

## A TYPICAL SUNDAY MORNING SCHEDULE

8:00 a.m.	Nursery opens
9:20 a.m.	Classrooms open to receive children
9:30 a.m.	Sunday School for all ages
10:30 a.m.	Dismissal
	Children attend worship with their families or may Stay in the church nursery.

### ARRIVAL TIME FOR TEACHERS:

Please, please, please be in your room no later than 9:10 a.m.  
Trust us that your class will go much more smoothly if you  
arrive early and set up before children arrive.

### WHAT IF CHILDREN ARE NOT PICKED UP AFTER CLASS?

If you still have children in your classroom ten minutes after the  
end of class, please escort that child to the nursery.

### PLEASE LEAVE A NOTE ON YOUR DOOR WHEN...

Anytime you are taking children out of the classroom, please  
leave a note on your door informing parents where you will be or where their  
child has been moved to.

### IN CASE OF AN EMERGENCY

Emergency procedures are posted in each classroom. Here's the  
plan:

If you are in a downstairs classroom with a phone:  
Dial Ext. 149 for the children's office  
Dial 0 to reach the front desk volunteer  
Dial 148 to reach the church nursery

If you are in an upstairs "C" classroom:  
Go to the Office of Children's Ministries

If you are in an upstairs "D" (Christ.com) classroom:  
A phone is available in the upstairs office B206  
The same instructions apply as above.

If you need an ambulance, please calmly state the emergency and where you are located.

If you need a church janitor, Donna, Shawn or Sarah, please call Ext. 149 and ask the volunteer for assistance in locating them.

Sunday School teachers are encouraged to learn CPR. Most all nursery workers and staff members are trained in CPR.

## WHAT TO DO IN CASE THE FIRE ALARM RINGS

From time-to-time this does happen, usually because a child has pulled the alarm. Regardless, EVACUATION SHOULD IMMEDIATELY TAKE PLACE. Our children are too precious to take chances. In your classroom is posted an evacuation route. Please take note of it early in the year and be prepared in case evacuation is necessary. Remain outside with your class until you are given the all-clear sign (usually this will come from a staff member).

It is imperative that you carefully monitor your class. If safety and common sense permits, please count the number of children as you leave the classroom. Once you have exited the building and found a safe place to wait, please frequently count the children and make sure no one wanders off.

If you should be "off duty" on a Sunday when the alarm goes off, please report immediately to your classroom or the classroom of young children/nursery and help with evacuation there.