

## **CM Coworker Meeting**

9/25/2016 2pm

### **Director Jessica Tung**

Attendees: Jessica, Shuling, Bernard, Susan, Judy (如玉姐), Rebecca, Deborah.

Children Ministry's Handbook

**Mission Statement: Support Christian parenting, help children know Jesus personally, and love Him wholeheartedly.**

4-14 year old window – the best time window for children to learn Christ. (best investment)

Safety policies – (physical; emotional; spiritual)

- Teacher/Kid ratio: Preschool 2/8; Elementary – 2/16.
- Never keep children unattended.
- Never be alone with a child (one-on-one).
- Window blinds to keep open.

Windows glass safety – open the upper panel only.

Furniture improvement ideas (Susan): white table.

Background Check: Now not necessary.

Children Disciplinary Standard (suggested Rebecca): be consistent.

Emergency procedure: Fire/Earthquake drill.

Discipline Policies/Classroom Management

Teachers/Coworkers: Do Not play favoritism.

Prepare enough material. Avoid conflict.

Bring up expectation in advance – such the expected behavior during a joint worship.

交替 : Big group and small group activities. 靜態 and 動態 activities.

Build up good relationship with kids and parents. Easier for disciplinary situations.

Conflict/fight – need to listen to the two-sided story

**Reconcile after discipline, also after fight between children.**

**Job Description for Elementary Teachers** (K- 5<sup>th</sup> grade)

**Job Description for Pre-school Teachers** (3/4/5 grade)

**7 Learning Styles – children have different best learning styles.**

**Special needed kids – may need to evaluate individually.**

Drop box – invitation