

# Sunday 11:30 Elementary Team Orientation Check List

Use this worksheet to orient your team as a group & individuals as they're added. For more detailed information refer to the Volunteer Handbook.

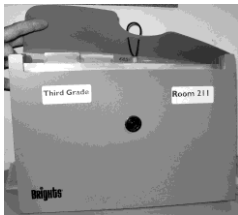
## GENERAL:

- Oasis discussion group - Send blank message to xcf-oasis-subscribe@yahoo.com Write subscribe in the subject box.
- Just for Kids* hospitality booth – purpose and process
- Incorporation of all team members, student and adult
- Absence from classroom – All volunteers are responsible to provide their own** Oasis-screened substitutes. Work out the details of absence with your team leader.
- ACCESS** is an individualized ministry for children and adults with disabilities. Contact Joanna Baker (898-9662), Oasis ACCESS Director, to find out how this program can support your team as you include children with disabilities.



## BEFORE CT:

- Sign up for CT teachings on CD at the administration booth
- Locate your classroom cart, roster and clipboard, giving globe, walkie-talkie and the "Shared Supply" bag - instruct how to use walkie-talkie



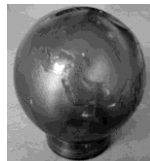
Accordion Folder in Shared Supply Bag



Walkie-Talkies



Shared Supply Bag



Giving Globe



Cart

## CLASSROOM PROCEDURES:

- Set Up:



Wood Storage Cabinet - closed



Wood Storage Cabinet - open

- If not covered, cover the tables with plastic stored in the wood storage cabinet
  - Set up the craft and activity stations w/shared supplies and craft supplies
  - Pray together as a team
- Check-in procedures*  
Must be accurate in case of emergency

## Class Roster

**OASIS Class Sign-in OAS** 21-Apr-09

Students Registered: 24 Adult Workers this week: Student Workers this week: **#1**

**#4** **#1**

# Children: **#4**

# Adult Workers: \_\_\_\_\_

# Student Workers: \_\_\_\_\_

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**Non-Registered Student Sign-Up**

**Child #1** Parent in:  Cafe  Audit. (for AM Main Campus)

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Parent's Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_  Male  Female Hm. Phone #: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ **#3**

Came as guest of: \_\_\_\_\_ Street: \_\_\_\_\_

Medical Allergy issues: \_\_\_\_\_ City, Zip: \_\_\_\_\_

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**Child #2** Parent in:  Cafe  Audit. (for AM Main Campus)

First Name: \_\_\_\_\_ Parent's Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_  Male  Female Hm. Phone #: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Came as guest of: \_\_\_\_\_ Street: \_\_\_\_\_

Medical Allergy issues: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Newly Registered Students						
First Name	Last Name	Birth Date	Age	Parent's Names	Cell #	Notes (allergies)
<input type="checkbox"/>	Nash	11/06/00	5	Michael		
<input type="checkbox"/>	Olivia	05/01/01	5	Kelly		
<input type="checkbox"/>	Seren	02/18/01	5	Heather		

Registered Students						
First Name	Last Name	Birth Date	Age	Parent's Names	Cell #	Notes (allergies)
<input type="checkbox"/>	Laura	09/02/01	5	Jodie		
<input type="checkbox"/>	Grace	07/01/01	4	Kate		
<input type="checkbox"/>	Susan	02/10/01	5	Heather		
<input type="checkbox"/>	Patty	06/10/01	5	Jo		

### Roster Instructions:

- #1 Don't forget to sign in on the provided lines
- #2 Sign - in of registered children
  - o Children registered BEFORE 6/30 are found in the "Registered Students" section
  - o Children registered AFTER 6/30 are found in the "Newly Registered Students" section
  - o Place a check in the box next to their name
- #3 Sign in New/Visiting children – if parents want the child on the printed roster, ALL information must be completed.
- #4 Enter the number of Children, Adult Workers, Student Workers on the appropriate lines.

### Class Time

- If attendance in your class is low on any given week, determine which adult/s should go on to CT keeping in mind that there must always be two screened workers (can be 1 adult and 1 student) with the children at all times.
- Lesson – there is more than enough material for the hour, you are free to make adjustments, eliminate, shorten and be creative so all elements of the lesson are accomplished
- Music - classrooms combine and the Music team leads
- Small groups – refer to “Importance of Small Group Discussion” in packet
- Outside/Playground
  - Post on classroom door, laminated sign found in bottom drawer of cart
  - Take both the roster and the walkie-talkie with you. Turn the walkie-talkie on so you can be reached if necessary
- Discipline procedures – see Volunteer Handbook and discuss with your team

We are  
on the  
playground!

### Check-out procedures

- Only release a child to the parent or a person designated by the parent
- Instructions for **late pick-up** of children
  - At 12:55 place the sign on the door
  - Take remaining children to a director or CT Oversight who will make sure someone will wait with them at the Just for Kids booth

3RD GRADE  
ROOM 210

This room is now closed. You may pick up your child at the Just for Kids booth on the first level.

### Clean-up

- Make sure all shared supplies are returned to the Shared Supplies bag & that classroom supplies are returned to their proper places
- Remove any lesson materials from white boards & clean white boards
- Put all bibles and games away in the wood storage unit
- Take your attendance roster, walkie-talkie and the money from the giving globe to the administration booth. Place the roster in the basket. Deposit the money in the OASIS giving file box

### Lesson pick-up for next time (CD, online at

<http://www.xenos.org/ministries/oasis/curriculum/index.htm>, wall pocket) – everyone be familiar with the lesson each the week

- ### Check the lesson schedule each week for delegate roles, Bible Guy skits and/or puppet shows. Scripts are attached to the lesson. They occur before or after music.

## NECESSITIES:

- Get yourself a FREE hot beverage at the snack bar
- Always **TWO SCREENED** workers with the students at all times – never leave anyone alone with the children
- Bathroom – Allow one child at a time to go to the bathroom. If the child does not return in three minutes, a team member should go find the child.
- Role of physical contact – refer to Handbook