

K-5th GRADE

- Arrive 15 minutes early to set up, meet with your team, and pray for the children.
- Assist nursery and pre-k parents to sign their children in properly.
- Take time to visit with all parents before class.
- Each child must have an assigned number (see registration cards).
- Following Announcements meet students in the Foyer/Hallway and walk with them to class. If students go to the classroom area prior to this time, escort them to the Sanctuary. All students should wait with you afterwards until their parents come. If parents are delayed, feel free to walk students toward the sanctuary to meet parents.
- Mark student attendance for church records.
- Students may use bathrooms 1-at-a-time during class time. Teacher/helper is not to enter bathroom with student without a witness.
- Stay to clean up after the children leave (see checklist in Childcare Binder). Sanitize eating and craft areas. Vacuum with electric vacuum or sweep as appropriate. Take trash classroom and bathroom trash to dumpster on your way out and replace garbage liner(s). Feel free to team-up with other classroom teachers for this task.
- If you serve a snack, check “Childcare Binder” registration sheets for information regarding allergies.