**Procedures**

* + **Dismissal**
    - **When:** Dismissal is always immediately after offering plates are passed.
    - **Teacher Expectation:** As a teacher, please go down to your class at the beginning of offering so that you can be in you room prepared to receive children before any parents arrive.
  + **Sign In/Sign Out**
    - **Sign In:** Do not accept any children into your class without a parent initialing the Sign In form.
      * **No Parent?:** If a child comes down without a parent, please send them back upstairs to retrieve one of their parents who can then come properly sign them in.
    - **Sign Out:** Likewise, no child should ever be released without a parent coming to pick them up and Sign them out by initialing again.
  + **Registration Forms**
    - Registration forms help us connect children to the correct parents.
    - **New Children**: Please take the time to have parents of all new children complete a full registration form.
    - **Frequent Attendees**: If any frequent attendees have never filled out a registration form, let’s start this year off by having their parents do so.
  + **Cell Phone Messages**
    - **Texting:** Similar to a beeper function, we will now ask parents to leave their cell phone numbers so that we can text them from the classroom with any pressing needs.
    - **Do you text?**: As a teacher, the **Cell Phone Texting** system only works if you have a phone you can bring down to class with you to text parents.
      * If you do not have a phone there is no pressure to participate in this program.
      * Parents can always be retrieved by someone going upstairs to find them.
  + **Diapers & Toilets**
    - **Diapers:** We do not change diapers on any occasion.
      * Parents can be texted or retrieved by classroom assistant to come change their child’s diapers.
    - **Toilets**
      * **Door Open:** When bringing potty-trained children to the bathroom, try to stay outside the bathroom with the door propped open.
      * **No Touching**: On no occasion do we touch the child to assist them.
      * **Instruction:** Giving verbal instruction is perfectly acceptable.
      * **Women Only:** Women only can take children to the bathroom.
  + **Classroom Maintenance**
    - **Set up:** Please arrive early to church to do any necessary set up. When children are dismissed down to class, your room should already be set up and ready to go so your class time can start as soon as students arrive.
    - **Clean up:** After your class is over, please clean up all toys, crafts, snacks, and other messes. If you notice the classroom is low in some resource or supply please fill out a Supply Shopping List (to be located in each classroom).