

2011-2012
CHURCH
SCHOOL
TEACHER
HANDBOOK

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Communication

Communication will primarily occur via email. This seems to be the most timely, efficient and cost-effective way to communicate. Please provide Amie with your email address. If you are not on line or temporarily lose use of a computer/email, let her know and other arrangements can be made.

You will receive weekly "Teacher Notes" which will give information updates, logistical details, as well as "Bright Ideas" .Amie's version of helpful/practical tips for the classroom and for your own spiritual development. Print copies of "Teacher Notes" will be available upon request.

Teacher meetings will be held occasionally between services (9:30-10:00am). Attendance at these meetings is encouraged, and will provide training to help better equip you to serve in your role as teacher.

Protocol for Winter Weather for Church School

A decision will be made on the Sunday morning in question before 7am by Rev. Wright as to whether Church School will be cancelled.

Amie will send an email to all Church School teachers, cradle room providers and High School assistants (for whom she has an up-to-date email address) by 7am whether there *will* or *will not* be Church School that morning.

In the case of cancellation, the information will also be available by listening to radio station WTIC AM (1080) or by watching WFSB-TV Channel 3.

Even if Church School is not cancelled, Rev. Wright would not want anyone to come out if you feel it is unsafe. In this case, please call Amie that morning at church (860)875-4160 to make her aware of your absence. You can leave a message on Amie's voicemail if you do not reach her live.

Absence/Need of substitute

Most classes are co-taught and it is hoped that you will work together to come up with a schedule that will suit each of you. If, however, a situation arises where the two teachers are unable to cover for one another, please make every effort to find a substitute for yourself. Many times there are parents in the class who would be willing to step in for one week. There is a list of folks who indicated on the registration form that they would be willing to substitute. If there is an emergency situation, then please call Amie to let her know that you have a need.

Illness

The church would like to ensure a safe and healthy environment for all children and teachers, especially as it pertains to the H1N1 influenza strain. We know that the most effective way to protect people from the flu or other illnesses is to keep sick people away from healthy people. Therefore, we are adopting the same protocol Tolland Public Schools are following this year. It is this:

If a person has:

- Fever (100 degrees F) AND sore throat
- Fever AND cough
- Fever alone
- Vomiting
- Diarrhea
- Sore throat with no fever
- New cough with no fever

He/she should remain at home until he/she is free of above symptoms for 24 hours without the use of fever-reducing medications.

Medical Concerns & First Aid

You will be provided with information regarding any children in your class who may have special medical concerns that you should be aware of.

There is a First Aid kit located in the CE Office in the CE building. For minor cuts/scrapes, (using gloves) the teacher or H.S. assistant should cleanse the wound with soap and water, dry the wound and apply a band-aid. Amie is a certified in First Aid and CPR, so you should find her to administer First Aid for more serious injuries/incidents. In the alternative, call 9-1-1.

Snacks

The only classes who will have weekly snack will be the pre-school aged classes. The one-hour (and less for the 8:30 service) is better spent on the content of the lessons. If there are special times you wish to include snack, such as when it ties in with the lesson, or in celebration of a holiday, then that is OK. You would just need to ensure that any child(ren) with allergies would be safe.

For the 3-year old classroom only: This classroom is shared with the Tolland Cooperative Preschool, which is a peanut and tree-nut free facility. In the church's contract with the school, we agree to respect this policy. Guidelines for compliance include wiping down tables, sweeping floor, cleaning up spills and emptying garbage. If this class chooses to have a weekly snack, please see Amie for a safe snack list of approved snacks to maintain the nut-free environment.

Registration Procedures

Each child in your classroom needs to have a registration form completed by his/her parent(s)/guardian(s). You will know the child is registered if the name appears on your attendance list. If a child arrives for class and his/her name is not on the attendance list, then please have the parent fill out a form. This includes children visiting for the day, as we do have a special form for visitors. These forms can be found in your attendance folder.

