



Volunteer Teacher Information Sheet 2022–23

CLASSROOMS: Room 20: Spirit Play; Room 25: K–2nd; Room 23: 3rd–5th; Middle School: Fiatfalva room; OWL: Room 31; Youth Group: Room 32

ATTENDANCE: A clipboard with an attendance sheet will be in each room. Please take attendance every Sunday. It helps us keep track of who's coming and who is not. It is also useful in an emergency situation to help us account for everyone who was in class.

2 ADULT RULE: At least two adults will be scheduled for each classroom. This is for everyone's protection and safety. When there are only two adults available and a younger child needs to use the bathroom, one adult should stand in the doorway of the classroom and watch as the child goes to the bathroom and then returns. If there's an emergency with a student and one adult must leave with that child, try to find another adult to cover the class. A teacher can be called in from another room or Laura or Beth can help.

FIRE PROCEDURES: An evacuation map is by the door of each room. Take the attendance folder with you when you exit the building with the children.. Keep your group with you until other directions are given..

FIRST AID: A first aid kit is in each room for minor injuries. Each room is also equipped with hand sanitizer and disinfectant wipes.

SUPPLIES: Supplies for activities each week will be placed in the rooms before you arrive. Common supplies (pens, pencils, scissors, tapes, etc.) are in hanging bags that are on the back of each door in the 20-series classrooms. Please let us know by Wednesday if there are special supplies you'd like to have for any particular Sunday. There is a RE Supply Closet in the 20-series hallway that will be unlocked on Sunday mornings.

WiFi: Network: RRUUC Guest Password: changeME

CONTACT INFORMATION: Beth: 240-298-2144 Laura: 973-769-9356