



180 CLUB Classroom Procedures

Classroom procedures are a set of strategies to help keep your class connected and running smoothly. This is done best if you start your year off with clear expectations and a knowledge of your procedures.

Procedures

- 1. Procedures are how things function – the classroom expectations and routines. These help the kids know what is expected of them and for the time to go smoothly.**
- 2. Kids won't know your procedures if YOU don't know your procedures.**
 - Think through the order of things that happen in the hour with them.
 - Think through transitions between activities. Have a plan (simple plans work great too!).
- 3. Then you need to CLEARLY explain the procedures to your kids on the first day (and realistically, the first month since kids keep trickling in).**
 - Before the kids begin a transition, remind them verbally your expectations (procedure) and then have the kids do it.

Some things to think about as you prep your procedures:

- How will a kid answer a question or ask a question?
- How will a kid be excused to the restroom? Will you go as a class or let others go as they need with an assistant? (Remember! 2 kids per adult always. Never have a 1-to-1 ratio kid to adult.)
- Do you want to assign jobs in your room (throwing away trash, passing out materials, cleaning up, etc.)?
- How will kids line up and exit the room?
- What is the first thing they do as they come in, where do they place their belongings, where do they sit, what is expected of them when they first sit down, how will you take attendance?

Overview of Time Line

3:30pm: Team arrives and checks in with the school office. Begin to prepare the class rooms.

- Rearrange seats and desks.
- Set out the snacks and activities.
- Place name tags on the desk. Split-up kids you know talk too much together and/or act-up/argue.
- Access the attendance roster on a smart device and prepare to take attendance.

4pm: Start Class

- Follow outline on lesson with flexibility between game vs activity (do what you deem is best for your kids that day)

4:45pm: End Class

- Either dismiss the children or begin worship depending on the school

EXAMPLE OF CLASSROOM PROCEDURE

Begin Class

As the children enter the classroom, remind them to put their book bags away in the same spot each week and line up for attendance. Line them up outside the classroom. For open-concept room layouts, line them up to the side or back of the room. Be sure it is in the same place each week.

- Take attendance by checking their name off the roster.
- Give them a squirt of hand sanitizer.
- Children go to their assigned seat/pick a seat.
- Snack time.

- **Kids will eat while others continue waiting in line to take attendance. Assistants use this time to have small talk with kids as they eat and build relationships: catch-up on week/small talk until all kids have eaten.**
- **Give verbal reminders of how much time they have to eat before it all gets thrown away.**
- **During this time, allow the kids to quote their memory verse and earn a reward.**

Clean-up by 4:15pm to start the lesson

- **Assign classroom roles like snack picker-upper, craft passer-outer, craft picker-upper, line leader, etc. Rotate who gets to volunteer using the attendance chart.**
- **After snack, have student volunteer(s) (or adult assistant if preferred) pick-up and throw away all trash.**
- **Bathroom Break. This is optional depending on classroom age/needs. Clean-up snack by 4:10pm if incorporating bathroom break.**

Lesson led by classroom teacher

Transition into small groups for activity led by assistants

- **During small group time, try if possible to match the same children with the same assistants.**
- **Shoot for 3 children to 1 adult assistant ratio.**
- **Divide into boy and girl groups if possible.**
- **End the small group time with prayer. Allow kids to pray for one another. Assistants be prepared to pray if no kids volunteer.**

Note for end

- **If you are finished before 4:45pm, play the game written in the lesson plan.**
- **Depending on the school, dismiss to worship in some schools and home in others. Worship from 4:45pm-5pm.**