

## Sunday school teacher training 102

### Classroom set up / clean up

- Please feel free to use the classroom the way you need to. If you need to move tables and chairs and toys, please do so. **Just return it to its original configuration after class.**
- Big tables are stored in a two classrooms behind the doors. Folding chairs are stacked in the resource room.
- **Students Clean up** - When you are cleaning up after class, please make sure to wipe the tables and put away the big tables and chairs. The little chairs need to be stacked and placed on top of the little tables for the convenience of the custodians.
- **Please store supplies in the assigned cupboards.** Crafts and take home pages that get left behind can be stored in the assigned cupboards or in the resource room. **Custodians** will sweep the floor and empty the trash.
- **Snack supplies must be returned to Resource Room closet shelves.** Shelves are labeled for your convenience.

### Sunday routine

- **Mailboxes** – Children’s Worship Bulletins, Attendance sheets, other information. Post completed attendance sheet outside your door for pick up at 10:20.
- **Children’s Worship Bulletins** – use as you wish for warm-up or review at end of session. Always send Learner Resource and even *unused* CWB home for family review. Recycle extra CWB; save extra Learner Resources.
- Please make use of your **bulletin boards**. Post visual aids each week. Display photos of the kids and their class work.
- Please be respectful of the toys and areas belonging to the Pre-school. And always **leave classroom in order** as you found it.
- **Supplies** – help yourself to anything you need. Alert Sue if you cannot find item and she will purchase or purchase supplies you need and submit form for reimbursement.