

Preparation, Discipline, and Security

- **Prepare your lesson ahead of time** – know what you are going to do
- **Be Early** – set up your classroom
- **Greet kids at the door** – shows you are ready to learn
- **Name Tags** - Every student must have a name tag that says the class they belong. Make sure you are checking every child's name tag to make sure they are in the correct class.
- **Security Pick Up Tag** - Pre-K and Kinder must present a security tag at pick up; adults pick up only
- **Take good attendance** – use your roster and check off accurately (you'll need this in case of an emergency) Don't forget about visitors and kids who come in late.
- **Being prepare ahead of time helps eliminate discipline problems that could arise during empty times.** That is not to say you cannot have free play. Free play needs to be part of your lesson plan, not a filler because you aren't prepared.
- **Handle disciplinary problems promptly** – nip it in the bud.
 - Time-out is a good punishment as is removal from fun activities such as the playground.
 - Don't be afraid to be firm. Just don't yell. We want to remain Christ-like.
 - If the problem persists or gets worse, please call Jessica, Rachel, Sarah, or Eric using the walkie talkie in your classroom.
 - Worst case scenario is we have to have the parent remove the kid from the classroom.
- **Helpful Videos**
 - **Children's Ministry 101 Doorway Drop Off**
<https://www.youtube.com/watch?v=YTHDzx8rWdU>
 - **Children's Ministry 101 Top 5 Security Tips**
<https://www.youtube.com/watch?v=aobJq-tKpfc>