



CALVARY *Kids* MINISTRY

QUICK START

LEAD TEACHER

- Sets the Outline and Structure for the morning
- Manages and Directs helpers into their respective roles for the morning
- Meets Parents and Checks in Children Leads and Directs Activities (Lead teacher should try to remain in the room)
- Signs out Children - parents must show the child's ticket number
- Manages the Clean up after class

THE HELPER

- Helper Be Assertive and Observe ways you can assist the lead teacher
- Greet and Help children socialize and participate in activities
- One on One or small group connections - Reinforce Teaching
- Bathroom Trip Assistance
- Assist with Clean-up at the end of class

THE BASICS

- The Basics Arrive on Time. CM leader prayer is at 9:45 in the 4th/5th class. Be in class by 10:10. Take note of the Adult to Child ratios specific to your classroom (posted by door)
- Volunteers must be in eyesight of another volunteer - in all spaces, at all times. Always Two Adults to Supervise Bathroom Trips.
- No Rough Housing with children, no children on laps or carried 4 years & up. Please review the sign in sheet for Special Needs or Allergies
- Keep an Accurate Head Count of children. If you are Leaving the Classroom to go outside or to another part of the building, make sure to notify the Hall Coordinator

