



## **Holy Family Sunday School Co-Op 2019 - 2020**

Thank you for your interest in the Holy Family Sunday School Co-Op. This is a cooperative preschool experience for children ages 1 through 6. Classes meet weekly during the 9:30 A.M. Mass on most Sundays from September through May in the Education Center. The curriculum is developmentally appropriate, designed to introduce preschoolers to God and their faith community. Our Mission Statement is the following:

*The Holy Family Sunday School provides children with a religious program and spiritual environment that will nurture their Catholic faith. We will foster a sense of community among the children and their parents to support and educate them in the creation of a healthy family life.*

The Holy Family Sunday School is a fully cooperative program overseen by a Board of parents and has been successful because of the volunteer commitment that all of our parents have made to the program.

As a parish, Holy Family strives to provide a safe environment for our children. In accordance with the mandates set forth by the Archdiocese of Los Angeles, Holy Family requires all volunteers who work directly with children to complete Live Scan Fingerprinting, attend a VIRTUS "Protecting God's Children" information session, and read and sign the Archdiocese Guidelines for Adults Interacting with Minors Information and Acknowledgement of Receipt. Being a Co-Op program, at least one parent from each family is required to work directly in the class. Therefore, that parent (or both parents if both will be actively participating) is required to complete these two requirements prior to having his/her child officially enrolled in the program. Opportunities for completion of these requirements are available on a monthly basis and are announced in the Holy Family Church Bulletin. Additional family requirements can be found on the Parent Commitment Agreement Form. In order to enroll your child in the Holy Family Sunday Preschool Co-Op, please follow the instructions below.

If you would prefer to register online, you can do so here: <http://holyfamily.org/sunday-school>

Online payments can be made here:

[https://www.eservicepayments.com/cgi-bin/Vanco\\_ver3.vps?appver3=tYgT1GfNxRUIdiimjHMvOW9pwBMKP9eO2ui8dQdozBVoFNP4aqRa0S8QPHgWyUw1ums9tj3wl7okSf0MyMa8uh2JSUI-JNxJxTorH-aeWe0=&ver=3](https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps?appver3=tYgT1GfNxRUIdiimjHMvOW9pwBMKP9eO2ui8dQdozBVoFNP4aqRa0S8QPHgWyUw1ums9tj3wl7okSf0MyMa8uh2JSUI-JNxJxTorH-aeWe0=&ver=3)

If you have already submitted your VIRTUS and fingerprinting documentation to Holy Family, you can check the dates of your certification with Patricia Plescia, Holy Family Operations Director (626) 403-6106; [patricia@holyfamily.org](mailto:patricia@holyfamily.org)

If anyone in your family needs to be VIRTUS certified for the first time OR needs to be re-certified, please register online for VIRTUS sessions here:

<https://www.virtusonline.org/virtus/index.cfm>

To see all of the available VIRTUS trainings in the diocese, click here

[https://www.virtusonline.org/virtus/reg\\_list.cfm?theme=0](https://www.virtusonline.org/virtus/reg_list.cfm?theme=0) and then scroll down to find Los Angeles - San Gabriel region. Be sure to read the entire set of instructions, some are only open to parishioners of a particular parish, some are not in English, some are for re-certification only, etc.

## Enrollment Instructions

You should find the following documents attached:

1. **Co-op Duties and Descriptions:** This document provides a description of the Holy Family Sunday School participation requirements and describes the available positions if you want a more active role in the program. (*Keep this document.*)
2. **Registration Form:** This form must be completed entirely and signed by both parents.
3. **Child Care Authorization:** This form must also be completed and signed by both parents.
4. **Parent Commitment Agreement Form:** This form reviews your commitment of participation in the Sunday School. It must also be completed and signed by both parents.
5. **Safeguard Requirement Documentation Form:** This form must be completed by each parent that is planning to participate in class (*at least one parent must participate in class*).
6. **Parent's Permission for the Publication of Children's Photographs:** Please check the appropriate boxes and sign.
7. **Archdiocese Guidelines for Adults Interacting with Minors Information and Acknowledgement of Receipt:** Please read and keep the information form provided by the Archdiocese of Los Angeles. Please complete and sign the Acknowledgement of Receipt of Receipt of Guidelines for Adults Interacting with Minors at Parish/School Activities or Events Form.

