

### **Student Absences**

If a student will be absent from class, please e-mail Rachel Troha at [rtroha@st-gabriel.org](mailto:rtroha@st-gabriel.org)

**Fees:** One child: \$ 60.00 (additional children) \$55.00

***No student will be turned away due to the inability to pay.***

### **Early Leave**

If a student must leave during class time for an appointment, student's catechist or program coordinator must be notified.

### **Doors**

The back door of the Learning Loft will be unlocked  $\frac{1}{2}$  hour prior to our start time (9:30 AM) and locked at 10:15 AM. Doors will reopen at 10:50 AM for dismissal. Should you wish to enter the building between times, kindly use the doorbell to the right of the door and someone will buzz you in.

### **Emergency Closing**

If class is cancelled for any reason (i.e. bad weather) you will be contacted by a member of the program. This call will occur either the night before, or the morning of class.

### **Safety Procedures**

Students must be walked into the building by their parents or guardian. Parents or other authorized adult must come into the building to pick-up their child(ren). If someone other than a parent/guardian picks up a student, student's catechist or program coordinator must be notified.

### **Virtus Training**

In compliance with the Catholic Diocese of Cleveland's Policy of the Safety of Children in Matters of Sexual Abuse (the "Policy"), all employees and volunteers at St. Gabriel involved in Youth Faith Formation who have contact with children have completed a volunteer application form, have been subjected to an Ohio Bureau of Criminal Investigations and Identification fingerprint criminal records check; and have been properly screened in accordance with the Policy. Each has attended a three-hour long VIRTUS training session focused on child abuse prevention and on the procedures for reporting suspected child abuse to the proper authorities. In addition, all employees and volunteers are required to be familiar with the safety procedures covered in our parish safety policy. Young people aged 14-17 serving as Jr. Assistants need to be fingerprinted by the parish.

### **Called to Protect**

Presidium's "Called to Protect" is a multi-media training program focused on matters of personal safety, abuse prevention and the creation of safe environments for children in preschool through 12th grade.

It does not replace the VIRTUS training of employees and volunteers, but is rather supplementary. This program is designed specifically for parents and children and is based on the latest child development research of how children and youth can best protect themselves.

## Reporting Policy

If you know, believe or suspect that a child under eighteen years of age or a person under twenty-one years of age with a developmental disability or physical impairment that has suffered or faces a threat of suffering any physical or mental wound injury, disability, or conditions of a nature that indicates abuse\*\* or neglect of the child you SHALL

- 1) Immediately report your suspicion to Lake County Department of Job & Family Services @ 440-350-400 or 440-918-4000 and/or the local municipal police department and/or Lake County Sheriff's Department at 440-350-5620. If a child's welfare or safety is in imminent danger call 911
  - 2) Immediately notify your Principal or Program Coordinator that a report has been made, or jointly make that call together.
  - 3) After reporting your suspicion to civil authorities, report your suspicion to the diocese's Victim Assistance Coordinator at [response.services@dioceseofcleveland.org](mailto:response.services@dioceseofcleveland.org) or 216-334-2999 if the suspected abuser is a priest, deacon, religious, seminarian, representative, employee or volunteer of the diocese or of any parish or diocesan entity.
- \*\*examples include, but not limited to, physical abuse, sexual abuse and emotional abuse

**Confidentiality:** The details of suspected and /or reported abuse are to be kept strictly confidential to the extent reasonably possible and should only be shared as necessary to comply with one's reporting obligations and the Policy.(reviewed and approved by Kevin T. Burke, General Counsel for the Diocese of Cleveland—Mar 15, 2021)

St. Gabriel Parish  
9935 Johnnycake Ridge Road  
Concord, OH 44060  
440-354-7551

Classes held on Saturday 10:00 - 11:00 AM

**Mission Statement:** We are all welcome in our Church, together we share God's vision, and understand the Jesus wants ALL children to come to him to experience his joy.

Through our program, students with physical, intellectual, or emotional challenges are taught Catholic Christian beliefs and prepared to receive Sacraments in a teaching environment that helps them to succeed.

Fr. Fred Pausche, Pastor  
Mrs. Regina Skrtic - Parish Catechetical Leader  
Mrs. Pattie Ritt - Coordinator  
[pritt@st-gabriel.org](mailto:pritt@st-gabriel.org)  
Mrs. Rachel Troha - Administrative Coordinator  
[rtroha@st-gabriel.org](mailto:rtroha@st-gabriel.org)



# Friends of Jesus (FOJ)

## SPECIAL NEEDS PSR

### Parent Handbook 2023-24

9/9/2023	Open House	Preschool Great Room
9/16/2023	Class	Preschool Building
9/23/2023	Class	Preschool Building
9/30/2023	Class	Preschool Building
10/21/2023	Class	Preschool Building
10/28/2023	Class	Preschool Building
11/4/2023	Class	Preschool Building
11/18/2023	Class	Preschool Building
12/2/2023	Class	Preschool Building
12/9/2023	Class	Preschool Building
12/16/2023	Christmas Family Event	Preschool Great Room
1/6/2024	Class	Preschool Building
1/20/2024	Class	Preschool Building
1/27/2024	Class	Preschool Building
2/3/2024	Class	Preschool Building
2/10/2024	Class	Preschool Building
2/24/2024	Class	Preschool Building
2/25/2024	Confirmation 7pm	Chapel
3/2/2024	Class	Preschool Building
3/9/2024	Class	Preschool Building
3/16/2024	Class	Preschool Building
4/6/2024	Class	Preschool Building
4/13/2024	Class	Preschool Building
4/20/2024	Class	Preschool Building
4/27/2024	Closing Liturgy	Church, Gathering Area

