City Kids Younger Elementary Teacher Checklist

Arrive at the Children's Classrooms no later than 8:45am, ready to set up the classrooms.

YE Class Area Setup

- ☐ **Set up the Younger Elementary Class area**
  - Make sure that the Younger Elementary table (small round table) is clean and that there are enough chairs (6).
  - Tidy up any toys out in the Younger Elementary Play area and make sure rug is clean
  - Set up the baby gates around the Younger Elementary table and play area.
- ☐ **Prepare the materials and supplies for class**
  - Check the lesson plan to see which supplies you will need for the lesson and craft.
  - Collect the needed supplies from the CK supply cabinet and place them on the side table next to the Younger Elementary table.
- ☐ Assist the Lead Teacher with any remaining tasks

Sanctuary Setup

- ☐ **At 8:50am, take the plastic bin with Activity Bags up with you to the sanctuary.** Place the bin on the small back table by the back door (if you come in the center doors, the small table to your left as you come in).

Beginning of Class

- ☐ When children are dismissed from the service, immediately head down to the Children's Classrooms.
- ☐ **Help guide children to their tables** as the Lead Teacher helps parents sign in.

End of Class

- ☐ **Ask children to clean up the toys and put them back into the bins.**
- ☐ **Parents will need to sign out their Younger Elementary children on the Younger Elementary Sign-In Sheet before their children can leave the rug area.**
- ☐ **Make sure that the same parent/guardian who signed in children signs them out.** If it is a different person, kindly remind them that the same person who signed in children needs to return to sign out the children.

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Teardown

- ☐ Please give the Younger Elementary Sign-In Sheet to the Lead Teacher or Anna Talaiver.
- ☐ **Put toy bins back on the shelves.**
- ☐ **Reset any craft supplies.**
- ☐ **Throw away any trash**. There is no recycling bin at church but you can either take extra papers home to recycle or give them to Anna Talaiver.
- ☐ **Reset the tables**, making sure the chairs are pushed back in.
- ☐ **Collect the Activity Bags and bin** from the back of the main sanctuary and put them away in the City Kids supply cabinet.
- ☐ **Check in with the Lead Teacher** to see if there is anything else that you need to do.