Please return all of the following documents: Registration Form, Child Care Authorization, Parent Commitment Agreement, Safeguard Requirement Documentation, Publication of Children's Photographs, and Guidelines for Adults Interacting with Minors Acknowledgement, along with your registration fee of \$75.00 payable to Holy Family Sunday School to:

Holy Family Pastoral Center  
Attn: Holy Family Sunday School  
1527 Fremont Avenue, South Pasadena, CA 91030

The completed registration packet will be marked according to the date it is received, which will serve as the priority for accepting new families into the program. **If we do not have all six items and the registration fee, the application will be on-hold until all items are received. Please note that eligibility to begin attending class will be dependent upon completion of Live Scan Fingerprinting, VIRTUS Training Session attendance, and mandatory attendance at Parent Orientation by the participating parent(s).** Scholarships are available to assist families with the registration fee.

If you have any questions, please email the Holy Family Sunday School at [sundayschool@holyfamily.org](mailto:sundayschool@holyfamily.org). Thank you for your interest in the Holy Family Sunday School! We are looking forward to a great year ahead!

# Co-Op Duties and Descriptions

The Holy Family Sunday School program has been successful because of the volunteer commitment that all of our parents have made to the program.

**This means that each family is required assist in their child's classroom according to a staffing schedule. Failure to participate could jeopardize your eligibility in the program and affect your status for the following year's registration.**

## **CATECHIST – works with the Director of Curriculum**

Teaches one of the classes. Classes may be taught as a team or on a rotating basis.

No formal training or experience is necessary. Just the willingness to lead children in stories, songs, and crafts. Catechists are guaranteed placement for their children in the program.

This would be your only Co-Op duty.

## **MUSIC TEACHER – works with the Director of Music**

Leads music activities with children. Can be taught as a team or on a rotating basis.

Music Director provides music and ideas. No formal training or experience is necessary.

This would be your only Co-Op duty.

## **LEAD PARENT – works with the Catechist and Director of Curriculum**

Responsible for staffing the classroom each Sunday with a Parent helper. Call and e-mail parent helpers each week to remind them of their commitment regarding helping in the classroom. This would be your only Co-Op duty.

## **SPECIAL EVENTS COMMITTEE – works with Director of Special Events**

Coordinates all aspects of continental breakfast, graduation, prayer service, etc.

*Or, please let us know about any special talents you may have that would enrich our children's experience in the program for the upcoming year. Thank you!*

# 2019-2020 Holy Family Sunday School Registration Form

Please check one:  Returning Family  
 New Family

Rec'd: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Amt: \_\_\_\_\_  
Virtus Mother: \_\_\_\_\_  
Virtus Father: \_\_\_\_\_  
Photo: \_\_\_\_\_

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

Last

First

Middle Initial

Date of Birth: \_\_\_\_\_ Male  Female  Home Phone: \_\_\_\_\_

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

In the case of an emergency, please provide a cell # that we can use to contact you during class:

( ) \_\_\_\_\_

Because virtually all essential communications will be by e-mail, **please provide a valid e-mail address** that is checked frequently: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

Does your child have an exceptional need (i.e. specific learning disability)? \_\_\_\_\_

Please list any **allergies/sensitivities** your child may have: \_\_\_\_\_

## Parent Participation:

Are you interested in being a Catechist? \_\_\_\_\_

Are you interested in being a Music Teacher? \_\_\_\_\_

Are you interested in being a Lead Parent? \_\_\_\_\_

Father's Signature \_\_\_\_\_ Co-Op Participant: Yes \_\_\_ No \_\_\_

Mother's Signature \_\_\_\_\_ Co-Op Participant: Yes \_\_\_ No \_\_\_

# Holy Family Sunday School

## CHILD CARE AUTHORIZATION

2019 - 2020

We, \_\_\_\_\_, the undersigned parents, residing  
(Parents' full name)

at \_\_\_\_\_,  
(Parents' home address)

hereby grant *Holy Family Sunday School* located at The Educational Center, Holy Family Catholic Church, 1527 Fremont Avenue, South Pasadena, California 91030, the authority to take temporary care of \_\_\_\_\_.  
(Child's full name)

This grant of temporary authority shall begin September 22, 2019, and shall remain effective for one year unless terminated earlier by the undersigned.

The *Holy Family Sunday Preschool Co-Op* shall have the power to seek appropriate medical treatment or attention on behalf of the child as may be required by the circumstances, including but not limited to, medical doctor and/or hospital visits.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Mother's signature)

\_\_\_\_\_  
(Father's signature)

**BOTH PARENTS MUST SIGN!**

# 2019 - 2020 Parent Commitment Agreement Form

Parent Name(s): \_\_\_\_\_

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

Holy Family Sunday School is a fully cooperative program.

