

LIVING SPRINGS
LUTHERAN CHURCH



Sunday School

All God's children are called to a deeper relationship
with Jesus Christ through life long learning.

TEACHER
HANDBOOK
2010-2011

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Introduction

August 2010

Dear Teachers,

This handbook is intended to share policies and procedures that allow for Living Springs Lutheran Church Sunday School to operate a quality Christian educational program for our children.

Your steadfast commitment to teach our children the Christian faith, so that they willingly serve God and their community, is much appreciated. Thank you for your time and teaching gifts that so richly enhance our children's spiritual growth.

We are committed to supporting you. Together in Christ, may we be led to guide our children to show God's love in every thought, word, and deed.

Sincerely,
The LSLC Sunday School Team

SUNDAY SCHOOL TEACHERS 2010-2011

CLASS	TEACHER
Beginner's Bible Kids Ages 2 & 3 Forest Friends Room	Alysia and Mark Austin, Jennifer Tanner (substitute)
SPARK! Activate Faith PreK-K Busy Bugs Room	Tina Edwards, Shannon Johnson (substitute)
SPARK! Activate Faith Gr 1 & 2 Farm Friends Room	Pat Dickerson, Renee Branham, Cathy Lowman (substitute)
SPARK! Activate Faith Gr 3 & 4 Rainforest Room	Kari Arnold (Fall 2010), Kellee Flores (Spring 2011), Sarah Sweitzer & Joe Canterbury (Spring 2011)
SPARK! Activate Faith Gr 5 & 6 Teacher's Lounge	Brantley Davidson and Diane Rager
Here We Stand Confirmation Gr 7 & 8--Katie Room	Jan Berger, Mike Davidson, Bob & Laura Turnmire
High School Youth Luther Room	Adam Woodruff, Robert Grohman
Adult Education— Adult Large Group Study Ducate Fellowship Hall	Bob Gill, Alicia Koon-Seminarian, Mike Davidson, Todd Gunvalson, Mark Stuart, Dan Camp, Ron Ramsey Jennifer Wiggins, Pete Amoth, Pastor Chris, Nickie Riley
Adult Education— Marriage L.I.G.H.T Multi-Purpose Room	Amy Sensabaugh--Organizer

Substitute Teacher Name	Class	Phone #
Amy Sensabaugh	Ages 2 & 3 and PreK & K	691-5993
Peg Fox	Grade 3 thru Grade 6	691-4461

Herb Brantley	Adult Large Group Study	736-1319
Lexanne Graves	Age 2-Adult Classes	708-2662

Requirements – Roles - Responsibilities

Teacher/Staff requirements include:

- Be at least 18 years old.
- Complete an authorization for a criminal background check.
- Attend the Teacher Orientation Program and review teacher handbook annually.
- Attend the Child and Youth Protection training and review policies and procedures or watch the “Child Protection Training” DVD.
- Review and support the Teacher Code of Ethics.

Superintendent or Dir. Of Faith Formation responsibilities include: (as of August 2010 we don't have a superintendent)

- Support teachers.
- Recruit teachers.
- Schedule teachers and classes.
- Provide training on policy and procedures.
- Order educational materials.
- Supervise operational procedures.
- Inventory supplies.
- Unlock/Lock Lower Level Classrooms.
- Report to the Christian Education Ministry.

Teacher responsibilities include:

- Arrive at 9:15 as scheduled.
- Arrange for a qualified Sunday School teacher to be your substitute if there is a scheduling conflict.
- Provide leadership, lesson curriculum and supervision in the classroom in accordance with the LSLC Sunday School Teacher/Staff Handbook.
- Maintain a file on child registration and class activity.
- Communicate curriculum, facility, and supply needs to Sunday School Superintendent or Dir. Of Faith Formation.
- Take attendance weekly.
- Collect offerings.
- Support special events.
- Clean up and return classroom to original order.

Arrival

- Teachers should be in the classrooms preparing for instruction at 9:15 AM.
- Nursery will be open at 9:30 AM in the Mother Goose Rm on the lower level of the administration building.
- Ages 2 through Grade 6, will gather in the lower level hallway with the song leader for opening songs and prayer.
- Superintendent or Dir. Of Faith Formation will direct students to their age appropriate classrooms at 9:30 AM.

