



## **Extended Session Responsibilities**

- A calendar will be mailed or emailed each quarter showing names and room numbers. You will be sent a mail or email reminder the week before you serve. If you are not able to serve please find a substitute on the calendar and work out a swap. Contact Lynn Pope with any changes or swaps at 329-1228 or [scentophile@yahoo.com](mailto:scentophile@yahoo.com).



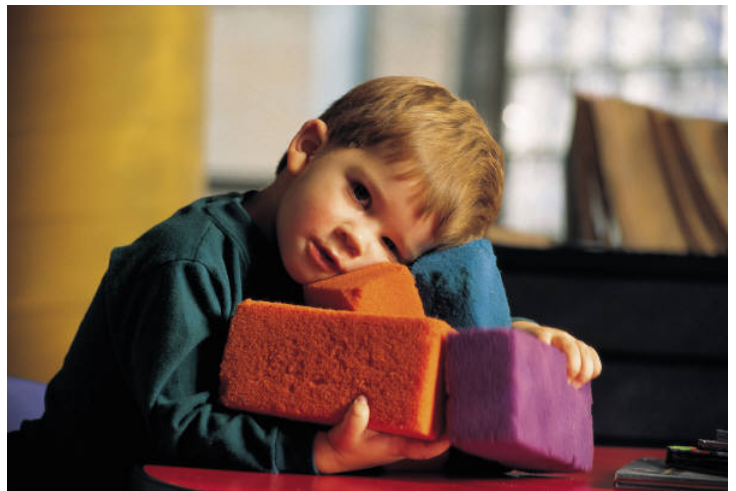
- Volunteers should report to their assigned room by 10:05 on Sunday mornings or 6:50 on Sunday nights. You may have to leave your class early, but this provides a smooth transition for teachers and children. The teacher will introduce you to the children, show you their bags and provide

other information about the children.

- Please assign beepers to any new children who arrive. The teacher will show you the procedure before she leaves. **All beepers should be set to vibrate!**

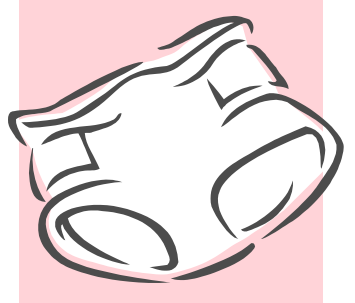
- A coordinator is on duty in the preschool kitchen each Sunday for Extended Session. She will pick up your snack trays and provide any assistance you may need.

- Volunteers may lead organized activities such as coloring, singing or games. There are many resources available in our toy room as well as the supply room in the preschool area. The coordinator on duty can show you where these items can be found. Free play is also acceptable.



- Your active involvement with the children will make the time pass much more quickly and keep discipline problems to a minimum. Should you need discipline, however, you may use a time out that lasts 2 - 4 minutes depending on the child. If time-outs are not working you may ask the coordinator for her assistance. **Physical punishment is never acceptable.**

- Please make sure all diapers are checked and changed if needed before the session ends. Make sure all who are potty trained have been to the restroom once during your hour. **Sending children home with dirty or wet pants reflects negatively on our church and our ministry.**



- Please remain in your room until each child has been picked up by their parents. **Ask for their pagers!** We must have a pager for each child who is picked up unless it is noted that the pager number belongs to a sibling from another room.
- Please straighten the room before leaving, returning any items you may have used from the resource room. All beepers must be turned off at the close of service. If pagers are not returned to you please note that on the yellow pager sheet.

**Thanks for your willingness to serve!**

