

CLASSROOM GUIDELINES

Please arrive 15 minutes before class and pick up your teacher folder at the Parish Office before going to your classroom. In your folder you will find:

- **Attendance sheets**
- **Updates on class rosters**
- **Catechist notes of upcoming events, activities**

Allow sufficient time to prepare your classroom and to receive the children. It is best to have all materials out on desks (book, markers, crayons, etc). Books and supplies are kept in the cabinet.

IN YOUR CLASSROOM

- > **No children are allowed in the classroom without an adult (must be 18 years of age).**
- **Begin class with prayer.**
- **Take roll, put attendance roster back in folder. Return to CEP office.**
- **Review last week's lesson. Make special note of special feast days and liturgical season.**
- **Begin today's lesson.....**

Tell them what you are going to cover today.

Complete the lesson.

Insert activity if applicable.

Review the main ideas of the lesson

- **Put books away and straighten up classroom. Make sure room is clean and in order.**
- **Closing prayer.**
- **Return attendance roster and folder to CEP office.**

***Emergency Exit Routes---down the main hallway**