

**GETTING READY
TO TEACH THREES
AND FOURS**

ARRIVAL

Please arrive 15 minutes prior to the start of Bible Fellowship. This is especially important at the 9:30 hour. Arriving early gives you the chance to set up the room so you can greet the parents and children as they drop off. If teachers are already in the room from the previous hour, it gives you a moment to get any needed information.

SET-UP

It is important to have the room set up for the children. The church resource room is available for the use of manipulatives and toys. If you know in advance what materials you need, you can fill out a resource room request form and Charlotte will have it ready for you.

TOYS

The toy room is next door to the resource room. Most of the manipulatives that are needed for the three and four year olds are available in the classroom.

However, if you need books, puzzles, play dough or craft items, you can find them in the resource room.

GREETING

Sometimes children have difficulty with the transition at drop off. Greeting the child and parent with a smile and a quick transfer can help ease the child into the classroom. One teacher should be stationed at the door welcoming the children, while the other engages the children in an activity.

SECURITY

ALL children must be checked in at the preschool desk in the middle of the preschool hall. They will have a name tag.

The numbers on the name tag must match the numbers of the parent when picking up. If a parent cannot find their security tag, Shelly or Karen can vouch for them

Teaching

Our preschoolers are little sponges just waiting to be filled. We use a curriculum that is age appropriate and teaches them about God. Use every opportunity to tell and teach about God. You can find a list of Bible verses and thoughts appropriate for their age on the church web site.

SNACK

All preschoolers are given a snack each hour. Please check the child's name tag for any information about allergies.

ATTENDANCE

Roll books are in the room. Please keep a record of members and guests attending each hour.

SUBSTITUTE

If you are going to be absent please let Karen know. There is a monthly volunteer list that you can use to find a sub to trade with or fill in for you. Please let Karen know if you find your own sub.

CLEAN UP

All toys should be put in their place before you leave the room. Anything used from the resource room should be returned. Wipe off tables and counters. Leave your trash in the large trash can in the clubhouse hall. Sweep the floor if there is a mess.

Thank you for serving in the preschool ministry. If you have any questions or concerns please contact Karen at kdepaula@fbcburleson.com or 817-295-2221

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