Church School Fire Drill Procedures

UPON HEARING THE FIRE ALARM, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Quickly and quietly line up single file at the door to the outside. *For the two classrooms that do not have a direct exit to the outside of the building, students will line up single file at the door to the hallway.*
2. Turn the lights off.
3. Walk quickly (DO NOT RUN) to exit the building, and proceed through the nearest parking lot to the fenced-in grassy area between the church and the Tolland Public Library. *For the two classrooms that do not have a direct exit to the outside of the building, students will first proceed down the hallway to the nearest door to the outside of the building, then follow instructions above for #3.*
4. Stand quietly as a class. Count each student and High School assistant to be sure all your class members are present.
5. Wait for the signal to return to your classroom

Room Sharing

Nearly all of the classrooms are shared with either the Tolland Green Learning Center or the Tolland Cooperative Pre-school. In being aware of this, we need to respect the space, furniture, equipment, toys, the content of any closets, bulletin boards, etc. If there is anything that is turned around or covered with a blanket/sheet, this indicates that those items would be off limits to the Church School children. Please communicate this to your High School assistants, the children and their parents. If there are uncovered items that your children do use, please be sure to completely put the items back in the way they were found. It would be our goal to leave the room just as we found it, if not better. The only space we use permanently in the shared classrooms is a spot for supplies in the closet, and one bulletin board. You are encouraged to use a bulletin board to display your class covenant, and the appropriate posters and other visual learning tools provided in the classroom kit portion of the curriculum. It is important to make the children feel welcome in the space, so we hope you will consider that as well when planning lessons.

Clean up procedures

- Please take the time to return all supplies to the supply bin or to the shared supply closet. Report any items that need to be replaced/replenished.
- If there was an art project, the tables should be cleaned of crayon, markers, glue, etc. There are both Windex and paper towels in the CE office. This is especially important as the tables in the shared classrooms are all new.
- The floor should be swept of any obvious debris. There should be a broom/dust pan in your classroom, but there are extras in the closet of the CE office.
- The garbage should be emptied. There should be a liner in the bottom of the garbage bin, and if not, there are extras in the closet of the CE office. The full garbage bag may be placed in the hallway to be picked up and put in the dumpster.
- Please be sure doors and windows are closed tightly.

Policies and Procedures for a Safe Church

We want to provide the safest program for children, and we want to protect those persons working with children. Therefore, we will follow the policies and procedures outlined in a document we refer to as our "safe church policy". Copies of this policy are available in the CE office, in the main church office and is posted on the church's website. If you wish to have a personal copy, one will be made available to you. The training on the content of these policies and procedures will take place at the teacher orientation meeting in September and will be reviewed annually.

Each teacher and High School Assistant must complete a Volunteer Screening form. This form is to be filled out by anyone in a volunteer position involving the supervision and custody of minor children.

The policy includes these items related to children:

1. We will touch children only in appropriate ways and places:
 - a. On the hand, shoulder or upper back
 - b. Never against a child's will (unless in the case of clear and present danger of the child or another child)
 - c. Never causing a child's discomfort
 - d. Never when it would have the effect of over-stimulating a child
 - e. Never in a place on a child's body that could be covered by a swimsuit, unless for clear medical necessity or when changing a diaper or helping a young or handicapped child use the toilet [see * below].
2. The purpose of discipline with children is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation.
 - a. No child shall be disciplined by the use of hitting, slapping or any other form of physical punishment.
 - b. Verbal reprimands shall not include destructive criticism, insults or shouting.
 - c. When we encounter a particularly difficult child or situation, we will seek assistance from the person in charge (Director of Christian Education, Pastor)
 - d. We will respect children with both our actions and words.
 - e. We will not use profane, abusive or derogatory language or actions.
 - f. All physical contact such as wrestling, horseplay, etc. or any other high contact games are or appropriate recreational activities in a church setting. As such, workers with children should not encourage or initiate such contact.
 - g. Allowing children to roam the church building or grounds unsupervised shall also be discouraged.
3. All children shall remain with the group throughout the times of the activity.
4. To the fullest extent possible, a teacher shall not be in a classroom alone with children. All activities will be team-taught.
5. *As pertains to toileting young children:
 - a. All teachers or aides will wait outside the bathroom door for children while they are performing personal sanitary functions.
 - b. When able, a child should take care of his/her own clothes after toileting.

- c. When a child needs help with his/her clothing, the adult should have the child step out of the stall and into an open area.
- d. Any adult or aide who is helping a child go to the bathroom should inform the other adult or aid in the area that this is what they are doing.
- e. When helping children to clean up from crafts and wash hands, the door to the bathroom should be left completely open.