Dismissal

- Students grade 2 and younger will be released to parents, guardians or older siblings as indicated on the child's registration form.
- Students grade 3+ should be dismissed at 10:30 AM.

Facilities

- Classrooms for ages 2 through grade 6 are located on the lower level of the Administration building.
 - This space is utilized by the pre-school during the week, therefore, please leave classroom in the original configuration and be certain all areas are kept clean:
 1. Protect tables when crafting or eating by using the vinyl tablecloths stored in the SS classroom supply cabinet.
 2. Wash tables with soapy water (spray bottles are located in each room.)
 3. Sweep floors when necessary (broom and dustpan are located in the bathroom.)
 4. Please remove trash, dirty diapers and any leftover food. Additional trash can liners can be found in the janitor's closet. The key for the Janitor's closet is on the right hand side of the door frame.
 5. Place toys mouthed by Age 2 & 3 year olds in the "dirty toys" bin by the sink (located behind double doors, adjacent to elevator).
 6. Please do NOT use any kind of tape or thumbtacks on the walls.
 - The cabinets labeled Sunday School and one bulletin board in the room are for Sunday School only.
- Classrooms for Confirmation Youth and High School Youth are located on the main level of the Administration building.

If there are any facility concerns, please speak to the Superintendent or Dir. Of Faith Formation as soon as possible.

Supplies

- Basic supplies are kept in the Sunday school cabinets in the classrooms.

These include:

Pencils

Tape

Construction

Markers

Glue

Paper

Crayons

Scissors

Notebook Paper

- Additional crafts and supplies are kept in the supply closet located in the Multi-Purpose room in the fellowship hall.
- Additional resource materials such as media aids, games, etc. are available in the library.
- Bibles are available in the cabinets. Encourage children to bring their own bibles.
- Any materials not on hand and purchased by teachers may be reimbursed by submitting receipts and completed expense voucher. (Pre-approval from the Pastor is required.)
- A copy of the handbook and an administration file containing student roster and attendance, accident report form, brochure with child registration form, payment voucher, Heifer Project letter and collection offerings record are located in the classroom supply cabinet.

If there are any questions regarding supplies or forms, please contact the Superintendent or Dir. Of Faith Formation.

SUNDAY SCHOOL OFFERING AND ATTENDANCE PROCEDURE

PURPOSE: To provide a standard, systematic approach for determining total Sunday School attendance, and counting of all Sunday School offerings.

RESOURCES:

1. Sunday School Collection Pouch
2. Sunday School Class Offering and Attendance Slip

PROCEDURE:

Sunday School Teachers (All classes, including Adult)

- Count all students, visitors, and teachers and write total attendance on the Sunday School Class Offering and Attendance Slip. Copies of the Slip can be found in your white administration book in your SS classroom cabinet.
- Count all offering and record total on the Slip. Please record \$0 if no offerings were collected.
- Place Slip and offerings in the Sunday School Collection Pouch. The Pouch should be in your cabinet.
- Deliver the Pouch after class to the Sunday School Superintendent's Inbox.

Sunday School Superintendent

- Record total headcount and offerings from each class on Master Sunday School Attendance log.
- Secure Pouches from each class in the safe.

Counters

- Combine all Sunday School offerings into one total to be recorded on Tally Sheet.
- Combine all Sunday School attendance into one total attendance to be recorded on Tally Sheet and Blue Attendance Sheets.
- After balancing and recording all offering and attendance information on the Tally Sheet and Blue Attendance Sheet, dispose of the individual Sunday School Class Offering and Attendance Slips.
- Return all Sunday School Collection Pouches to the Sunday School Superintendent Inbox.

Sunday School Superintendent

- Return empty Sunday School Collection Pouches to Sunday School classrooms.

Classroom Operational Procedures

Before the students arrive:

- Put on your name tag.
- Organize the room for the curriculum you have prepared.
- Put the Heifer can out.
- Notify the Superintendent or Dir. Of Faith Formation of any facility or supply requests you may have.

When the students arrive:

- Meet and greet students and parents.
- Ask parent's to complete a child registration form on their initial visit.
- Understand any special needs a student may have.
- Keep attendance. Add new students as they register.

