

SCHEDULE

PRESCHOOL DETAILS

BEFORE WORSHIP MEETING

15 MINUTES

- Arrive before worship to meet with serving team members to go over lesson and plan for day.
- Make sure room is organized and safe for children.
- Set the room up for the lesson and activities: computer on, slideshow set up, music ready and lesson/activities materials ready and set up.
- Pray as a team over each other and children you will be interacting with.

CHECKING-IN CHILDREN

5- 10 MINUTES – This will take place during the beginning of play time activity so have someone set to run the check-in and someone else running play time activities

- Arrive directly after worship ensuring the team arrives before families
- Have music playing as families arrive
- Welcome children by name and usher them into the classroom making sure they are checked into Planning Center and wearing registered name label
 - No label: Ensure child is checked in through Planning Center and create a handwritten name tag to help child's name if needed
 - No label and not checked into Planning Center: direct family to the info kiosk where they can have their children registered and checked-in

PLAY TIME ACTIVITIES

10 – 15 MINUTES

Free Time and Scheduled Play Time Activity Optional

- Help children find a place to play
- Play and interact with all children
- Optional: Direct the children through the scheduled play time activity given in the curriculum

WELCOME & INTRO

5 MINUTES

- At the end of play time activities, a 1-minute countdown timer will begin, direct the children to clean up their toys/activities and invite them to the story time mat
- Teacher: Utilize the welcome portion of the lesson to help set the class up for the Big Bible Lesson
- Helpers: Sit and participate with the children and help with classroom management

STORY TIME RULES

3 MINUTES

- Using the slideshow remote play the Topher the Gopher Story Time Rules video
- Actively participate along with the children

BIG BIBLE LESSON

5 -10 MINUTES

- Teacher: Tells the Big Bible Lesson in a creative thoughtful way utilizing the curriculum, theme and props provided
- Helper: Sit and participate with the children and help with classroom management

BIG IDEA REVIEW & PRAYER

5 MINUTES

CLASS INFORMS TOPHER THE GOPHER OF THE BIG IDEA

- Teacher: Review the Big Idea and have the children practice telling Topher the Gopher by using the videos on the slideshow provided
 - 1st video: Topher's sleeping so have the class yell 'Topher the Gopher wake up!'
 - 2nd video: Topher asks "Hey, what's the big idea?" have the children yell today's Big Idea
 - 3rd video: Topher says "Wow, that is a big idea! Thanks for telling me! Good bye children!" and have the kids jump up and wave good bye.
 - **Note: take your time going through the videos as they will only change when you want them to change, it is not timed****
- Be energetic and participate with the children

CLOSING ACTIVITIES

REMAINDER OF CLASS

Free Time and Scheduled Closing Activities Optional

- Help children find a place to play
- Play and interact with all children
- Optional: Direct the children through a scheduled small group activity given in the curriculum

CHECKING OUT CHILDREN

Children will be picked up from the classroom by their parents/guardians.

- Greet parents/guardians at the door and kindly ask for their security label
- Ensure the security label matches the child's registered label they are wearing and discard both labels unless the parent needs the parent security label for picking up a sibling in another room.
- Allow the child to leave the room to meet their parent in the hallway
- Check out the child on Planning Center
- All team members are to stay in the room until every child has been picked up
- Sanitize and tidy room
- Turn off computer and tv if you are serving on the last service