Mandated Reporters

CT State law (Public Acts 02-106 and 02-138) mandates that any person paid to care for a child in any public or private facility is mandated promptly to report suspected child abuse or neglect to DCF or a law enforcement agency.¹ By that definition, the pastors, Directors of Christian Education and Youth Fellowships and the Director and Staff of Tolland Green Learning Center (TGLC) are mandated reporters and thus the UCCT is a mandated reporter. If any volunteer or paid staff suspects that a child is being abused or neglected, whether they believe the abuse or neglect has happened/*is happening at the church or a church function or not*, they are to notify the Senior Pastors immediately. The Senior Pastor will notify the proper authorities and will then follow the procedures listed below for the reporting of incidents.

Reporting of Incidents:

All staff, teachers, aides, and volunteers of the UCCT shall adhere to the following reporting procedures in order to promote accountability among all members of the church.

1. Any and all incidents involving questionable or inappropriate behavior related to possible sexual misconduct or sexual, physical, or verbal abuse shall be immediately reported to the pastors, Directors of Christian Education or Youth Fellowships or TGLC.
2. The staff member who receives the report shall document the incident in writing. The report shall contain the date, time, those involved, full explanation of the incident. See attached appendix.
3. If the report comes to a staff member, that person shall meet with the Senior Pastor to discuss and implement an appropriate response.

¹The Connecticut General Statutes, Chapter 319a, Sec 17A-101b states that "An oral report shall be made by a mandated reporter as soon as practicable but not later than twelve hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm, by telephone or in person to the Commissioner of Children and Families or a law enforcement agency."

Children in Church

At the 8:30 service children will first go to the sanctuary and begin worship time with their families. After the children's message, the children will make their way from the sanctuary to their classroom. It is important that someone accompany the children as they do this. Teachers should anticipate the arrival of their classes, and be ready to welcome them and begin the lesson, as time will be short.

At the 10:00 service, children will have the opportunity to begin worship with their families on a rotating basis. When it is your class who begins the morning in worship, there will be a sign hanging on the door of your classroom reminding parents not to drop them off that morning, but instead to go to the sanctuary. The teacher should also attend worship until after the children's message when he/she will walk with their students back to the classroom.

High School Assistants

Each class will be assigned one or more High School Assistants to be of assistance to you during the class time. The "job description" which these youth have received is as follows:

Routine Stuff:

- ***Be early!*** *Be in the classroom about 10 minutes early each week.*
- ***Call the teacher from your class or the Church Office (875-4160) if you cannot make it. They depend on your assistance each Sunday.***
- ***Gather supplies.*** *Each class has basic supplies in the supply cabinet. Take what is labeled for your class and any extra supplies needed for the day.*
- ***Take attendance.*** *Record the attendance on sheets provided in class folders. Don't forget to count yourselves!*
- ***Clean up.*** *When class is over, help to pick up and return supplies, and clean up the classroom (wipe tables, sweep floors, empty trash).*

Discipline:

- ***Be pro-active about helping to keep the peace in class. Sit next to those who need extra attention, work one on one if needed. Teachers will let you know where the needs are.***

Teaching:

- ***Read stories***
- ***Help children with crafts, games, songs, etc...***
- ***Share any special gifts you may have (music, drama, etc).***
- ***Anything else the teachers may ask of you!***

Please feel free to utilize these wonderful volunteers so they feel useful and that they are contributing in a positive way to the program! They are very capable and willing to help.

Attendance

Please be sure to take attendance each week and record it on the attendance sheets provided. We are responsible to report the numbers of adults and children present each week, and your help is needed to accomplish this task. You will find a folder with the names of children registered for our program. If their name does not appear, please be sure to have the parent/guardian fill out a registration form. This is very important. An office assistant will come to your classroom during the course of the morning to pick up the attendance folder.

Offering

Each family will be provided with a set of offering envelopes for use by their children. A basket will be left in your classroom, along with the attendance folder, for the children to place their offering envelope in. This provides children with the opportunity to learn about giving to the church, or tithing, as a part of what we do as a church community and as followers of Jesus.

Class Covenant

Definition: a binding of persons in mutual trust and loyalty before and with God, toward which each also stands in a relation of trust and loyalty. A covenant relationship is between team members and God. The difference between a promise and a covenant is the sacred dimension: God. We strongly recommend that you establish a covenant with the students in your class, beginning from the first day of class.

•Begin a covenant together:

Possible categories- (covenants are active, use active words)

1. Preparing the lesson
2. Follow through
3. Relationships with children
4. Worshipping & praying
5. Stewardship (care of the rooms, materials, offering)
6. Communication (with students, parents, High School assistants, other teachersí)
7. Disciplining myself

•Do this with your students. Each class creates its own covenant. It should be in children's words. Revise covenant as needed. Put it on a poster to hang.

