

PREP SUBSTITUTE TEACHER NOTES ---- Thank you for helping out!

1. Class Folder – When you arrive in the narthex, Shelia (or the building receptionist) will be there to greet you. At this time, pick-up your class folder from the time-track crate and take it with you to the classroom. It has your attendance sheet and handouts for you to distribute to students at the end of class.
2. Set the classroom up with the tables and chairs.
3. Introduce Yourself – Perhaps you could write your name on the board. Ask children to introduce themselves as you take attendance. (Name tags are available in the office if this will help you to remember the children’s names.)
4. Supply Cabinet – There are 6 doors on the tall cabinet in your classroom. Usually the 2ND cabinet on left has shared supplies (such as Bibles, CD player, etc). Another cabinet will be marked on the inside with your class abbreviation. For example: W2-6A (Wednesday, 6:30 – 6THgrade). The textbooks for your class and a box of pens & pencils are kept there, as well. These are the PREP cabinets... Even though they have child-locks on them.
5. Opening Prayer – Begin the class with a prayer. It can be spontaneous or a rote prayer, such as the Our Father, Hail Mary, etc.
6. Teach Lesson – Hopefully provided for you by the teacher!
7. Closing Prayer – End the class with a prayer, just as you started. Fell free to invite students to share any prayer intentions they may have, as well.
8. Dismissal –Shelia will make 2 announcements at the end of class:
 - a. Start Cleaning – 10 minutes before class ends, if possible, involve students in tidying up. Stack chairs no higher than 6 and push to wall. Usually there is a sign indicating placement. If tables were used, push them against the wall.
 - b. Walk to Carpool – 5 minutes before class ends, walk to the mall area. Your students should stay together as a class during carpool. Students of catechists & office volunteers have designated areas that they usually go to at this time.
9. Carpool – The students should be “relatively” quiet as carpool is being called, so they can listen for their names. Once your class is gone, you are free to leave. Just don’t forget to turn in your class folder to the same crate from which you picked it up.
10. Need Anything? – Please let the office know if you need any additional supplies. If anyone is acting inappropriately in class, privately name the inappropriate behavior to the student, and let him or her know they have one warning. If the inappropriate behavior is repeated, either you or the other teacher should accompany the student to the office to see Shelia.

Thank you and God bless YOU!