

## Lower Primary and Upper Primary classes

### Age groups:

*By date of birth, not WA school year.*

Lower Primary – Year 1 to Year 3 (Activity room 1)

Upper Primary – Year 4 to Year 6 (Activity room 2)

### Classes offered at services:

5pm: Lower primary and upper primary

9am: Lower primary and upper primary

10:45am: Primary (activity room 1)

Other classes:

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

Juniors – 2 and 3 year olds (room 2 downstairs)

KPP – Kindy and Pre Primary / 4 and 5 year olds (room 3 downstairs)

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](mailto: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](mailto:abby.johnston@subiacochurch.com) or **0498020007**.

For any classroom supplies or printing queries, please contact **Vash Cunnoosaumi** at [vash.cunnoosaumi@subiacochurch.com](mailto: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. Your name tags can be hung in the room you normally serve in, or at reception.
- 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 by the start of service. You'll have 15 minutes before the children are dismissed to Kids' Church (if you're the first one, start placing chairs at the tables and checking supplies/re-read summary of activities)
- Go to class upon arrival and ask the leader what you can do to help them.
- Greet the kids when they come in and encourage the kids to come in and sit
- 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 (finding something in the Bible, coming up with a list, not knowing what to draw, 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)
- 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 behavioral 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

### Lead Teachers:

- Always arrive by the start of service. You'll have 15 minutes before the children are dismissed to Kids' Church..
- 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, 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 SubiKids 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
- If they do not have a sticker name-tag please take them to the lobby or preschool office desk to check in on our computers.
- If someone is new and their parent is there, please walk them down to the preschool office desk to register for SubiKids and check-in on our computers
- If someone is new and they do NOT have a parent with them, please kindly let the parent know that they should go to the preschool office to register for SubiKids. Of course they can do it next time, but to save time on their next visit, they can go to the office and do it now when there is no line/no one else using the computers.

### Pick-up Time

- Each parent is given a security tag at check in that lists the random 3-digit security number on their child's name-tag.
- Lower Primary: 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
- Upper Primary: try to wait until the parents come and collect them. If the kid says their parent won't come up, you can let them leave. They are old enough to be released on their own. I encourage you to get them to stay if you can so that you can meet their parents at pick up time, building that relationship and being available for questions.

## **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 (a simple game or hangman, 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 they learned in previous weeks).
- Contact your assistants if necessary via the Subi Kids Volunteer Dashboard (<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.
- Contact your leader if necessary (<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 LP and UP. 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.

Activity Printables – depending on the week, there may be some printables that will be printed out to be utilized for one of the activities. An example would be images used for matching games or races etc.

### 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