

## Policies and Procedures for CCD

### Food:

Due to the increasing number of children with food allergies, food is not allowed in the classrooms.

### Classroom Keys:

Keys for your classroom door can be picked up in my office each week. They are located in a straw basket on my desk.

### Attendance and Teachers Folder:

Each week you will find a folder on your desk or in an obvious place in the classroom. The folder has the class attendance record and any important notices. Please leave the folder just outside your classroom door after taking attendance and it will be picked up.

### Classroom Storage:

Your class will be given a file drawer or some type of storage in your classroom.

### Classroom Supplies:

You will be provided with pencils and crayons at the start of the year for your class. Glue, paper and other supplies are available in my supply closet in my office.

If you would like to do a craft with your class, e.g. from Oriental Trading, please see me about purchasing/ordering the craft for you.

I also have bibles and rosaries and.....available to borrow for your class. I also have some CD and DVD players available on a limited and First Come/First Serve basis.