During class time:

- Provide a structured and safe environment with supervision and leadership, through prayer, love, and patience, for all students.
- Snacks/Drinks – optional (be aware of any food allergies)
- Collect offerings and put in zippy bag provided.

Dismissal of students:

- Distribute materials for students to take home.
- Help students collect all personal belongings.
- Release children in accordance with age appropriate policy.
- File completed registration forms in classroom cabinet.
- Clean up and return room to original configuration.
- Turn off lights and close door.
Notify administration of any concerns.

Operating Concerns Policy

Our aim is to bring all concerns about operating Sunday School to a satisfactory conclusion for all of the parties involved. To achieve this, we utilize the following complaints procedure:

- Step 1 Any parent who is uneasy about any aspect of the classroom provision should talk to the classroom teacher in charge at the time. Teachers may notify the superintendent or Dir. Of Faith Formation of this discussion.
- Step 2 Most complaints should be able to be resolved informally at Step 1. However, if this does not have a satisfactory outcome, or if the problem recurs, the parent may move to putting the concerns or complaint in writing to the superintendent and pastoral leaders.
- Step 3 If at Step 2 an agreement cannot be reached, the parent may request a meeting with the superintendent and pastoral leaders. An agreed written record of the discussion is made. All of the parties present at the meeting will sign the record and receive a copy of it. This signed record signifies the procedure has concluded.

Emergency Preparedness Plan

Teachers have roles and responsibilities in case of fires, injury, or other disasters. Be prepared at all times and aware of the following:

1. The evacuation route is posted near the emergency exit door.
2. Exit doors must remain unlocked and free of clutter.
3. Fire extinguishers and alarm boxes are located on each level of the building.
4. A first aid kit is located in the church workroom on the main level.

In the event of a fire or when a building alarm sounds follow these evacuation procedures:

1. Collect the children and take a head count. Account for all children. Gather the attendance sheet and evacuate the children through the emergency exit door in an orderly and calm fashion.
2. Walk the children to the appropriate outdoor assembly area as follows:
 - Plan A: Localized emergency - impacts only the classrooms or the administration building. The designated outdoor assembly area for the lower level is along the back fence in the lower level play area; for the main level it is on the front lawn around the circular flowerbed.
 - Plan B: Major emergency - impacts the entire church facility. The designated outdoor assembly area is the fenced parking lot near the intersection of Hard Scrabble and Clemson Roads.
3. Assemble the children in a line. Take attendance and count the children often. The group should remain there awaiting further instructions.
4. If the situation is life threatening call 9-1-1. Assist in relocating children to safe areas and re-uniting children with parents.

In the event of a tornado or severe weather follow these emergency procedures:

1. Gather attendance sheet and all children.
2. Lead children to the nearest interior room.
3. Take a head count. Account for all children.
4. Take cover in the center of the room away from the door and:
 - Instruct older children to sit on the floor and put their heads down in their laps.
 - Place small children in your lap or closely next to you.
 - Cover children with blankets until the threat passes.
5. Once the threat is over return to classrooms and count children twice to assure all children are accounted for.

In the event of an injury or illness follow these emergency procedures:

1. Sunday School Teachers are not required to hold a valid First Aid/CPR cards; however, those teachers that do have valid First Aid/CPR may apply first aid skills.
2. If an injury occurs:
 - Determine if the injury is a medical emergency (i.e. severe bleeding, possible neck or spine injury, compound fracture, difficulty breathing, poison ingestion, etc.)
 - For medical emergencies: call 9-1-1.
 - Do not administer medication.
 - Do not move the patient.
 - Alert the nearest adult to contact the parent/guardian; they will make the decision regarding how to handle the injury (i.e. administer first aid, request transport to a hospital or doctor, etc.)

- Notify Superintendent or Dir. Of Faith Formation as soon as possible.
- Complete an accident report form on that day. Be specific and provide details. Give a copy to the parent/guardian and staple the original to the child's registration form in classroom supply cabinet.

Emergency Preparedness Plan (cont.)

3. Alert parent/guardian, Superintendent and/or Dir. Of Faith Formation immediately if any of the following is present:
 - Fever
 - Vomiting
 - Diarrhea
 - Rash
 - Medical Emergency
 - Injury Requiring Medical Attention

Notes: