

# Precious Preschool Sunday School

## Preschool Sunday School Starter Kit



Tools for Starting a New  
Preschool Sunday School in Your Church

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Dclips.com  
Preschool Sunday School Central  
Teacher Web

# Planning Stages

The decision to start a children's Sunday school program at your church has probably been something envisioned for quite a while. The process can seem overwhelming at first, but you know in your heart-of-hearts the rewards you and the children reap will be monumental. That is why planning is so important. Just keep in mind that no matter how much material you have on-hand, and how much planning you undertake, even with the best of volunteers, there will always be room for tweaking and changing a Sunday school program as it grows and starts to take off.

Here are some of the pertinent things to consider while in the planning stages. Give them a look and write notes where provided. This is a consumable workbook, and is here for your use, whether you are working on it alone, or have a team to bounce around ideas with.

## What are the goals for your Sunday school program?

- What is the vision?

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- What purposes will be fulfilled?

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## What kind of support team do you need?

- Church leaders

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- Teams of teachers

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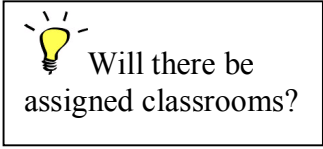
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Will teachers  
team-teach or be  
every week teachers?

## How will you organize the Sunday school schedule?

- How many classes? \_\_\_\_\_  
\_\_\_\_\_
- Where will classes meet? \_\_\_\_\_  

A lightbulb icon with three lines radiating from the top, indicating it is lit. To its right, the text "Will there be assigned classrooms?" is written in a simple font, all contained within a thin black rectangular border.

\_\_\_\_\_
- When will classes meet? \_\_\_\_\_  
\_\_\_\_\_
- What names will classes have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## What materials will you need to equip teachers with?

- Curriculum
- Resources
- Appreciation and encouragement
- Forms
- Teaching Aids

These topics will be discussed in further detail as they pertain to each age group addressed in this eBook. As you can see, planning is very important to having a successful Sunday school program.

# Ministering to Children Ages 2 to 5

## Sunday School for Ages Newborn to 2 Years Old

### Newborns

Newborns require a special environment equipped with specific supplies to suit this age group's needs. In a sense, caring for infants require more dedication and consistent volunteers than any other phase of a Sunday school program. Here are some great tips and advice for making your Sunday school nursery a total success.

### Supplies in the Nursery

The essential supplies include:

Cribs	Changing Station	Flooring	Toys	Miscellaneous Supplies
Cribs can be used or donated, but must meet the current safety standards as outlined by the <a href="#">Consumer Product Safety Commission</a>	A changing station can be a counter specifically built for this purpose or the kind that are bolted to a wall.	Flooring should cover the entire area where babies will be kept. Crawlers need a safe clean surface to get around on. To this end, high-quality floor mats may be the right solution, as they are easy to clean, and are cushioned to help deter accidents.	Donated toys are a great idea, as long as they are not on the recalled list. Get updates to this list from the <a href="#">Consumer Product Safety Commission</a> .	Baby wipes Diapers Sanitizer wipes Pagers for parents Bibs Smocks for volunteers Lanyards Name tags Diaper bag shelves Toy shelves Blankets

### How to Keep a Germ Free Nursery

- ✓ Clean nursery equipment and toys each week with a safe bleach cleaner or sanitizer.
- ✓ Have volunteers alternate taking sheets and blankets home each week to wash in hot water.
- ✓ Have volunteers wash hands as they arrive to watch the kids in the nursery.
- ✓ Encourage parents to keep sick children home, or at least out of the nursery until they are well again.

### How Does a Baby Learn

Babies can learn about the Bible even at this wee stage in their lives. The main form of learning comes through repetition and patience. This is why having volunteers who know how to take care of babies is important. You also want to try and have regular volunteers for the nursery, as babies feel more comfortable connecting with a person they know very well. If you have various volunteers in and out all the time, babies will never have the chance to get to feel a level of comfort that breeds a learning environment.



## What Can a Baby Learn

This chart shows what children ages newborn to 2 years old are capable of learning. Use this as a guide to help you determine which Bible activities you want to begin using with this age group.



### Key to Chart:

O - Fits the age level

O\* - Use with adult supervision

X – Some children are capable of this

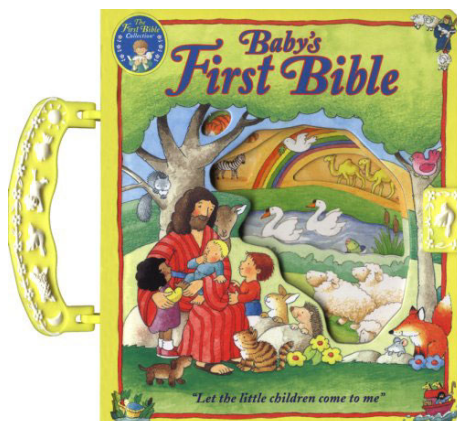
X\* - Some children are capable of this with adult supervision

Medium	Babies	1 & 2 Year Olds
<u>Toys</u>		
Randomly grasp toys	O	O
Put toys in mouth	O	O
Choose specific toy	X	O
Use toy for specific purpose	X	O
Imitate use of toy	X	O
Share toys		X
Act out events with toys		O
<u>Play Dough</u>		
Squeeze/pinch play dough	NA	O*
Push objects into play dough		O*
Press cookie cutters into dough		O*
Make free forms		X*
Imitate free form shape		X*
Share play dough		O*
<u>Building Blocks</u>		
Grasp one block at a time	O	O
Grasp a block in each hand	O	O
Lay blocks in a line	X	O
Stack blocks in a tower	X	O
Make a block road	NA	X
Build structures with blocks	NA	NA
<u>Home Life</u>		
Hold & pat baby doll	X	O
Dress/feed baby doll	NA	O
Pretend to talk on phone	NA	O
Pretend to cook	NA	O
Use play food	NA	X
Apply Bible to life	NA	X
<u>Art</u>		
Scribble coloring	NA	O*
Tape down coloring paper		O*
Use stickers		O*
Decorate with stickers		X*

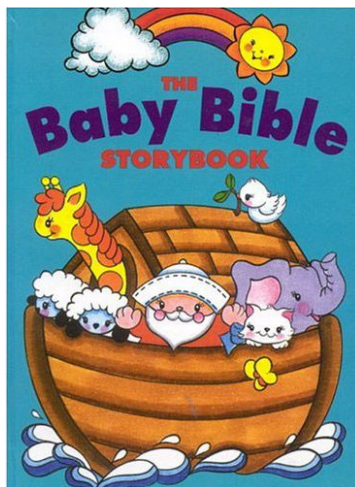
## Baby Bible Lessons

Start with exciting and colorful books that hold a baby's attention. Primary colors, especially red, grab the attention of babies, and they tend to follow these colors more than others. Stock your nursery with cloth, board, and plastic Bible books. Here are a few suggestions to use:

ISBN: 1575840332  
Publisher: Reader's Digest



ISBN: 0781400767  
Publisher: David C. Cook



*Other Books We Want to Use:*

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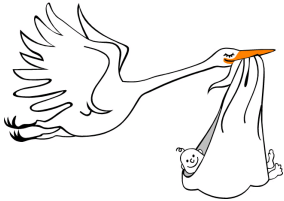
## Bible Curriculum for Babies

Early Bird Baby Bible Curriculum (Winner's Edge: \$24.95)  
Baby Beginnings Curriculum (Gospel Light: \$129.99)  
Brightly Beaming Baby (Brightly Beaming Resources: \$Free)

## Nursery Information Card

Nothing is more important to new parents than knowing their baby is in safe hands when left in a church nursery. Provide some assurance by requiring the family of each new member to the nursery to fill out an Information Card to keep on file. It doesn't matter if the family is visiting just once. Think of this as a nice way to have their information to keep in touch. Who knows...they may be back after knowing what great care goes into caring for babies at your church!