It is supported entirely by parent volunteer commitment.

This means that each family is **required** to:

- Assist in their child's classroom according to a staffing schedule.

Catechists, Music Teachers, Lead Parents, and Board of Directors are exempt from serving as parent helpers in their child's classroom.

**Failure to participate could jeopardize your eligibility in the program and effect your status for the following year's registration.**

I have read and freely accept our obligations to the Holy Family Sunday School regarding Co-Op duties and parent volunteer commitment.

I understand that failure to comply with the agreement could jeopardize our eligibility in the program.

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

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Mother's signature

**Both Parents Must Sign!**

*Please sign and return this commitment agreement with your registration form.*

# Holy Family Sunday School 2019 - 2020

## Safeguard Requirement Documentation

I \_\_\_\_\_ am verifying, with my signature, that I have completed  
(Please print) □

the following Holy Family Sunday School requirements.

\_\_\_ We are a **returning Holy Family Sunday School** family and have already submitted proof of our **Live Scan Fingerprinting/VIRTUS** training to the Holy Family Sunday School. Year that documents were submitted: \_\_\_\_\_.

*Please skip to #3 (must be completed) and then sign at the bottom.*

- \_\_\_ 1. A copy of my Live Scan Fingerprinting is attached.
- \_\_\_ 2. A copy of completion of the VIRTUS Certificate of Training Attendance is attached.
- \_\_\_ 3. If my first VIRTUS training session was **prior to May 31, 2016**, a copy of my recertification is attached. (Please write N/A if you're first VIRTUS training session was **after** May 31, 2015.)
- \_\_\_ 4. I am unable to find my **Live Scan Fingerprinting/VIRTUS (Please circle which apply)** copies at this time. I have completed the information below so that the Holy Family Sunday School can research this information in the Archdiocese database to verify my completion.

To the best of my knowledge, I completed my **Live Scan Fingerprinting** at the following location, on the following date:

Location: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

To the best of my knowledge, I completed my **VIRTUS** training at the following location, on the following date:

Location: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

By signing this form, I am verifying that the following information stated above is accurate and true to the best of my knowledge. I also understand that signing this form allows my child to enter the Holy Family Sunday School under the condition that if it is found I have not completed either Live Scan and/or VIRTUS training, I will work with the Director of the Holy Family Sunday School and the Enrollment Coordinator immediately to correct the situation and meet both requirements. If I do not comply, I fully understand that the Holy Family Sunday School Board has the authority to remove my child/children from the program at their discretion. Lastly, I understand that if my child/children are removed from the program, the tuition paid will not be refunded.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**\*\*This form is required for each parent planning to participate in class.**



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Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

*\*\*This form is required for each parent planning to participate in class.*

# Parent's Permission for the Publication of Children's Photographs

I understand that Holy Family Church may wish to publish photographs of children in the Sunday Bulletin or in another church-related publication. The Sunday Bulletin is posted on the Holy Family website on an Internet accessible World Wide Web server.

I understand that the Holy Family Church website may also wish to use photographs of children. Children's photographs posted on the Internet may include only the last name's initial and first name of the children.

I acknowledge that the church website content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the church has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the church and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the website for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the church's Internet website or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the Web site.

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the church.

***Please check one:***

My child's/children's photograph(s) can be published in the Sunday Bulletin or in another church-related publication and posted to the Holy Family Church website on the Internet.

I do not want my child's/children's photograph(s) to be published in the Sunday Bulletin or in another church-related publication and posted to the Holy Family Church website.

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Child \_\_\_\_\_

Sunday School  Religious Ed  Youth Ministry  None

Name of Child \_\_\_\_\_

Sunday School  Religious Ed  Youth Ministry  None

Name of Child \_\_\_\_\_

Sunday School  Religious Ed  Youth Ministry  None

## **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events**

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt of Guidelines for Adults Interacting with Minors" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- if staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training

# Acknowledgement of Receipt of Guidelines for Adults Interacting with Minors at Parish/School Activities or Events

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: “**All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.**” All adults acting in a staff faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved in at Holy Family Church and/or School:

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Father's name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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Activity(ies) or Event(s) in which I am involved in at Holy Family Church and/or School:

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Mother's name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

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