

Preschool Classes:

Age groups:

Juniors – 2 and 3 year olds

KPP – Kindy and Pre Primary (by school year)

Classes offered at services:

5pm: Preschool (2 years – Pre-primary) Room 3

9am: Juniors (2-3 years)

10:45am: Preschool (2-pre primary) Room 2

Other classes:

Bubs – infants to 2 years old (room 1 downstairs)

Lower Primary – Year 1 to Year 3 (Activity Room 1 upstairs)

Upper Primary – Year 4 to Year 6 (Activity Room 2 upstairs)

Everyone should know which classes there are and where they are so they can inform new parents that wander into the wrong area or if you are asked by anyone in the building before/after the services.

Admin

Subi Church App

Please download the Subi Church app for quick and easy access to all your volunteer-related information. <https://subichurch.churchcenter.com/setup>

The Subi Kids Volunteer Dashboard

We have one location on the Subi Church website that has all the information Subi Kids Volunteers need. At the dashboard you can find PDFs of the monthly roster, the contact list of other Subi Kids volunteers, and more information on the lesson plans.

You can find the Volunteer Dashboard at <https://subichurch.com/subi-kids-volunteers/>

The password is: Sub1k1ds

For any lesson, curriculum, or supplies queries, please contact **Melanie Tan** at melanie.tan@subiacochurch.com or **0434 188 829**.

For any rostering questions/issues please contact **Abby Johnston** who handles all rostering at abby.johnston@subiacochurch.com or **0498020007**.

For any classroom supplies or printing queries, please contact **Vash Cunnoosaumi** at vash.cunnoosaumi@subiacochurch.com.

Serving Expectations

Everyone:

- Wear your shirts / bibs that identify you as officially serving in SubiKids. This gives you authority to take other people's children and provides a comfort to parents. You can find this at the Subi Kids reception.
- Wear your name-tags. Parents (and older children) should be able to see who they are dealing with as sometimes there isn't time for proper introductions or they may have forgotten and we don't want them to feel awkward. This will also be at reception, under your last name.
- Prepare please. It is imperative that you prepare for the session you've been assigned. See preparation activities per role below.
- Communicate with each other and know your role. Use the contact list online. Again, see below for role specifics
- Be friendly and ensure all parents and children feel welcome and are comfortable

Assistants:

- Always arrive 15 minutes before the start of service (if you're the first one, start placing chairs at the tables and just be ready to greet arriving families)
- Each time you arrive, ask the leader what you can do to help them.
- Greet the kids and parent when they come in and encourage the kids to play with play dough or color before the lesson starts
- Always engage with the kids, never stand around doing nothing or be on your phone etc. If someone else is leading a story or activity, sit with the kids and model the correct behavior or do as requested by the leader for each segment.
- During activities, assist any children that look like they don't know what to do, don't know what is happening or are struggling to complete the given task (cutting, pasting matching, etc).
- Give positive feedback as much as you can (ex: great answer!, loving that drawing Joey, I love how you're helping Susie with that, etc)
- During story time, if you see a child being disruptive or not paying attention, go and sit by them. If that doesn't work whisper to them about listening to the teacher...maybe refer to class rules which are listed at the end of this document, in policies and procedures document, and posted in each classroom. Also see policies and procedures behavioural management section for what to do when you encounter more severe disruptions.
- After the lesson, ask the lead teacher if you did what she/he wanted and what else you could do to help
- Have fun and don't get too distracted by the utter adorableness of those little ones!!

Lead Teachers:

- Always arrive 15 minutes before the start of service to ensure all is prepared and ready for class to start.
- Each time you arrive, remind each assistant what you need help with and what you expect them to do for that day.
- If not actively leading during activities, assist any children that look like they don't know what to do, don't know what is happening or are struggling to complete the given task (not knowing what to draw, unable to put together the craft, etc).
- Give positive feedback as much as you can (ex: great answer!, loving that drawing Joey, I love how you're helping Susie with that Kristy, etc)
- After the lesson, thank your assistants and give them any feedback on great things they did or things you'd like to see go differently for future classes. Do not be afraid to kindly instruct the Youth assistants as they are most likely too afraid to tell you they don't know what to do.