Copy this form to have on hand and keep in a safe place:



## Nursery Information Card

Child's Name \_\_\_\_\_ Gender \_\_\_\_ M \_\_\_\_ F

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone \_\_\_\_\_ Birth Date \_\_\_\_\_

Parents/Guardians Name(s) \_\_\_\_\_

Relationship to Child \_\_\_\_\_ Child lives with \_\_\_\_\_

Names and ages of other people living in the home, including siblings:

Name _____	Age _____
Name _____	Age _____
Name _____	Age _____
Name _____	Age _____

Daily Routine \_\_\_\_\_  
at home w/parent at childcare provider at daycare

My child is \_\_\_\_ Breastfed \_\_\_\_ Drinks from bottle \_\_\_\_ Drinks from cup  
Usual feeding position \_\_\_\_ Held in arms \_\_\_\_ Rocked \_\_\_\_ Other  
If other, please specify: \_\_\_\_\_

My child should be fed at \_\_\_\_\_ (time) Food allergies \_\_\_\_\_

Usual sleeping time \_\_\_\_\_ Method for sleeping \_\_\_\_\_

Special instructions \_\_\_\_\_

To whom may child be released to \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## Steps to Developing a Nursery Policy Manual

Every good church nursery has policies in place. These policies are written to help volunteers do their job in an excellent manner, as well as provide meaningful information to parents as to how you will handle specific situations. The main purpose for having nursery policies is to provide a safe and nurturing environment for children, and help become the foundation for teaching small children about faith.

Developing a policy manual is as simple as answering a few questions. Use these questions as the basis for your manual.

**Who gets a copy of the manual?** The manual should be distributed to parents bringing children to the nursery. It does not matter if they are one-time guests or regulars who have been with you for years. Having a manual shows parents that you have taken the steps to ensure a safe and happy environment for children, which makes them feel at ease with your services.

**How do we enforce policies?** Enforcing the policies comes from the volunteers working in the nursery all the way up to paid church staff. Volunteers are in the trenches and know what works and what doesn't when it comes to taking care of a group of infants and toddlers, so they should definitely be a primary source for help when writing the manual. Also consider church members with the following skills to help write the manual:

- A lawyer
- A schoolteacher
- A nurse or doctor
- Several parents
- Daycare facility workers



Anyone with a hand in writing the manual should have the authority to make sure the policies are enforced. The more people on board with the policy guidelines, the better chances the manual will be meaningful to parents.

**Won't a manual make volunteers feel like they aren't trusted?** There are people of all walks of life in the life of a church. Potentially someone may feel betrayed by a policy manual. It has to be emphasized that this manual is to be used across the board. Explaining that it is written with the children's best interest at heart should ease some of the feelings of betrayal. Also state the fact that many churches are doing this because of the state of affairs our world is in today with child predators lurking even in churches, and it is becoming commonplace to have a written manual in effect. If someone has nothing to worry about, they should understand and come to accept the policy manual for what it is...peace of mind for parents.

**What should the manual include?** Consider including answers to some or all of these questions in your manual.

### **Facilities:**

Who may use the rooms?

How will the room use be scheduled?

Will you require users to leave the rooms as they found them?

Who will clean the rooms?

What regular cleaning procedures will be followed?

Will rooms be locked? Who will hold the keys?

**Equipment:**

Who will purchase equipment?  
Will you accept donated equipment? Who will inspect it?  
Who will clean and sanitize equipment?  
What regular cleaning procedures will be followed?  
Where will supplies be stored?  
What supplies should be in the nursery at all times?

**Legal Issues:**

How will you handle cases of suspected child abuse?  
How will you handle accusations of worker misconduct?  
How will you handle natural disasters and weather-related emergencies?  
How will you handle accidents?  
How will you treat children or workers with infectious diseases such as AIDS or HIV?

**Workers:**

What qualifications must a nursery worker have?  
Will parents work in your nursery?  
Will teens work in your nursery?  
Will you have paid nursery workers?  
How many children will you allow per worker?  
How often and how long will workers serve in the nursery?  
Who will be responsible for finding substitute workers if needed?  
What training opportunities will you provide for your workers?  
Will workers be required to attend training sessions?  
Under what circumstances can a worker be dismissed?

**Parents:**

What supplies do you expect parents to bring for their children?  
May parents stay with their children in the nursery?  
May parents come and check on the children in the nursery?  
How will parents be located if they are needed?  
How will parents check their children in and out of the nursery?  
How will parents communicate children's special needs, if any?  
Who will communicate with parents about nursery news, needs, or special events?

**Children:**

What ages of children are included in your nursery program?  
What ages are grouped together in each room?  
Who will decide when a child will be moved to another room?  
Under what circumstances will a sick child be denied admission to the nursery?  
Will snacks be served?  
Will children participate in potentially messy activities?

## Toddlers

### Supplies in the Toddler Classroom

	Art Supplies	Toys	Centers
<b>1-Year-Old Classroom</b>	Large crayons Self-adhesive stickers Large sheets of paper Smocks Play dough	Plastic Bible-theme toys Board books Wooden puzzles Wooden/plastic blocks	Home Life (dolls) Story-Time Circle (mat) Snack Center (watch for allergies) Art Center (tables)
<b>2-Year-Old Classroom</b>	Standard crayons Self-adhesive stickers Sheets of paper Smocks Play dough Thick markers Paintbrushes Watercolors Easel	Board and paper books Bible-theme toys Wooden puzzles Blocks	Home Life (kitchen) Story-Time Circle (mat) Snack Center (watch for allergies) Art Center (tables)

*Use Non-Toxic Items!*

### Suggested Schedule for Toddlers

Welcome Activity (coloring, puzzles, etc.)	10-15 minutes
Singing Bible Songs	10-15 minutes
Bible Story Time	10-15 minutes
Bible Story Activity (usually provided in curriculum)	15-20 minutes
Bible Verse Memorization	10-15 minutes
Closing Prayer	5-10 minutes

TOTAL CLASS TIME: 55-60 minutes (with adjustments)

### Can We Group 1s and 2s Together in the Same Class?

Some small churches may not have the need for separate classes for 1s and 2s. It is fine to group these ages together. They all enjoy the same high-energy type of teaching. There are, however, a few points to keep in mind when combining 1s and 2s. Consider the following.

- ❖ 1-year-olds tend to cling to the word “Mine” when 2-year-olds are growing out of that phase. Be prepared to deal with this issue.
- ❖ 2-year-olds are becoming more independent while 1-year-olds still need one-on-one attention for many things. Having a teacher helper is much appreciated in this situation.
- ❖ Make small groups with a teacher helper who can care for one age group while the teacher works with the other age group, and then switch roles halfway through the teaching session.
- ❖ Incorporate lots of movement when working with both age groups. Music and motion activities are always good to have on hand.

## **Toddler Bible Curriculum Resources**

[Abeka](#) – Joyful Life Toddler Sunday School

[David C. Cook](#) – Offers multiple curriculum styles for toddlers

Free lessons can be found on the Internet by typing in the specific lesson you are looking for, such as “toddler Sunday school lessons,” or “Jonah Bible lesson for toddlers,” etc. Searches will yield plenty of results if you want to build your own curriculum for this age group.

### **Bulletin Boards**

Sunday school just doesn’t seem like Sunday school without bright and cheerful bulletin boards. Toddlers and preschoolers love bulletin boards, especially when they are interactive and lively. Here are some ideas to make your Sunday school bulletin board be just that!

Whether you have a Sunday School bulletin board that is devoted specifically to preschoolers, or simply have a section of the bulletin board geared toward this age group, it can be difficult to incorporate ideas that can keep this age group entertained and occupied, while still teaching them the concepts you want them to understand. Here are some helpful ideas for bulletin additions for your little Sunday school children:

### ***Coloring Pages***

Coloring pages are wonderful for preschoolers. You can download free copies of Christian pictures for little ones to color from the [Preschool Sunday School Central](#) website. Pictures depicting stories of Adam and Eve, Moses, Jesus, even the Parables of Christ, along with many others, are available free of charge. Coloring pages hung up make a very nice Christian bulletin board.

### ***Prewriting Skills***

#### *Tracing*

Preschoolers are learning all kinds of wonderful skills. Tracing activities build fine motor skills and help children learn valuable lessons about the Bible at the same time. DLTK’s Growing Together website offers free tracing pages for little ones, with Bible Themes to help them learn about the Lord, while learning numbers, letters, shapes and other good stuff. Visit the [DLTK.com bulletin board](#) section for more information or to obtain downloadable copies of these great resources.

#### *Connect the Dots*

Using connect the dot pictures in your Sunday School bulletin will help preschoolers develop fine motor skills, while learning about the story you are trying to teach. For free printable copies of connect the dot Bible pictures visit [A Kids Heart](#).

#### *Mazes*

The Calvary Kids Pages website offers a variety of mazes for Sunday school bulletin or activity use. Also check out [KidPrintables.com](#) for mazes and other fun activities.

## *Bible Story Pictures*

These pictures are wonderful for telling many of the Bible's greatest stories (and teaching its most endearing lessons) to children. Wordless pictures illustrate the lives of Bible men and women in dramatic, detailed image. For free Bible Story Pictures covering every period of Biblical History from Genesis through the early church, visit the “La Vista, Church of Christ” website.

**[Click here for information on an eBook that offers 24 Sunday school bulletin board ideas!](#)**

## *Things to do with Mom and Dad*

### *Stories*

Including activities that can be done by preschoolers with a little help from Mom or Dad can also be a way to reach your little ones through the Sunday school bulletin board. Consider including a short excerpt from this week's Bible lesson, along with some simple questions that preschoolers can answer about their lesson.

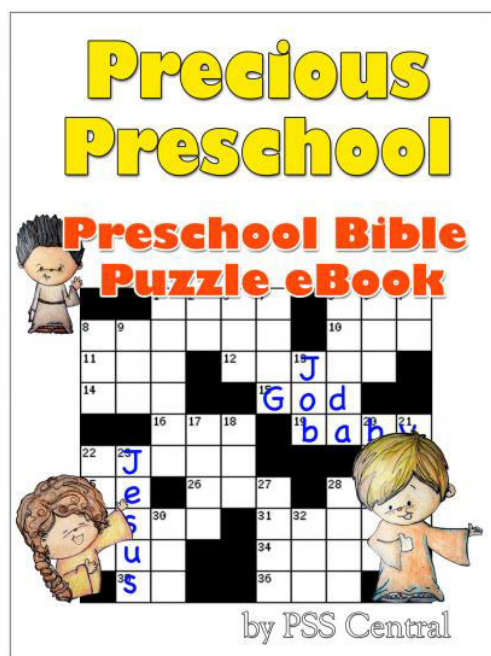
### *Quizzes*

Including some simple questions that preschoolers can answer on their own, such as “Who were the first two people that God created?” or “How many commandments did Moses bring back from the mountain top?” can help preschoolers remember what they have learned in this and previous lessons.

### *Cut and Glue*

Including activities that require preschoolers to be able to use such wonderful inventions as scissors or glue is sure to grab their attention. Be sure to include written directions for Mom and Dad so they can help their preschooler complete the activity at home during the week.

You might also consider ordering the Precious Preschool Sunday School eBook titled, “Preschool Bible Puzzles” from Preschool Sunday School Central. There are 60 puzzles to choose from, relating to all of the popular Bible stories that toddler’s learn about. There are plenty of free pages to try first! Click on the image below to go to the website.



## **Bible Party Themes for Toddlers**

*Fun Ways to Teach Young Children about God in Sunday School*



Everyone likes to have a party! Toddlers are no exception. You can make learning the Bible fun with some of the party themes outlined below. These are seasonal party ideas that are easy to plan and include devotions that will hopefully have a lasting impression on the little lambs in your church.

### **Nature Hike Party - Autumn**

Purpose: To enjoy God's creation.

Activity: Go on a nature walk and collect flowers, twigs, leaves, pebbles, etc.

Craft: Provide zip-lock bags for each child. Punch a hole in each bag and tie them together with yarn to make a class nature book.

Snack: Trail mix

Devotion: Review the Creation.

### **Noah's Ark Party - Autumn**

Purpose: An alternative to Halloween

Activity: Have each child bring in their favorite stuffed animal. Have parents donate any wagons that they have at home for the party. Decorate wagons with crepe paper streamers. Have a parade with the stuffed animals.

Game: Play a CD with animal sounds and let the children tell you what kind of animal it is.

Snack: Animal crackers and milk.

Devotion: Talk about Noah building the ark and how Noah loved and obeyed God.

### **Christmas Party - Winter**

Purpose: Learn the Christmas story

Activity: Make play dough cakes and decorate them with plastic candles to celebrate Jesus' birthday.

Game: Hide nativity figures around the room. Let the children find them and bring them to the stable.

Snack: Decorated cupcakes, and sing "Happy Birthday" to Jesus.

Devotion: Tell the children the Christmas story.

### **Valentine's Day Party - Winter**

Purpose: Show love to family and friends

Teacher Prep: Make cookies ahead of time. Provide children with icing, plastic knives, sprinkles, and zip-lock sandwich bags.

Activity: Bake and decorate cookies to give to others.

Snacks: Decorated cookies and milk

Devotion: Discuss how Jesus fed 5,000 people because He loved them very much.

## **Kite Party - Spring**

Purpose: To have fun and enjoy being outdoors.

Activity: Flying kites. Have parents bring kites that either store bought or homemade for the big event.

Snack: Rice cereal treats and fruit punch.

Devotion: Talk about how Jesus calmed a storm (windy).

## **Easter Party - Spring**

Purpose: Celebrating Jesus' resurrection.

Craft: Make musical instruments. String jingle bells of pipe cleaners, put beans in paper towel tubes and cover the ends, plus any other great ideas you have.

Activity: Play instruments and sing Christmas songs that praise Jesus.

Snack: Fruit and crackers with juice.

Devotion: Discuss the triumphal entry of Jesus.

## **Mother's Day Party - Spring**

Purpose: Show love to mothers

Teacher Prep: Provide cups, dirt, and small flowering plants. Also provide stickers, small pictures of the children, Popsicle sticks, and glue.

Activity: Let children decorate their cups with stickers and plant flowers in them. Glue a picture of each child on a Popsicle stick and push into the dirt beside the plant.

Snack: Cupcakes brightly decorated and juice.

Devotion: Let the children tell you why they love their mothers.

## **Father's Day Party - Summer**

Purpose: Show love to fathers

Teacher Prep: Cut out tie shapes with knots from construction paper. Punch holes on each side of the knots and string yarn through so dads can wear their ties.

Activity: Let children decorate the ties that they are going to give their dads with crayons and/or stickers.

Snack: Cookies and water

Devotion: Talk about how much Joseph loved Jesus and took care of him as he grew.

## **Ice Cream Party - Summer**

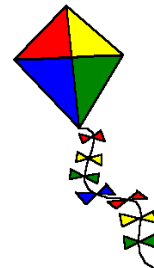
Purpose: A time for parents, teachers, and children to have fun.

Activity: Make sundaes.

Craft: Make ice cream cones by cutting out circles from a variety of colored paper and long triangles from light brown paper for the cones. Let children glue the ice cream circles on top of the cones and decorate with glitter.

Snack: Ice cream, toppings, plastic bowls and spoons, paper towels

Devotion: God gives us food, and boy is it yummy!



# Sunday School for Ages 3 Years Old to 5 Years Old

## The Preschool Teacher's Job Description – Do you have what it takes?

Will you call upon God to give you what you need both physically and spiritually in order to teach preschoolers about the Bible?     \_\_\_YES     \_\_\_NO

Will you wear a smile and make children feel warm and invited at all times (even if you are not feeling like it on a particular day)?     \_\_\_YES     \_\_\_NO

Will you practice lessons ahead of time, so they sound good and make sense?     \_\_\_YES     \_\_\_NO

Will you ignore the children in order to hold a conversation with another adult?     \_\_\_YES     \_\_\_NO  
(This could make a child feel unimportant.)

Will you take the time to check your room often to make sure it is safe and attend to repairs, if necessary?  
                                  \_\_\_YES                   \_\_\_NO

Will you use encouraging words with the children such as, "I like the way you..."     \_\_\_YES     \_\_\_NO

Will you point out a child's mistakes so the whole class can hear about it?     \_\_\_YES     \_\_\_NO  
(This can hurt a child's ego and make him feel sad.)

Will you pray aloud with the children, using their names, if applicable?     \_\_\_YES     \_\_\_NO

Will you help a child blow her nose, or place a Band-Aid on a cut?                   \_\_\_YES     \_\_\_NO

Will you encourage a child to use the potty on her own, but help, if she needs you?     \_\_\_YES     \_\_\_NO

Will you serve healthy snacks each week, with an occasional sweet treat?     \_\_\_YES     \_\_\_NO

Will you discipline children in a tactful manner, and not embarrass them?     \_\_\_YES     \_\_\_NO

Will you lead children in worship, including songs and lessons?     \_\_\_YES     \_\_\_NO

Will you engage children in horseplay and roughhousing to be their friend?           \_\_\_YES     \_\_\_NO  
(A child could get hurt.)

Will you provide age-appropriate activities to keep children active and interested in lessons?  
                                  \_\_\_YES                   \_\_\_NO

Will you make an effort to keep in touch with children/parents during the week some of the times?  
                                  \_\_\_YES                   \_\_\_NO

Will you release children to whom ever comes to pick them up?     \_\_\_YES     \_\_\_NO  
(This may not be safe for a child.)



## **Job Descriptions/Responsibilities for Preschool Sunday School Leaders**

Contributed Wayne Poling, Sunday School Specialist, LifeWay Church Resources

### **COMMON TASKS FOR ALL PRESCHOOL LEADERS**

- Participates in prospect discovery, outreach activities, witnessing, and ministry.
- Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
- Serves in extended session/ETC.
- Ministers to preschoolers and their families.
- Participates in leader training events.
- Participates regularly in both corporate and personal worship.

### **PRESCHOOL TEACHER**

- The preschool teacher is key to learning for the preschooler.
- Obtains teaching materials and supplies prior to a session.
- Plans and prepares in advance for individual and small group Bible-learning experiences.
- Visits, contacts, and ministers to preschoolers and their families assigned for ministry.

### **PRESCHOOL DEPARTMENT DIRECTOR**

- The department director is responsible for planning, conducting, and evaluating the work of the department.
- Greets preschoolers and their parents at the door as they arrive and maintains department security system.
- Enlists and assists in training teachers and substitutes for the department.
- Leads in planning and preparation.
- Leads the Bible teaching sessions.
- Leads group time (in three-year-old and older departments).
- Assigns responsibilities to teachers for teaching, outreach, and ministry.
- Maintains department records.

### **PRESCHOOL DIVISION DIRECTOR**

- A Preschool Division director is needed when there are two or more preschool departments.
- Coordinates the work of the preschool departments and determines the organizational needs.
- Determines and enlists preschool department directors and assists with enlisting other team members.
- Develops a training plan for preschool leadership.
- Works with leadership team to develop the preschool budget.
- Coordinates the use of resources by obtaining needed supplies.
- Orders curriculum.
- Leads in evaluation of the work of the division.
- Assists in the coordination of extended session/ETC.
- Represents the preschool area on the Sunday School Council.

### **PRESCHOOL DIVISION OUTREACH LEADER**

- This leader works with the director in coordinating the reaching ministry of Preschool Sunday School.
- Participates in weekly visitation, outreach, and witnessing.
- Maintains and/or assists in maintaining active division and department prospect records.
- Greets visitors on Sunday morning and ensures that preschoolers are placed in the appropriate departments.
- Obtains and records department assignments, addresses, phone numbers, and names of parent(s)/caregivers.
- Coordinates all the reaching activities of the Preschool Division.
- Coordinates prospect discovery projects for the division.

Typical Preschool Sunday School Schedule

Early-Bird Activities	Puzzles, coloring, games	10-15 minutes
Circle Time	Opening prayer Bible lesson Lesson discussion	15 minutes
Craft Time	Related to Bible lesson	10-15 minutes
Snack Time	<a href="#">Snack Ideas from PSS Central</a>	10 minutes
Bible Game	Related to Bible lesson	15 minutes
Closing Time	Closing prayer Clean up	5 minutes Until parents come to pick children up

How do you envision your preschool schedule to be?

Activity	Notes	Length of Time

Notes

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## In the Mind of a Preschooler

Knowing how a preschooler thinks makes it that much easier to teach them valuable biblical lessons.

**We like to imitate big people.** If you play with the blocks to build a church (zoo, town, forest), we will play with the blocks. If you put actions to songs, we'll put actions to songs. If you remind us to talk softly in your soft voice, we'll talk softly too.

**We learn through repetition.** The first times we hear a song, we may just watch. If you repeat the song (verse, game, or story), we will begin to do it too.

**We want to please grown-ups.** So tell us when we're being good, and we'll try to be good again. (We also like to know when we're doing **better** than before. And sometimes we need encouragement just to **keep trying**.)

**We need to be reminded of the rules.** Every time we break a rule, please remind us of the rule. Remember to tell us what **to do** as well as what not to do.

**We need to be both active and quiet.** Sometimes we need to climb and slide. We like to tumble on a mat too. But, if we get too wound up or too tired, we need to sit and listen to music. Or you could read a book to us. Or we could play with play dough.

**We like games.** Can you make a game to teach a simple Bible verse? Can you make a game about cleaning the room? Can you make up a game using the play dough? We like games!

**We get hungry more often than big people.** Snacks help us keep up our energy. Sometimes we forget to ask for drinks, but we need a drink now and then too.

**We learn by doing.** The Bible says to teach us children while we walk, eat, sit, and get up on the go. (See Deuteronomy 6:5-7.) You can teach us about God and Jesus and about the Bible, and you can teach us all this **while we play!** Whatever we are playing, you can relate to something God wants us to know. If we learn on the go, we will be **doers** of the Word, not just hearers.

**We may forget to thank you.** But Jesus said that whatever you do to the least in His kingdom, **you do to Him.** Jesus promises to reward you, and He will too!

*Compliments of Assemblies of God USA*

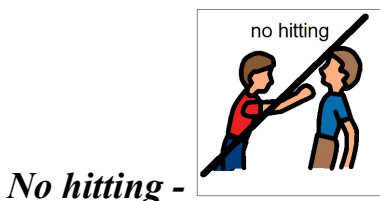


## Disciplining the Preschooler

Preschoolers are at an age where they are ready to try new things and natural curiosity kicks in high gear. Put that together with the fact that this age group is developing some pretty strong thinking skills, and you've got a mix of energy like no other age group you will ever encounter. On the other hand, there will be a handful of preschoolers who are not ready for this level of independence and experimentation, and thus you have a shy child who still longs to be with mommy and daddy constantly. For this reason, different children need to be disciplined differently. And, what works for one child may not work for everyone. Here is a guideline of discipline tactics for this age group.

The Behavior	Teacher Response
Whining and complaining	Inform the child that whining hurts your ears, but you are more than willing to listen to him, if he talks in a calm voice. This not only will help the child learn that you do want to listen, but also reinforcing positive communication between the two of you.
Name calling	Inform the child that he just hurt another person's feelings, and that this is wrong. Ask the child why he called someone a name, and explain that you understand he is angry, but you want to help him work through the problem to find a solution.
Blaming others	Explain that you do not care who did it, but that it needs to be fixed promptly.
Distracted (wandering around, staring off)	Pick up toys before starting a lesson. Keep a routine that children this age can follow easily. Keep lessons and activities interesting for this age group. Encourage children to look you in the eyes when talking and listening so that you know you have their attention.
Ignoring directions	Assure the child that sometimes he will be able to make decisions, but this is a time when you are making the decisions because you are the teacher. Be sure to give children ample opportunity to make decisions, too.
Physical interactions	Explain that you will not tolerate children hurting each other. Take away classroom privileges when this happens. Also try to find out why one child is so angry with another. Do not hesitate to get parents involved when necessary.

Post a discipline chart in a prominent spot in the classroom. Go over the rules and consequences with the children at least once a month. To make the chart easy for preschoolers to understand, associate the words you use with pictures, such as:



## **Tips on Handling Wild Children**

### *What to Do When They Come Into Children's Ministry*

You have put a lot of work into planning your next big Children's Ministry event. The endless hours of preparation, and all the love that went into making this a great time for the kids seems worth it. Until...Johnnie shows up, and all your work has flown out the window. What is a person to do?

Maybe your Johnnie goes by a different name. Perhaps you have a Johnnie and a Jill. As much as you love them, and you know that a Sunday School class or church event is where you would have them be, you can't help but ask, "Why me?"

You have to know what type of personality you are dealing with in order to handle your wild children diplomatically. According to experts there are three types of children who act out unreasonably. Listed below are these three types and some tips to deal with them properly.

**The purposeful child.** This is the really wild child, who knows that by acting unruly he will get attention, and he will keep it up until he does get attention.

**The stressed child.** This is the child who acts wild to compensate for stressors he is feeling in his life, and knows no other way to vent. This child may be having family situations at home, doing bad in school, or just needs to know that someone cares.

**The spur of the moment child.** This child will usually only act up when he is around certain groups of other kids or has had too much sugar in class. This type of child will usually be on good behavior with only occasional outbursts.

### **What Doesn't Work**

**Losing your temper.** This is exactly the type of response that most misbehaved children know they can get from you. By getting angry, you can't help but place every ounce of your attention on that child. You are cornered. Instead, remember from Scripture, "A fool gives full vent to his anger, but a wise man keeps himself under control." (*Proverbs 29:11*)

### **What Works**

Set classroom rules, explain them to the class, and keep them posted where children can easily see them. Explain the consequences for breaking any of the rules, and stick to those consequences.

One of the best scenarios would be to remove the child from the room, and have another staff member be available to give this child a one-on-one Bible lesson; perhaps a Sunday School Superintendent. Assign tasks to children. By redirecting a child's behavior to an assigned task, you are giving him a responsibility and showing that he is part of the class and can be a positive influence.

Talk to the child's parent(s). There is no reason to just "muddle" through a class or event because it is only a few hours one day a week. You could be missing some key information that his parent(s) can give you as to why his behavior is unbalanced.

Give your wild child some out-of-class attention. Send him a card or postcard to let him know that you are praying for him this week. Tell him that you look forward to seeing him in class next week. This will really help build up his self-esteem, which he may be lacking.

## Supplies for the Preschool Sunday School Classroom

Art Center	Book Center	Creation Center	Home Life Center	Block Center	Manipulative Center
Easel Watercolors Paintbrushes	Laminated Posters	Rocks	Child-sized furniture	Wooden blocks of various shapes and sizes.	Puzzles (wooden and jigsaw up to 24 pieces)
Smocks	Bible picture books	Shells	Child-sized appliances	Interlocking building sets	Play dough & cookie cutters
Paper Construction & white	Audio books & CD player	Plants & seeds	Dolls	Plastic people, animals and cars	Sand & water table
Crayons & markers	Pillows & cushions	Magnifying glasses	Plastic food and dinnerware/kitchenware	Road mat	
Stamps	Children's Bibles	Small animal (fish tank, hamster)	Dress up clothes		
Sponges	Coloring books	Flowers	Accessories		

## Who Sells Classroom Supplies?



[ABC School Supplies](#)

[Discount School Supply](#)

[Classroom Direct](#)

## Teaching Preschoolers to Clean the Room

Preschoolers (and even toddlers) are at a prime age to teach the skills needed to clean up after themselves. Here are some easy ways to get children to participate in making your church look great!

**Have the room prepared for clean-up time.** This involves having enough storage space for toys, as well as cubbies for the children's personal belongings. When it comes time for clean-up, children should know where things go properly.

**Assign tasks to children.** Develop a schedule of helpers and what they will be responsible for cleaning up. Let children know ahead of time when they are expected to clean up, so they are mentally prepared for the task. It wouldn't hurt to call parents mid-week to remind them of their child's upcoming duty. Alternate the list, so every child has a chance to clean each station and center throughout the year.

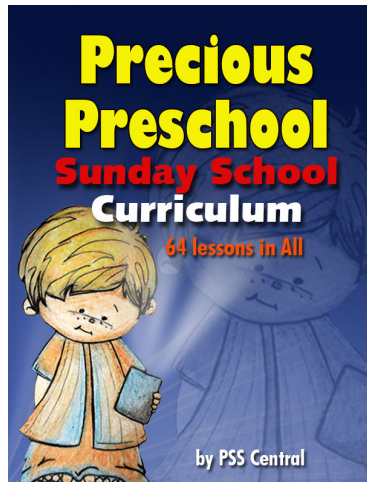
**Join the cause.** When children see the teacher helping, it gives them a boost of encouragement. Just be careful that the children do not manipulate you into cleaning it all by yourself.

**Give cleaning up a facelift!** Play an upbeat song when cleaning up, or turn it into a game. You might even consider offering an incentive for the children to clean up quicker by offering a special snack, play an outdoors game, or something similar.

***Always praise children for the good work they have done!***

## Make Bible Lessons Fun for Preschoolers

When a curriculum is interactive and allows children to move and experience things, they tend to memorize what they've learned much better. Consider some of the following ways to make your Sunday school hour come alive for small children. Click the image below to see an amazing preschool Bible curriculum!



[Precious Preschool Sunday School Curriculum](#)  
[Free lessons & curriculum eBook](#)

## How to Start a Puppet Ministry

*Quick Tips and Valuable Resources*



So, you have heard all the commotion about having a Puppet Ministry. Neighboring churches are just ranting and raving about how successful their ministry is with children of all ages. Why, even adults get excited when they watch a puppet performance.

Now, you want to catch the Puppet action at your church, but where do you start? Here are some quick tips and valuable resources that you will want to know about to get your Puppet Ministry off and running. Please bear in mind that these are the nuts and bolts to get your juice flowing. There are many great books about the subject as well.

### Preparing for the Ministry

You will need a director. This will be a "take charge" person who can pull the whole ministry together and act as the point of contact for the ministry.

You will need a financial plan. Depending on your vision, your ministry can be as small or as large as you like. It is a good idea to have your church board on-board with you in the financial process. Consider fundraisers, too.

Bring in the puppets. You need a variety of different puppets. It is a good idea to have some generic puppets, so that you can change costumes and use them for different skits. You can purchase puppets ready to go, or you can buy puppet patterns and have someone make them for you. Either way puppets can be costly. Find some great deals on-line, if you can.

Staging. Plan a stage that you can grow as your ministry grows.

Finding your team of puppeteers. Teenagers and adults with lots of enthusiasm should work well.

### **Organization is the Key to Success**

Rehearsals. This is a good time for devotions. Never leave God out of the picture! Remember you are doing this to glorify Him. Start with easy skits to get used to the puppets. Then work your way up to longer skits as your team feels comfortable.

Plan your year. Marking performance dates will keep your puppeteers focused. Try limiting performances around certain months (like September to May), and avoid doing all-year performances. This will lessen the worry for burnout of the puppeteers, and the kids will be looking forward to you starting up again with anticipation.

Purpose for puppets. It is easy to lose sight of why you started a Puppet Ministry. Make the ministry more than just rehearsals. Take advantage of the friendships you will make, stay earnestly in prayer for each other as you work together, and make sure the kids who are watching the performance can see the spiritual message you are trying to deliver.

### **Technical People**

You will need workers during performances who are comfortable with:

- Sound
- Light
- Puppet care and storage
- Stage set up and props

Although it seems like a lot of work, once you get used to puppets and learn to work together as a team, it will just be fun! And, as your ministry grows, you will be amazed at what you can do with puppets!

Here are some resources that will help a whole lot.

[One Way Street](#) - Lots of basics on starting a Puppet Ministry, songs, skits, necessary forms, and much more!  
[Puppet Revelation](#) - Same as above, lots of great resources and products.



## Sunday School Snacks w/ Bible Food

### *Ideas to Make Lessons Real*

Listed below are some Sunday school snack ideas using food cited in the Bible. You will also find the place in the Bible where this food is actually mentioned. This is a great opportunity to introduce your students to the foods that were eaten in Bible Times and how they are still used in many recipes today. You will need to make most of the recipes ahead of time, and then tell your class what ingredient(s) is from Bible Times.



*Note: Be sure to check with the parents of your students to see who has any allergies to certain foods.*

### **Wheat** (Genesis 30:14)

#### Pound Cake

##### Ingredients:

- 1 cup whole wheat flour
- 1/2 cup all purpose flour
- 1 cup sugar
- 3/4 teaspoon baking powder
- 1/4 teaspoon baking soda
- 1/2 teaspoon salt
- 1/3 cup cooking oil
- 2/3 cup milk
- 2 beaten eggs
- 1 teaspoon vanilla

Directions: Preheat oven to 350 degrees F. Grease and flour loaf pan. Set aside. Combine flour, sugar, baking powder, baking soda and salt. Mix in remaining ingredients. Beat until smooth. Spoon batter into prepared pan. Bake 60 minutes or until a wooden toothpick inserted in the center cake comes out clean. Cool 5 minutes and remove from pan. Cool completely.

