be taken (e.g. Spirituality Center for Confirmation Retreat) requires Certificate of Insurance from the Archdiocese, the Director takes one of two possible actions: either call Catholic Mutual for instructions OR complete and send them this form.*

Parish Name: \_\_\_\_\_ Date \_\_\_\_\_

Parish Address: \_\_\_\_\_

Location (Parish 3-Digit #) \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Holder of Certificate: (Name and Complete Address of Entity to Whom the Certificate Will Be Given)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Insurance Requested: (Check those applicable, if not sure leave blank)

General Liability       Automobile Liability       Workers Comp.  
 Property                       Other (Please specify \_\_\_\_\_)

Limits Requested: \_\_\_\_\_

(If anything over \$ 1 million in General Liability is requested , please indicate.

If you were not given a specific requested amount, just leave this blank.)

Additional Insured(s): \_\_\_\_\_ Yes                      \_\_\_\_\_ No

(Indicate "Yes" if the requestor of the certificate asks to be named as such.)

For Property Insurance only: Loss Payee: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Purpose for which Site will be used ( e.g. Confirmation Retreat)

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ OR CONTRACT TERM: \_\_\_\_\_

(all contracts must be attached)

*Fax completed Request for Certificate of Insurance to:*

*Catholic Mutual Group, Archdiocese of New York: 212-826-8379*

*Keep a copy for your records.*

*The completed Certificate of Insurance will be emailed back to you and you are to forward it to the leasing company which has requested it. If you have any questions, call Catholic Mutual at 212-371-1000, X3020.*

**Parental Permission for  
Child's Transportation to Parish Religious Instruction  
(Released Time Classes)**

Child's Name: \_\_\_\_\_

Day each week when class is held: \_\_\_\_\_

Time class begins: \_\_\_\_\_ Time class ends: \_\_\_\_\_

I hereby request that, for the purpose of weekly religious instruction,

my child \_\_\_\_\_ be transported by bus

from \_\_\_\_\_  
*(Name of public school child attends)*

to \_\_\_\_\_  
*(Name of parish religious education program)*

at \_\_\_\_\_  
*(Address of parish religious education center where classes will be held)*

I understand that the Parish authorities will take reasonable precautions against accident, personal injury and loss of, or damage to, property while enroute, but they or the Archdiocese of New York are not assuming any legal liability for any such occurrence except any liability based on their failure to take such reasonable precautions.

\_\_\_\_\_  
*Signature of Parent/Guardian* \_\_\_\_\_  
*Date*

**Permiso de los Padres para la Transportación del Niño  
A la Parroquia de Instrucción Religiosa  
(Released Time Classes)**

Nombre del Niño: \_\_\_\_\_

Día de semana en que hay clase: \_\_\_\_\_

Hora que comienza la clase: \_\_\_\_\_ Hora que termina la clase: \_\_\_\_\_

Yo solicito que, con el propósito de recibir instrucción religiosa,

mi niño, \_\_\_\_\_, sea trasladado atreves de  
autobús

desde \_\_\_\_\_

*(Nombre de la escuela pública que el estudiante atiende)*

hasta \_\_\_\_\_

*(Nombre del Programa de Educación Religiosa)*

a \_\_\_\_\_.

*(Dirección del Centro Catequético Parroquial donde las clases serán dadas)*

Yo entiendo que las autoridades de la parroquia tomarán precauciones razonables para prevenir cualquier accidente, lesiones personales y la pérdida o daño de pertenecías durante el transporte, pero ni ellos o la Arquidiócesis de Nueva York están asumiendo ninguna responsabilidad legal por cualquier accidente ocurrido, con la excepción de no haber tomado las precauciones apropiadas.

\_\_\_\_\_  
Firma del Padre o Tutor

\_\_\_\_\_  
Fecha

## Parental Permission for Child's Participation in Parish-Sponsored Trip

Parish Name: \_\_\_\_\_

Description of Trip: \_\_\_\_\_

Educational Purpose of the Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

### To Whom It May Concern:

I hereby request that my child, \_\_\_\_\_  
be allowed to attend and participate in the activities connected with the trip  
to \_\_\_\_\_ which will be held on \_\_\_\_\_.

I will provide for the transportation between my home and the parish premises.

I understand that transportation between the parish premises to the destination of the  
trip will be provided by \_\_\_\_\_.

I understand that my child will leave the parish premises at \_\_\_\_\_  
and will return to the parish premises at approximately \_\_\_\_\_.

I understand that the Parish authorities will take reasonable precautions against  
accident, personal injury and loss of, or damage to, property while going to, from and at the site  
of the trip, but they or the Archdiocese of New York are not assuming any legal liability for any  
such occurrence except any liability based on their failure to take such reasonable precautions.

Telephone where parent/guardian can be reached during the duration of trip:

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Home Address*



## Permiso de los Padres para participar de Hijo/a en un Paseo Patrocinada por la Parroquia

Nombre de la Parroquia: \_\_\_\_\_

Descripción del Paseo: \_\_\_\_\_

Propósito Educativo del Paseo: \_\_\_\_\_

Fecha del Paseo: \_\_\_\_\_

### A Quien Le Pueda Interesar:

Yo doy permiso a mi hijo/a, \_\_\_\_\_, para que asista y participe en las actividades relacionadas con el paseo a \_\_\_\_\_ que tendrá lugar el día \_\_\_\_\_  
(Fecha)

Dispondré de la transportación desde mi casa al lugar de encuentro de la parroquia

Entiendo que el transporte desde la parroquia hasta el destino del paseo, será proporcionado por \_\_\_\_\_

Entiendo que mi hijo/a saldrá de la parroquia a las \_\_\_\_\_ y regresara a la parroquia aproximadamente a las \_\_\_\_\_

Entiendo que las autoridades de la Parroquia tomaran precauciones razonables para prevenir cualquier accidente, daños corporales, y perdidas de propiedades, o daños, hacia, durante y al regreso del viaje, pero la Archidiócesis de Nueva York no asumirá ninguna responsabilidad legal por cualquier accidente excepto la parte de responsabilidad basada en la falla de tomar tales medidas razonables de precauciones.

Numero de Teléfono o Celular donde el padre o tutor legal puede ser llamado durante la duración del viaje: \_\_\_\_\_

\_\_\_\_\_  
*Firma del Padre o Tutor Legal*

\_\_\_\_\_  
*Fecha*