•Revisit covenant when discipline is an issue. Ask: What went wrong? What part of covenant are we not following? What is the result of not following our covenant? How do we fix it?

Discipline

Both new and experienced teachers can become discouraged about children's behavior during class. It is best if you can determine your plan of action before you enter the classroom. Dealing with unwanted behavior is part of the disciplining task of teacher: helping children to grow in a loving relationship with others and with God. Here are some things you can do to minimize undesirable behavior and handle those behaviors graciously when they occur. Be sure if sharing a class both teachers are consistent in handling discipline issues in class.

Pray regularly for the children. Pray that each child may experience God's love and protection while in your care. As you pray (and as you teach), put on the mind and heart of Jesus Christ and consider the learning needs and character of each child. Choose to love each child unconditionally, regardless of his or her behavior in class.

Be prepared. Give yourself time to read carefully through the teacher's guide and make plans for the lesson. Be in the room early so you are ready to greet the children as they arrive. Remember, class begins the minute the first person arrives.

Be consistent, kind yet firm. Remind the children often of what you expect of them. Use the class covenant idea, to remind him/her of the group's expectation of each individual. They create the covenant that they agree to live by. Think "keeping the covenant" to encourage children to self-correct. Be prepared to stop the session and address unwanted behavior as often as necessary so the children know you are serious about your role as the teacher. This is especially important in the beginning, as the children will be exploring what is acceptable and what is unacceptable behavior, and where you will set the boundaries.

Be observant. Observe the different abilities and interests of each child. Help children develop their unique individuality by offering choices during the Responding time. Make learning active. Engage the minds and bodies of the children you teach. For example,

use action with songs and memory verses, sit on the floor at story time, and stand at tables for art projects.

Be encouraging. Support the children in taking responsibility for their own learning and actions. Affirm their efforts without demanding perfection. Reinforce positive behavior in affirming, spoken ways. Communicate effectively. Before you give instruction or tell the story, wait until everyone is quiet and attentive. Speak clearly and slowly, making sure everyone understands what you are saying.

Be ready to apologize. If you have demonstrated unwanted behavior, apologize to the class or an individual. This can be a teachable moment when you model what it means to follow Christ.

Be a teacher, not a buddy. Let the children know you care about them, but relate to them as a teacher and guide. When a teacher tries to be a buddy, relational lines can become blurred and confuse children.

Seek help from others. Ask your High School assistant to give extra attention to any child with behavioral problems. Seek counsel and support from other teachers and parents. If you do not know how to handle a discipline problem, consult with parents/guardians, a teaching peer, or myself.

Bulletin Boards

Each class will take a turn creating a bulletin board for the hallway of the CE building. Please sign up for a turn. The Danielle's Place Website has great bulletin board ideas for all seasons! Go to www.daniellesplace.com type in Username "Tollandö" and Password "Teacherö" and click on the Bible Themes tab, and scroll down to the bulletin board section. This may spark some ideas for those of you who sign up to create bulletin boards for our church school hallway. We also have a couple of resource books in the CE office regarding bulletin boards that you may use for ideas as well.

Supplies

Each classroom will be provided with a supply bin. The bin includes crayons, markers, hole punch, one pair of large scissors, small pairs of children's scissors, stapler, staples, staple remover, pens, pencils, rulers, scotch tape (2), glue bottles (2), glue sticks, sharpie marker.

In addition, there are other supplies available in the metal supply cabinet located on the second level of the CE building at the end of the hall and the two wooden cabinets there. The smaller size construction paper is located in the cabinets above the sink across from the metal cabinet and is labeled by color, the larger size construction paper is in the lower cabinet next to the metal cabinet. There are a few items in the drawers and a few in the cabinet below the sink. All items in the metal cabinet are in shoebox size clear plastic containers and are labeled. Items available include: decorative scissors, rulers, tape, rubber bands, hot glue gun, liquid school glue, glue sticks, silk flowers, sea shells, walnut shells, craft sticks, stencils, tissue paper, straws, black beans, brown paper lunch bags, coffee filters, food coloring, fasteners, tooth picks, film canisters, beads, stamps/ink pads, pipe cleaners, glitter, foamy shapes/letters/sheets, markers, paint/brushes, felt, yarn, ribbon, doilies, and tons of crayons. You can consider these items when planning lessons. Likewise, if you use the last of something, please let me know that as well, so that I may replace it for the next person. In addition, if there are items you need and we do not have, please let Amie know (in advance) so items may be ordered for you. If you have a special project in mind, and wish to purchase items with your own money, please

see Amie first ó as you may be able to be reimbursed. In the alternative, Amie may help you brainstorm another idea using resources we already have. The hope is to maintain the supplies in such a way that it is easy for everyone to find and use these items! so your help is appreciated. Thanks!