### **Pistachio nuts** (Genesis 43:11)

Pistachio ice cream served in small cups and topped with whipped cream.



## **Apples and Raisins** (Song of Songs 2:5)

### Apple Oatmeal Raisin Bread

#### Ingredients:

1/2 cup Quaker oats  
5/8 to 3/4 cup water  
1/2 cup unsweetened applesauce  
1-1/2 teaspoon salt  
1-1/2 tablespoon butter, softened  
2 tablespoon brown sugar  
2-3/4 cups bread flour  
1-1/2 tablespoon nonfat dry milk powder  
1/3 cup raisins  
1 teaspoon cinnamon  
2 teaspoon active dry yeast

Directions: Preheat oven to 400 degrees F. Grease the bottom only of a bread pan. Mix all ingredients in a mixing bowl and mix with a wooden spoon until smooth. If it seems too dry, add more water until it is moist, but not wet. Bake for 50-60 minutes, checking periodically to make sure the top is not burning. Stick a wooden toothpick in the center to test for doneness. If the toothpick comes out clean, it is done.

## **Cinnamon** (Exodus 30:23)

### Cinnamon Apple Smoothie

#### Ingredients:

1 cup milk  
1 cup vanilla yogurt  
1 small apple  
1/2 teaspoon ground cinnamon  
Handful of ice cubes

Directions: Wash and peel apple. Cut up into cubes and take out the seeds. Add all of the ingredients in a blender and blend for one minute or until it is smooth.

## **Cheese** (2 Samuel 17:29)

### Cheesecake

#### Ingredients:

Graham cracker pie crust (grocery store)  
1 cup granulated sugar  
24 ounces of softened cream cheese  
1 teaspoon vanilla extract  
2 eggs  
8 ounces sour cream

Directions: Combine sugar with cream cheese, eggs vanilla and sour cream. Blend until smooth. Pour over the graham cracker crust. Bake at 350F degrees for 30 minutes. Turn off the oven and leave the cheesecake inside for another 30 minutes. Refrigerate for at least 4 hours before serving.

# Ministering to Children with Special Needs

## How a Children's Ministry Can Cater to These Kids

Children with special needs need special care. Learn what your Children's Ministry and Sunday school class can do to reach out to the families of kids with special needs.

If you have a child in your Children's Ministry or Sunday school class with special needs, then you may wonder how you will find activities that will include the child. Children come in all shapes and sizes, and even disabilities. Even if you cannot see a physical disability, you could deal with issues such as hearing loss, ADD, or even something such as dyslexia. You need to make sure that you and your Sunday School teachers are reaching out to these children.

## Awareness is Key

One of the first things that you will want to do when you have a special needs child in your Children's Ministry is to make sure that those who will teach the child are aware of the situation. It is always a good idea to sit down with the child's parents and find out what the child can and cannot do, and how you can make things easier for the child. Most parents will appreciate the fact that you are sensitive to their child's unique needs. If the child will be joining a Sunday School class, make sure that the teacher and the children are also aware. Point out that the child may look or act a little differently, but that he or she is really not that different at all.

## Introduction to the Children

The next thing you will want to do is to introduce the child to the other children. The children may have a lot of questions about the new child and let them know that it is okay to ask. You might even want to play a game with all the children and let them try to bounce a ball in a wheelchair or blindfold the children to see how they react. This is a good way for the children to get an idea of what the special needs child goes through on a daily basis.

## Assign a Buddy

Children are almost always eager to help out, so why not give the special needs child a buddy each week. The buddy can help the new child with crafts, reading or even just navigating around the church. Take turns and assign the child a new buddy each week. This will make the special needs child feel like a part of the group, and it will give all the children a chance to get to know and make a new friend.

## Adapting Activities

As you plan activities for the children, you will want to keep the special needs child in mind. It may take some creativity, but you will be able to adapt most games and activities for the child. For example, if you are doing an obstacle course and the child is unable to participate, could he or she call out what to do next or keep score? If a game is timed, can you allow for extra time so that the child can complete the work? If the child has problems with fine motor skills, can you pre-cut small pieces or assign that task to the weekly buddy? There are many ways to adapt activities for children.

## **A New Class for Children with Severe Disabilities**

If you have a few children in your church who have severe disabilities where learning in a traditional classroom is not an option, consider starting a Special Needs class that is designed especially for children with severe disabilities. This may include small stimulating activities. Parents can rotate taking care of the class, and they will appreciate knowing that they have other families in the church who truly understand their situation.



# Parent Teacher Communication

## A Guide for the Sunday School Teacher



A Sunday school teacher is usually a volunteer, which makes communicating with parents a little more difficult than in a traditional school setting.

As a Sunday school teacher, one of your most important and toughest tests may be to deal with the parents of the kids whom you are teaching. Parent teacher communication is just as important in Sunday school as it is in a traditional school, and the ability to communicate with parents is vital to Sunday School class success.

### **Parent Involvement Is Crucial**

Your students may belong to a number of different social classes, including school (whether they attend public, private, or are homeschooled). The social classes have an impact on the kids as well as on the behavior of their parents. Religious impacts may also be there. Parents are the second most important party a teacher must deal with to ensure students to learning. The learning triangle for a kid actually has his or her teachers at one vertex and parents at the other. If the parents and the teachers are not reading from the same page, it will create confusion for the kid and his or her learning process will be affected.

### **When Communication Is Easy**

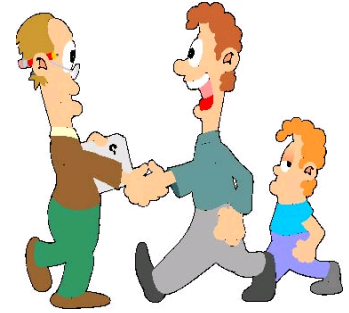
Parent teacher communication is very important. As a Sunday school teacher it is your responsibility to keep the parents informed about their kids' progress. Do not let the parents interfere in your teaching plans with the kids, but do let them know how their kid is doing. Sometimes this is easy to handle. Talking to the parents of a kid who is doing really good in class and who is a healthy-minded kid is easy. You can always tell them where the kid lacks, but generally it is easier to discuss a kid who is doing well. The parents, in this case, are mostly responsible people who are willing to be supportive of their kids' learning experience.

### **When Things Don't Go So Well**

There may be other extremes, however. As a Sunday school teacher you may come across other extremes where parent teacher communication may become very difficult. Not all parents are easy to talk to. Some of them are not willing to understand that their kid is not doing well in class. Trying to pinpoint that learning Bible lessons is the crux of their education in Sunday school may help Christian parents to see that there are ways to help their kid with lessons at home, as well as what they learn in the classroom. You can even go so far as to invite parents to sit in the back of one of your classes to see the overall flow the class and how their child is behaving.

## Two Types of Parents in the Christian Setting

Some parents may lack the ability to understand the importance of their support for their kid in making him or her learn, especially when it comes to Bible lessons. The difference is usually seen when a family is coming to church because it is a habit versus their longing to grow deeper in their Christian faith. For some parents, a Sunday school teacher is just a babysitter for them while they are attending adult church. For others, a Sunday school teacher is a vital part in their child's Christian walk. You may never be able to get all parents to understand the importance of your Bible lessons and the impact they may have on your child's life, but you must give your best effort to try and make them understand.



Whenever you have to discuss tough issues with the parents, you must come prepared for a parent teacher conference. Bring proof that can clearly demonstrate the problem the child is facing. Be optimistic and tell them that their kid can improve provided they support him or her, along with your continued efforts in the classroom.

# Recruiting Volunteers

## **Volunteer Recruiting Tips**

*Making Sure People Love Working in Children's Ministry*



Getting and keeping volunteers in a Children's Ministry is an ongoing and often exhaustive job. Here are some tips on how to get and keep those valuable volunteers.

It seems like a constant problem in Children's Ministry to obtain and keep volunteers. Knowing that Children's Ministry is not a volunteer's job, but more of a willingness to give of their time, makes it easier for them to back out of commitments and give up roles in the ministry because of other commitments they may have. They don't always see the repercussions these actions have on running a tight ship. You, as the Children's Ministry Director, then find recruitment of volunteers always on the top of your priority list.

