

## **SUNDAY SCHOOL TEACHER TRAINING 101**

***Please complete the volunteer information form and return it to Sue. Read the sexual abuse training guidelines and sign up for a Safeguarding God's Children Training Session. This is a very important legal step that you absolutely have to do.***

The following items have been provided for you but please make sure that you have them and are aware of them:

A **Teacher's guide** – Year **RED**, semester 1

<http://www.holycrossredmond.org/ChildEd/> - for updated calendar and lesson schedule

Sufficient **Learner's Resources** – one for each child, separated by week and stored in a case file. Case files are stored in your classroom.

A **class kit** – posters, activity cards, CD – one for each class – in file

A **tote** stocked with supplies that you would like to keep in your classroom – e.g. markers, pencils, scissors, tape, staplers

A **mailbox** in the Sunday school resource room – check it each Sunday morning for bulletins, attendance sheets and other goodies.

A **place in your classroom to store** your case file and tote – please see me for the space allocation in your classroom

A **section of bulletin board** to use in your classroom – please see me for the allocation in your classroom

A **name tag** for YOURSELF and for each child in your class – name tags can be hung on the bulletin board during the week.

**My contact information** – My work week is Sunday through Thursday:

[FaithFormation@HolyCrossRedmond.org](mailto:FaihtFormation@HolyCrossRedmond.org), 425-885 5822

*Please note, for **emergencies** use my cell phone after Thursday.*

**Other information** such as class lists and teaching staff lists –can be expected as soon as classes and staff have been finalized. These will not be available online.

## **FREQUENTLY ASKED QUESTIONS**

### **Q: I need extra learner resources**

A: You will find a file bin in the resource room, marked “Extra Curriculum Year **RED** – Semester 1”. Please help yourself to the items that you need.

### **Q: I didn't find all the supplies that I need in the supply closet**

A: Please let me know and I will purchase whatever you need. Alternatively, you may purchase what you need and complete the pink form in the resource room for reimbursement.

### **Q: I'm not very good at thinking up crafts or games, what should I do?**

A: The resource room filled with all kinds of resources – craft books, game books, coloring books, story books, different kinds of Bibles. Please treat the bookshelf like a library and help yourself to whatever you need. Or call Sue!

### **Q: What must I do for attendance?**

A: Use the class list that you will find in your mailbox every Sunday morning to mark the children that are present. Do that by 10:20 and use the small clip just outside your classroom door to post the list for collection by Sue.

### **Q: What about snacks?**

A: We have a **Snack Coordinator** who will be in charge of providing snacks for you to give your class each week. **Please return all snack items to shelves in RR.**

### **Q: Who creates the teaching schedule?**

A: The teaching team for each class works out their own schedule for who teaches what part of the lesson and when. **Please give Sue a copy** of that schedule.

### **Q: What do I do when I cannot be there on a Sunday that I am scheduled?**

A: If your teammates cannot fill in, please let Sue know ASAP to arrange for a substitute. The substitute will only assist in the class. The substitute is not expected to prepare any part of the lesson unless asked to do so specifically and in a timely fashion.

### **Q: What if I forget my lesson session number or Teaching Guide?**

A: Go online to find the curriculum schedule posted on our Holy Cross Website. In a pinch, Sue can scan and email lesson plan.