

Sunday school teacher training 102

Classroom set up and clean up

- Please feel free to use the classroom the way you need to. If you need to move tables and chairs and toys, please do so.
- We do have big tables stored in a few classrooms behind the doors. There are also a couple of tables in the resource room. There is a stack of folding chairs in the resource room.
- When you are cleaning up after class, please make sure to wipe the tables and put away the big tables and chairs. The little chairs need to be stacked and placed on top of the little tables for the convenience of the custodians.
- You do not need to sweep the floor or empty the trash – we have custodians to take care of that. Please also make sure that all of your supplies are put away in the assigned cupboards. Crafts and take home pages that get left behind can be stored in the assigned cupboards or in the resource room.

Supplies

- Please help yourself to anything in the supply closet. If you do not find what you are looking for you may purchase it and be reimbursed or you can ask me to purchase it. Use the pink forms on the notice board in the resource room to submit a claim.

Attendance

- You will find the attendance sheet for your class in your mailbox on Sunday morning. If you have any new students or visitors, please make a note including *both first and last name*. Please take attendance as early as possible. There is a little white clip on the outside wall of your classroom close to the classroom sign for your attendance sheet. I will pick it up in time to give the attendance numbers to the ushers.