Here are some things to think about when starting a recruitment campaign at your church, along with ways that might help you keep those volunteers excited about Children's Ministry.

## **Children's Ministry Day - Getting Volunteers**

If it is possible, host a Children's Ministry Day in your church. This is a very productive way to recruit volunteers because you can show your entire congregation first-hand what goes on in your ministry and why their help is a vital necessity. Have displays about what areas of your ministry needs volunteers. You could play a video showing what your current workers are doing with the children, and how happy they are to be in this role. Use music geared towards helping children, like "[Future Generations](#)," by 4Him. Have sign-up sheets ready for people to volunteer.

## **Calling Blitz - Following Up with Prospective Volunteers**

When you have a list of volunteers already written down, but cannot find the time to make calls, have a time where you and a couple of your current volunteers can get together at church and make these calls. For example, someone who has worked in the nursery for years can call those who are interested in working in the nursery because they know how it is run and what needs to be done. This way, since they are the ones making the calls, they can probably answer most of the questions the new recruits have, and every phone call will not turn into another phone call that you have to make to answer more questions.

## **Delegate Duties - Valuing Current Volunteers**

People like to feel needed. When you see leadership skills in some of your volunteers that you know would fit a particular job that you are currently doing, be willing to hand it over. This will take some load off your schedule, and will make that person feel needed. For instance, if you have various departments within your ministry, like nursery, preschool, elementary, assign directors over those areas to take care of the recruiting for those areas. Have monthly meetings with your directors to see how things are going.

## **Keen Eye for Burnout - Keeping Current Volunteers**

You may find that you have a handful of volunteers already that do most of the work for the ministry. These people are so valued, and the last thing you want to happen is find them becoming burnt out. You rely on these people because they have shown their loyalty to the ministry, but keep in mind that they have families and other commitments that may make continuing in Children's Ministry hard. This is why you can never stop looking for volunteers. Don't just assume that you have what you need and give up on the recruiting process. If someone in your ministry is doing more than two jobs, be looking for others who can take over some of those roles. Signs of volunteer burnout may include:

- Stops volunteering altogether
- Not chipper like they used to be
- Avoids eye contact with you
- Seems frustrated or tired all the time
- Not doing the top-notch job you had always seen them do

## **Incentives and Small Tokens of Appreciation - Keeping Current Volunteers**

Letting your current volunteers know that they are a valued asset to the Children's Ministry is a *critical* necessity. People want to know that they are doing a good job. They want to know that they are appreciated. It only takes something small, like a stationery set, a \$5 gift certificate to get a free movie, or something along those lines. Acts of kindness like these will go a long way to keep volunteers enthusiastic in their roles.



# Keeping Sunday School Safe

## **Child Abuse Prevention in Church**

*Safety Measures for Sunday School Teachers*



Church should be a safe place to bring our children. Read some tips on how to make sure your Sunday School is a welcoming place for the children you are entrusted to.

Wouldn't it be wonderful to just be able to teach children in Sunday School without worrying about anything going awry? Sure, it would. But, unfortunately the times that we are living in do not allow us to do this. We have to think about this subject and discuss it because reports of child abuse taking place in churches across the world are climbing in numbers.

One incident, or even one allegation of child abuse can literally close your church doors. Here are some steps to take to help you strengthen your procedures.

### **Two-Adult Policy**

This is perhaps the easiest policy to set in place. Adults who are left alone with children have greater access to harming them. By making it a rule that there must be at least two adults present in a children's classroom should eliminate any such actions. This rule not only protects the children, but also protects the adults who are working with the children. If a child ever made an untruthful accusation, both adults have a witness as to their actions.

### **Open-Door Policy**

If it is not possible to have two adults in a room at one time, enforce an open-door policy. This simply means to leave doors open during class at all times. In order for someone to abuse a child, they need privacy. This should alleviate any tendency to abuse a child. If there is a reason for a door to be shut, such as for noise, fear of escaping children, and so forth, plan to have an adult drop in on the class unannounced throughout each session.

### **Bathroom Rules**

When a child needs to use a bathroom, the ideal situation would be for a same-sex adult to accompany the child. An adult should never enter a stall with a child. Simply state, "If you need me, I will be waiting right outside the door." If you are working with young children, the bathroom door should be propped open so that the adult and the child can be seen.

## **Background Checks**

You cannot just look at a person and say, "Yep, you're a child molester," or "You look nice enough." Most child molesters are all too good at disguising themselves as someone good and trustworthy. Numbers do not lie, and the number of incidents of child abuse in church is climbing all too rapidly. The safest thing to do is have potential workers fill out an information form that gives you the right to have your law enforcement agency run a background check before letting them come onboard. The form must include the individual's Social Security Number.

## **Teacher Training**

Kids have reversed the roles a bit on more than a few occasions, where they will accuse a perfectly innocent adult of abusing them. This causes a lot of grief and unwanted attention to a church. Train your teachers and workers about how to conduct themselves in classrooms, on bathroom trips, and in other situations when working with children to protect themselves against unwanted accusations.

With all this said, our primary role as teachers, and more importantly Christians, is to teach children about the Lord. This is a privilege for us. Along with this privilege comes the responsibility of keeping them safe while they are in our care. A few extra minutes of preparation can mean the difference between an enjoyable Sunday school environment and a disaster waiting to happen. Stay prepared!

## **An Overview of Childcare Background Checks**

### *Safety Measures When Working with Children*

If you are planning to care for children, then you may have to go through a background check before you can be officially allowed to work with them.

The purpose of a childcare background check is to ensure that parents who pick daycare centers for their kids can be 100% sure that their child is safe in his surroundings and with the people that run it. The background checks are very thorough, and will not miss anything, so if you have any criminal records they will be noticed. This can go against you when planning on working with children.

### **Significance of Childcare Background Checks**

Childcare background checks have always been important for those hiring individuals to work specifically with children. But, the recent rise in child-related crimes in the past decade has made this type of check even more significant, not only to people hiring childcare workers, but for anyone that will be providing care for a child in any way. This includes volunteers working with children in a public daycare center, church daycare center, home daycare center, and even for babysitters in some cases. Parents have become much more protective over their children, and with good cause.

### **Function of Childcare Background Checks**

The function of childcare background checks is obvious. A parent needs to know that the person looking after her child is free from a criminal record, and especially child molestation charges. It is just another step that provides peace of mind for a parent. While the check is not the only bit of information that deems a person suitable to work with children, it is a necessary piece to the puzzle.

Another function of a background check is to protect the person being checked. For example, if a person is falsely accused of a crime, and she cannot convince others of this fact, a check can clear her name. She then has proof that she is suitable to work with children, as far as this background check goes. Of course, other measures have to be taken before she can work with children.

### **What You Can Expect to be Checked**

Here is a brief overview of what you can expect to be looked at during a childcare background check. The entire check can take anywhere from 3 to 10 days to complete.

#### *Checking Your Name*

Among the searches that will be performed is to a person's name. You can expect to go through thorough checks on the name you provide to the authorities, as well as to see if you have been known by any other name. The purpose of this is to check whether there have been any criminal activities within those other names, even if your given name is clear. A professional will also perform a county criminal search against your name(s) to check if you are or have ever been accused of being a sexual offender.

#### *Checking Your Driving History*

A check may also delve into your driving history to make sure that you have no driving offenses. This will be more so the case if you will be in charge of transporting children anywhere.

### *Checking Your Financial Status*

You will also undergo thorough monetary checks, including bankruptcy proceedings, and also to see whether or not you have been sued by any former clients you may have provided child care for in the past. This is mainly for the benefit of parents to whom you will be providing daycare for.

### *Checking Your Education*

Your schooling will be looked at, not only to check for a high school diploma or college degrees you have earned, but also to check your attendance records to make sure you were prompt, and that you turned up for school as expected.

### *Checking Your Address and Employment Status*

Your current address and former addresses will be searched to confirm your residence. Your Social Security number will be verified, as well. This gives authorities a complete look into your employment status since obtaining your card.

Various districts will perform different childcare background checks dependent on the rules and regulations based on your locale. There are usually no big delays in checks that are clear and free, but delays can occur if problems are found. You will be contacted either way by your local authorities, as to your background check outcome.

