

Classroom Overview

Middle Elementary (K-1st Grade)

K-Ville Teacher Mission Statement:

Assist the parents of the Village Church in the spiritual formation of their children...to BUILD disciples who are FORMED by the Gospel, and SENT on God's mission by implementing the curriculum and classroom procedures.

KVille Basics

- **Communication**

- Church Center App- K-Ville Group and specific classroom groups
- Services App - scheduling
- Sunday Morning Meet-Ups - at 8:35AM & 10:20AM

- **8:30 and 10:15 Arrival**

- **Scheduling**

- Serving Frequency - 1-2 Sundays every 4 weeks
- Schedule Conflicts: (1) Arrange a swap, (2) Communicate your swap.
 - If your swap was arranged through Church Center, that's sufficient communication. If not, please message me directly.
 - Be PROACTIVE! Out of consideration to other team members, pursue swaps ASAP. Unless you're sick (or the only care option for someone else who's sick), we need you present in the K-Ville hall by 10am.

- **Kville Connections Team**

- This team oversees check-in and then remains available to assist with bathroom breaks and behavior support.

- **Sick Policy**

- Children showing any signs of sickness within the last 24 hours should not enter the K-Ville classrooms.
- If a child shows persistent signs of sickness after check-in (particularly coughing or runny nose), contact the morning's point person or use the Check-In app to retrieve a parent/care-giver.

- **Check-In Begins @ 8:45AM and 10:30AM**

- Begin welcoming children into the classroom.
- LOOK for check-in sticker on back, Gap Care sticker & signs of sickness
- ASK about personal belongings, allergies, and special diapering instructions.

Middle Elementary Room Basics

- ***Graduating to Upper Elementary***

- Kids in Middle Elementary will graduate to the Upper Elementary classroom on Graduation Sunday, the summer before entering 4th grade.

- ***Consumable Class Supplies***

- Consumable supplies are in the classroom.
 - Cleaning Supplies: Paper Towels, Disinfecting Spray/Wipes, Tissues, Trash Bags
 - Snack Supplies: Cups, Napkin/Paper Towel, Snack, Hand Sanitizer, Water Pitcher
 - Craft Supplies: Construction Paper, markers, colored pencils, crayons, scissors, tape, glue.
- Consumable refills are available in Class A. If you notice something is low or out, inform the Hallway Lead.

- ***Ratios & Capacities***

- The classroom capacity is set at 18 students for 1 teacher with an adult assistant or student helper.

- ***Curriculum/Gospel Project Materials***

- Leader Guides: Print forms are available in the classroom. Digital Access is through the [Ministry Grid](#). You will need to create an account the first time.
- Activity/Coloring Page: These are pre-printed and available on the TV tray. Please check to make sure you're using the correct Unit & Session #'s.
- All videos are downloaded onto the classroom computer for your use during class time.
- Some additional craft/activity supplies are available throughout K-Ville. Confirm with me if you intend to use something, otherwise, please provide and prepare your own. Egg shakers, bells, dancing scarves, cotton balls, popsicle sticks, painting supplies, playground balls, parachute, brown paper bags.

- ***K-Ville Behavior Response Steps***

- Step 1: Give a one-to-all REMINDER of the rule that needs to be followed.
This can be a simple redirection or request when the behavior is inappropriate. "Remember, one of our class rules says, We play safe. This means we keep our shoes on and keep our hands to ourselves."
- Step 2: Have a one-to-one CONVERSATION.
This is an opportunity to be clear and consistent. Encourage proper behavior, communicate that you know they can decide to behave differently, and let them know that if the behavior continues they will take a BREAK from class in the hallway. "Playing safe means you need to keep your hands to yourself. I love having you in class and love seeing you enjoy time with your friends. What are some other ways you can play safely with them? If you continue pushing, you will need to take a break in the hallway."
- Step 3: Follow through on the BREAK, the first time.
Lead them to the hallway and communicate that they will have the opportunity to come back to class afterward their 4-5 min break if they are willing to acknowledge their problem behavior and communicate a positive behavior. This is also the time to be clear on the consequences if the problem behavior continues. If possible, inform the Hallway Lead.
- Step 4: REMOVED from class.
Transfer the child to the Hallway Lead who will retrieve the parent and briefly communicate the class rule and problem behavior that is preventing their child from remaining in class. Be available to share more after class if asked.

- ***Clean-up***

- Wipe tables, tidy supplies, turn off projector, vacuum, empty trash & vacuum canister