

Guidelines for Teacher Aides

- † **If you are going to be absent, please call Arlene Astrowski at 346.8185 as soon as possible and notify the class catechist.**
- † Report to classroom 15 minutes before class begins. Pick up the bin in the hallway and place it in the classroom.
- † Ask catechist if they want you to set out the candle, prayer cloth, and bible for the enthronement of the bible and opening prayer, so the children can process with them..
- † As the children come in, ask them to be seated. You may talk to them and find out how their week has gone.
- † Ask the teacher if you may take the attendance and then place the envelope in the mail box outside the room.
- † Please work with the teacher to facilitate a classroom that truly tells the story of Jesus. His kindness, love, respect and acceptance should always be present.
- † Please follow the discipline policy in our handbook and the back of this sheet. The catechist will handle any problems.
- † If you see a student texting, please ask them to place their phone on the teacher's desk and pick it up after class.
- † Please accompany all students to the bathroom.
- † If you have any problems or questions please come and see me.
- † Help the teacher with the closing ceremony then **escort the children single file in an orderly manner to the front door.** Please return to the room and help the teacher leave the classroom in order; desks need to be straightened and chairs pushed in, close all windows at the end of class and turn off fans.

Thank you for all your work.

Your sister in Christ,

Arlene Astrowski
Director of Religious Education