### **Don't Take it Personally**

Do not be alarmed, if you are asked permission to perform a background [check by an employer or parent](#). It has become a very effective way to assure proper childcare, and hundreds of these checks are performed each day in the U.S. If you are honest and hard-working, you should have no problems with these checks. In fact, if you have a clean record, you can be proud of your achievements, and feel good that you can present yourself as an upstanding citizen.

As you can see, childcare background checks have become quite important in our society. It is a normal process in most daycare centers. They help protect everyone all the way around.

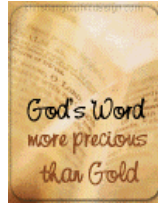


# Teaching Aids

Class List  
Children's Assignment Chart  
Attendance Chart  
Conference Request Form  
Lesson Plan Outline  
My Week at a Glance  
New Visitor Information Card  
Reminder Cards for Missed Class  
Substitute Teacher Planner



**Class:** \_\_\_\_\_

[illegible]

## Children's Assignment Chart

**Class:** \_\_\_\_\_

**Week:** \_\_\_\_\_

[illegible]

# ATTENDANCE CHART



**Month:** \_\_\_\_\_

[illegible]



Dear \_\_\_\_\_:

A conference is requested to discuss the progress of your child. Listed below are the times I am available. Please check a time that is convenient for you and write the date on the line. Then return this note with your child. Thank you!

Sincerely,

Date of Meeting: \_\_\_\_\_

☐ \_\_\_\_\_☐ \_\_\_\_\_☐ \_\_\_\_\_☐ \_\_\_\_\_

---

Dear \_\_\_\_\_:

A conference is requested to discuss the progress of your child. Listed below are the times I am available. Please check a time that is convenient for you and write the date on the line. Then return this note with your child. Thank you!

Sincerely,

Date of Meeting: \_\_\_\_\_

☐ \_\_\_\_\_☐ \_\_\_\_\_☐ \_\_\_\_\_☐ \_\_\_\_\_

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Sincerely,

Date of Meeting: \_\_\_\_\_


☐ \_\_\_\_\_☐ \_\_\_\_\_☐ \_\_\_\_\_☐ \_\_\_\_\_



## My Week at a Glance

**Week:** \_\_\_\_\_

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday



# Quick Notes

# **URGENT MATTERS**


**Contacts**

Name	Number	Reason

**Prayer Requests**

Prayer	Person

"I will sing of the Lord's great love forever; with my mouth I will make your faithfulness known through all generations" ~ Psalms 89:1 (NIV)



**New Visitors Information Cards**  
**(Best Printed on Stock Card Paper ~ Colored Paper Looks Nice!)**

**Welcome Visitors**

In order for us to get to know you better, please fill out the information below and leave it with your child's Sunday school teacher. We look forward to seeing you back soon!

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Where will you be during Sunday School? \_\_\_\_\_

When is the best time to reach you? ☐ Morning ☐ Afternoon ☐ Evening

**Welcome Visitors**

In order for us to get to know you better, please fill out the information below and leave it with your child's Sunday school teacher. We look forward to seeing you back soon!

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Where will you be during Sunday School? \_\_\_\_\_

When is the best time to reach you? ☐ Morning ☐ Afternoon ☐ Evening

## Reminder Cards For Missed Class (Can Send Materials)

Dear \_\_\_\_\_,

We sincerely missed seeing \_\_\_\_\_ in class this week. Because Christian education is vitally important to their faith development, we're sending you the upcoming Sunday school topics. If your child has to miss a class, you can use these topics to help them catch up. You can also use these lessons to help deepen what they're learning in class. Consider researching each topic and discussing it with your children.

We love your children. Thank you for letting us be a part of their spiritual development and growth in Jesus.

Sincerely,

\_\_\_\_\_

We discussed: \_\_\_\_\_

Please review: \_\_\_\_\_

---

Dear \_\_\_\_\_,

We sincerely missed seeing \_\_\_\_\_ in class this week. Because Christian education is vitally important to their faith development, we're sending you the upcoming Sunday school topics. If your child has to miss a class, you can use these topics to help them catch up. You can also use these lessons to help deepen what they're learning in class. Consider researching each topic and discussing it with your children.

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Please review: \_\_\_\_\_

---

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Sincerely,

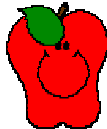
\_\_\_\_\_

We discussed: \_\_\_\_\_

Please review: \_\_\_\_\_

# Substitute List

**Class:** \_\_\_\_\_

[illegible]

# Sunday School Forms

**Medical Release Form**

**Field Trip Permission Slip**

**Reference/Referral Form (Letter and Form)**

**Reimbursement Form**

**Screening Application for Sunday School Teachers**





## Emergency Medical & Contact Information

_____ (Child's Name)	_____/_____/_____ (DOB)	<b>M</b> <b>F</b> (Sex)
_____ (Parent/Guardian Name)	_____ (Parent/Guardian Name)	
_____ (Address)	_____ (Address)	
_____ (City)	_____ (State)	_____ (Zip)
_____ (Home #)	_____ (Work #)	

## Alternate Contact Information

_____ (Primary Emergency Contact)	_____ (Secondary Emergency Contact)	
_____ (Address)	_____ (Address)	
_____ (City)	_____ (State)	_____ (Zip)
_____ (Home #)	_____ (Work #)	

## Medical Information

\_\_\_\_\_  
(Hospital Preference, Address, and Phone)

\_\_\_\_\_  
(Primary Doctor, Address, and Phone)

_____ (Insurance Carrier)	_____ (Policy #)
------------------------------	---------------------

\_\_\_\_\_  
(Allergies/Special Health Conditions)

\_\_\_\_\_  
(Prescriptions/Over-the-Counter Medications)

I authorize all medical and surgical treatment, x-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver only applies in the event that neither parent/guardian can be reached in the case of an emergency.

_____ (Parent/Guardian Signature)	_____ (Date)
_____ (Witness)	_____ (Date)

# Field Trip Permission Form



I hereby give permission for my son/daughter \_\_\_\_\_ to take a field trip  
with \_\_\_\_\_ on \_\_\_\_\_.

**Where:** \_\_\_\_\_

**Transportation:** \_\_\_\_\_

**Cost:** \_\_\_\_\_ **Make checks payable to:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Parent or Legal Guardian:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**In case of emergency contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

\_\_\_\_\_ has offered to help with our children's ministry.

As you are probably aware, before we can accept any new volunteer workers we must be sure that they are suitable. \_\_\_\_\_ has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire. Your written response will be made available to only certain pastors of our church.

\_\_\_\_\_ will mainly be working with \_\_\_\_\_ year olds, as

\_\_\_\_\_  
In commenting on the volunteer, please remember that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers are required to sign to this.

Sincerely,

Please mail completed form to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REFERENCE FORM

Private and Confidential

Name of Volunteer: \_\_\_\_\_

What is your relationship with the volunteer?

Relative \_\_\_\_ Friend \_\_\_\_ Employer \_\_\_\_

Other (please specify) \_\_\_\_\_

How long have you known the volunteer? \_\_\_\_\_

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability, health and experience of working with children.

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Are there any comments you would like to make about the volunteer?

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---

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Reimbursement Form

**Please read and complete all parts of this form in order to be reimbursed properly.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

Amount of Reimbursement Requested: \$ \_\_\_\_\_

*Staple the receipt to this request form.*

Signature: \_\_\_\_\_

*(Person making request)*

Church Administrator: \_\_\_\_\_

*(Person who authorized purchase)*

Church Administrator Signature: \_\_\_\_\_

Request: ☐ Approved ☐ Denied (Reason: \_\_\_\_\_)

*Upon completion, please deliver this form to the staff member in charge of your ministry area. They will review your request and forward it to the church administrator's office for final approval and authorization. Any questions should be directed to the staff member over your ministry area. Purchases that were not authorized through the requisition process may not be reimbursed.*

# Screening Application for Sunday School Teachers & Volunteers

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Other Names used: \_\_\_\_\_



Marital Status:      ☐ Married      ☐ Single      ☐ Divorced

Maiden Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address (If less than 7 years at present address)

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Gender:   ☐ Male    ☐ Female    Race: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Social Security #: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State Driver's License was issued in: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I authorize \_\_\_\_\_ to perform a criminal records check for arrests, convictions, or other local, state, or federal criminal acts. I give full permission to \_\_\_\_\_ for the release of this information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness: \_\_\_\_\_