

Specific Instructions for Multipurpose Room, 3 years old to pre-K

8:45 and 10:30 a.m. Masses

ONLY Before 8:45 a.m. Mass (at 8:30 a.m.):

- Set up 2 tables and 16 chairs by windows, and the sign-in table by the door. Tables and chairs are in the far right closet in the Multipurpose room. Wipe the tables if necessary.
- Unlock middle closet, pull out toys and set out alphabet rugs. Obtain key to middle closet from inside the Guardian Angel Room cabinet.
- Display sign-in sheet and name tags for children on the table by the door.
- Set up the lesson plan and craft. Remove lesson plan from file cabinet. Refer to the front of white binder for specific lesson plan to be used on that date.

Before 8:45 a.m. & 10:30 a.m. Masses:

- List the volunteers' names at the top of the sign-in sheet.
- Fill the water pitcher for snack and bring out adequate pretzels/animal crackers. Place all items on windowsills.
- Additional supplies are kept on the shelves at the back of the middle closet.
- Become familiar with the lesson plan and set up the necessary supplies for the craft. This allows story and craft to go smoothly.

During Mass:

- Greet each child as he or she arrives. Ask parents to sign the child in and make a name tag. Ensure that the parent writes down a cell phone number, even if they don't have their phone with them. (The phone number is for dismissal verification for each child.) See "Safe Environment Program" on pg. 1 for more considerations.
- The maximum ratio is 10 to 1 for children 3 to 5 years old, and 6 to 1 for children younger than 3 years old. If the age group is mixed, count each child younger than 3 as two children and use the 10 to 1 limit. If you reach this limit, you cannot accept more children unless another parent (on the Safe Environment Program) volunteers to stay and help.
- Theoretical Schedule (adjust as (adjust as needed to suit the mix and temperament of the children):
 - 20 minutes – Free play
 - 20 minutes – Bible story, discussion, and craft time (no toys allowed on alphabet rugs during story time)
 - 10 minutes – Snack time (clean children's hands with waterless cleaner before eating)
 - 10 minutes – Free play

End of Mass:

- Pick up toys (enlist the kids' help with this).
- Dismiss each child to the parent or relative by asking them to recite the cell phone number written on the sign-in sheet. Write your initials in the "dismissed" column. Parents do not sign out their own children.
- Collect craft materials and leave them on the sign-in table for the next Mass.
- Wipe tables and finish straightening toys.

ONLY After 10:30 Mass:

- Return tables and chairs to far right closet.
- Put away craft supplies and snack supplies on upper shelves in middle closet.
- Put away toys neatly on floor and lower shelves in middle closet.
- Return sign-in binder, instructions, name tags, etc. to top of file cabinets.
- Return lesson plan to appropriate spot in file cabinets.
- Vacuum carpet as needed and return vacuum to middle closet.
- Lock middle closet and return key to cabinet in Guardian Angel room. Lock Guardian Angel room and return that key to the cabinet in the Sacristy.