Teaching Resources

It is important that each team member follow the curriculum, and the teaching resources [Live B.I.G. for 8:30 classes and Gather -Round for 10:00 classes] be utilized to their fullest potential. Teacher/Leader guides, student resources, classroom packs, music CD's/DVD's should provide an abundant amount of material to prepare you well for each week's lesson. The 8:30 classes have dated lessons, which will cover each and every week of the entire year. The 10:00 classes will be able to utilize the fall curriculum designed to cover from Sept. ó Nov., the spring curriculum designed to cover from March - May. I will suggest/provide activities for the weeks around holidays and missions outreach projects, such as Heifer to round out the year's materials. If each team member follows the curriculum that was selected, it will ensure that students will be receiving approved, biblically sound material that is line with our UCC doctrine.

That being said, you may be in search of some supplemental material for just the right book, video, skit, song, bulletin board idea or craft to reinforce the theme or story your class is learning. A list follows below. Please feel free to pass along other ideas to me to be shared with other team members.

There are many videos, DVDs, CDs, books, reference materials, games, puzzles, trivia tools and more available. These items are housed in the CE office. There is a sign-out sheet hanging from a clipboard in the office. Please feel free to borrow any items and sign them out. When you return the item, please cross out your name so we know it is back where it belongs. There is a list of these materials which you can access from the church's website under "Teacher's Page".

Website Suggestions

(updated 9/11)

www.daniellesplace.com (lessons, games, crafts. We have a membership to this site. The username is **Tolland** and the password is **Teacher**)

www.kidology.org

<http://www.mssscrafts.com> (craft and activity ideas to adapt to any bible story)

www.teacherhelp.org (lessons, crafts, activities)

www.kidssundayschool.com (lessons, skits, activities, games, crafts, bulletin boards, puzzles, songs, listed by age group. We have a membership to this site. The username is **Tolland** and the password is **Teacher**)

www.christiancrafters.com lessons, games, crafts, skits)

<http://www.dltk-kids.com> coloring pages, crafts, poems, puzzles, games, recipes, bulletin board ideas, Veggie Tales activities that can be paired with a video in a pinch)

<http://www.puzzlemaker.com> (Create and print customized word search, crossword and math puzzles using your word lists)

www.cokesbury.com

The following are not religious sites, but may have some good activity or craft ideas:

www.crayola.com/ideas

<http://www.enchantedlearning.com/Home.html> (some items require membership, many do not)

www.kidsdomain.com/craft

www.funroom.com (click on free stuff)

TENTATIVE Schedule of Events for 2011-12

Teacher Training ó September 10, 2011

First Day of Church School - September 11, 2011

Awarding of third grade bibles - September 18, 2011

Teacher Dedication - September 18, 2011

Church picnic & Crop Walk ó September 18, 2011

Mission Project ó MISSION 1 October ó November, 2011

Faith in Action Expo. ó October 30, 2011

Mission Project - Care & Share Program for Thanksgiving ó November 20, 2011

Movie Day in Fellowship Hall ó November 27, 2011

Ornament Workshop ó December 4, 2011

Mission Project - Care & Share Program for Christmas ó December 18, 2011

Christmas Eve Children's Service/Nativity ó December 24, 2011

No Church School ó December 25, 2011

No Church School ó January 1, 2012

Workshop Rotation Model ó January 8, January 15, January 22, January 29, 2012

Mission Project - Bake Sale Fundraiser for sponsor child ó February 12, 2012

Palm Sunday Celebration ó April 1, 2012

Easter Sunday Family Service & Easter egg hunt (No Church School) ó April 8, 2012

Church School Sunday ó May 13, 2012

Last Day of Traditional Church School Year & Ice Cream Social ó May 20, 2012

Teacher Appreciation Dinner ó Week of May 20th

No Church School ó May 27, 2011

Summer Church School program ó June 3 to Aug. 27, 2012 (No Church School 9/3)