

Guidelines for Teacher Aides

- † **If you are going to be absent, please notify your catechist and email Stephanie Miernicki at smiernicki@mostholredeemer.org as soon as possible.**
- † 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 any materials and if you may take the attendance and then **take the attendance to the office by 6:15pm**. This helps us ensure all the students are accounted for and have safely reached SOR this evening.
- † As the children come in, ask them to be seated. You may talk to them and find out how their week has gone.
- † Get the students started on their JOURNAL entries for the night.
- † Prepare the students to STOP, DROP, & PRAY with the entire student body over the PA.
- † The catechist and you should work together to maintain effective classroom management strategies and discipline within the classroom.
- † 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 end of the night ritual/procedure 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.