- Any communication you have for the SubiKids Director, write down and give to the Subi kids coordinator in the preschool office. (ex: need more markers, glue sticks are all going dry, etc)

Receiving Children and Pick-up Time

Receiving Children

- Ensure each child has:
 - A sticker name-tag
 - The tag has a hand written pager number on it
- If they do not have a sticker name-tag please kindly ask them to go back to reception and ask the welcome coordinator for help.
- If they do not have a hand written pager number on their name-tags, please give them a pager and write down the number on the child's name-tag yourself

Pick-up Time

- Each parent is given a security tag at check in that lists the random 4 alphanumeric code on their child's name-tag.
- DO NOT RELEASE a child if the parent/grandparent/caregiver/friend doesn't have the PARENT SECURITY TAG WITH THEM. Kindly ask them to get it from whoever checked their child in at the beginning of service. Remind them that this is a safety precaution for the safety and well-being of all children in SubiKids

Recommended Preparation by Role

Leader

- Read Lesson Summary fully and plan what you will and won't be doing.
- Have at least one thing in your back pocket if something doesn't work right or you have extra time (such as simon says, duck duck goose, etc)
- Understand what the kids learned last week so you can properly review it (watching last week's video is the easiest way to know what was taught the previous week).
- Contact your assistants if necessary (<https://subichurch.com/subi-kids-volunteers/> password: Sub1k1ds)

Assistants

- Know what story is being taught
- Read the activities so you can be prepared to assist with them. Ideally, so you can prepare for the next segment/activity while the Leader is wrapping up the previous section, if possible.
- If necessary, you can contact the lead teacher (<https://subichurch.com/subi-kids-volunteers/> password: Sub1k1ds)
- If you'd like to run a game, activity or craft, let your leader know in advance and coordinate.

Curriculum – Wonder ink

Access to curriculum plans, lesson summaries and videos can be found on the volunteer dashboard. <https://subichurch.com/subi-kids-volunteers/>

Resources available:

Lesson Summary – The curriculum we use has lots of content that has been summarised and optimized for our classroom and the Australian context, this is put together in the lesson summary. Two copies are provided in the box folder in the classroom each week.

Bible Story Video – Same video for JRS and KPP. It will always be available in the weekly folder on the classroom TV.

Word of wonder – Each Unit has a key passage that we usually get the kids to memorize as a group. This verse(s) will be printed and hung for use during the lesson. The key passage printout will remain in the classroom for the duration of the Unit. It can be shortened if too difficult. We learn the key passage for two weeks of a month, and the Scripture at Subi for the other two weeks.

Wonder Truth – Each lesson has a main point called the Wonder Truth that is the focus for that week's lesson.

Colouring page – depending on the week, there may be some printables that I will print out to be utilized for one of the activities. Small pictures of them will be embedded in the Lesson Summary if they are going to be used. Some examples are matching games or pictures of items that relate to the lesson.

Craft- Craft instructions and an example will be provided in the Lesson summary. The end of the lesson consists of either a craft or a colouring page

Other things to keep in mind:

1) Based on class sizes over the last few months, I've been providing supplies for 45 kids total and splitting the materials 50/50 between the two classes. As mentioned above, the classes sometimes combine in one class or another and this may deplete that class' materials. In this case, please go next door and get additional supplies from the other class (which should not have been depleted as there were no kids or less kids in that class prior to your service).

If there still aren't enough supplies, please let the coordinator at the desk know and they will be able to print or find more supplies.

Class Rules – will be posted in each classroom

- Be respectful to everyone
- Don't talk while others are talking
- If you want to talk, raise your hand
- Keep your hands and feet to yourself
- Personal items go on the table during class
- Treat others the way you want to be treated