

# Church School Parent Information Packet



## **CONGREGATIONAL CHURCH OF BURLINGTON**

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*Working together to help make our children's Christian Education  
experience uplifting, spiritually enriched and fun -  
giving them lifelong values and memories.*

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# General Information for Parents



## Sunday School

All children ages 3 years old through Middle School are invited to attend Sunday School classes during our worship service. The invitation is initiated with a Children's Message delivered by Reverend Taylor. Immediately following the Reverend's message, the children are dismissed to their classes.

## Teaching Teams

Our Sunday School classes are led by volunteers from within the congregation. The volunteers form teams that usually consist of at least 3 members for each grade level; providing a rotation of teachers throughout the school year.

The Superintendent of Sunday School provides guidance to the teaching teams, develops the school year calendar, and coordinates resource materials for the curriculum and special activities.

## Sunday School Curriculum



The curriculum used by the teaching teams is provided by Seasons of the Spirit and resources from their program are used during each session.

As a standard practice, the children are introduced to the day's lesson by a reading from the Bible. This practice fosters a child's familiarity with the Bible and builds an understanding of the Structure of the Bible.

## Sample Outline of Class Lesson

### 10:20 – 10:30 **Attendance & Welcoming Message**

Pass the offering basket and ask the children if they have anything special to share that they are thankful for or would like prayers for.

Class Prayer (*optional*). Incorporate the children's comments into an appropriate short prayer of thanks and/or healing.

### 10:30 – 10:40 **Lesson of the Week**

Designed from Seasons of the Spirit materials. The Step will be incorporated into this timeframe when time permits or when the scheduled scripture is applicable to the Step.

### 10:40 – 10:45 **Snack**

Most teachers donate a small healthy snack such as crackers, pretzels or donuts.

### 10:45 – 10:55 **Activity**

Designed from Seasons of the Spirit materials to engage the children in a creative way to relate to the Scripture

### 10:55 – 11:15 **Review and Clean up**

## Snacks

A snack time is usually incorporated into the classroom activity based on the teacher's discretion. We ask the teachers who are able to donate a snack to avoid sweets that may ruin a lunchtime appetite and be aware of any food allergies that the students may have.



## Organization and Clean Up

Classroom areas must be cleaned at the end of class and we ask everyone to assist the teacher in cleaning up the learning area.

Please encourage your child to be aware of their surroundings and to assist the teacher in gathering up trash, wiping down tables, etc.

## Communion Policy

We practice open communion on the first Sunday of each month. Open communion means anyone can receive the sacrament. It is your decision as to when your child begins to participate. Our fourth grade Sunday School curriculum includes sessions dedicated to communion education.

## Student Attendance

Attendance is taken each class and those students with a good attendance record will be recognized on Youth Sunday by a presentation of a good attendance certificates.

## Offerings/Stewardship

An offering is collected at the beginning of each class. Teachers explain and reinforce the meaning and importance of the offerings early in the school year and periodically thereafter, to promote a sense of stewardship among the children.



At the end of the school year, the children, as a whole, have the opportunity to select an appropriate charitable organization as the recipient of their weekly offerings.

## Confirmation

Our eighth grade students begin to prepare for their confirmation year by participating in regularly scheduled sermon discussions and other youth activities focused on community service.

Our confirmation program is led by Reverend Taylor and is developed for our ninth grade students. The program balances class style lecture and lessons against participation in various church and community events. The youth are encouraged to explore alternative religions and services and are welcomed to share their experiences.

## Sunday School Calendar

Sunday school classes are held starting in September and ending in June each year. We invite the children to attend the first 15 minutes of each service so that they may participate in a children's message delivered by Reverend Taylor.

After the message, children are released to their Sunday School classrooms, with dismissal at 11:15a.m. There is no Sunday School when special family services are held.

Therefore, the children are invited to attend and participate in the full worship service on the following Sundays:

<b>Dec. 16, 2018</b>	Christmas Pageant
<b>Dec. 23, 2018</b>	Christmas Break
<b>Dec. 30, 2018</b>	New Year's Break
<b>April 21, 2019</b>	Easter Sunday
<b>June 9, 2019</b>	Confirmation Sunday
<b>June 16, 2019</b>	Youth Sunday/Father's Day

# Christian Education Step Program

The Christian Education Step Program is an important part of the children's Christian learning experience. There are specific grade level goals available to your child. If they so choose, they may elect to be tested in their step at the end of the school year and be awarded a Step Certificate.



Please speak with any of our teaching staff or Superintendent if you have any questions on the program. Copies of the applicable step are distributed at the beginning of the school year and parents are encouraged to work with their children as well.

## The Steps:

### Pre K and Kindergarten – Step One

Jesus Loves Me

### First Grade – Step Two

Gloria Patri

### Second Grade – Step Three

The Lord's Prayer

### Third Grade – Step Four

The Ten Commandments

### Grade Four – Step Five

Psalms 23 and Psalm 100

### Grade Five – Step Six

The Beatitudes

### Grade Six – Step Seven

Footprints in the Sand

### Grade Seven – Step Eight

1 Corinthians 13

### Pre-Confirmation – Step Nine

The Books of the Bible

### Confirmation – Step Ten

The UCC Statement of Faith

The Congregational Church of Burlington  
Mission Statement

## Acolyte Volunteering

As an acolyte, a student will ring the church bell to call the congregants into the sanctuary. Then they will light the altar candles and ring the small hand bell at the beginning of service to invite the congregants into silent prayer and meditation to worship our God. Our students in the 4<sup>th</sup> grade and up are encouraged to volunteer to be an acolyte at least once during the school year.

## Church School Fire Safety Guidelines

1. All children exit quietly and quickly
2. Stay low – out of smoke
3. No running or pushing
4. Teachers take head count as you are leaving the classroom and again after the group is assembled outdoors.
5. Superintendent and teacher assistants will assist with nursery and preschool children
6. Superintendent will check status of all classrooms
7. All persons are to remain in designated area until notified by superintendent that it is safe to return to classrooms.



## Exit Plans

Upstairs Classrooms – Exit through the side entry door by the kitchen and turn right into the parking lot.

Downstairs Classrooms – Exit up the stairs, turn right past the restrooms and exit the back door. Line up at the far end of the parking area next to adjacent building. If a stairway exit is not possible, each classroom is equipped with step ladders that should be used for exiting via the classroom window.



## Discipline Policy



The discipline policy utilized at Church School strives to help our young people learn how to control undesirable behaviors and reward positive behaviors. With this in mind, the church school classroom setting should be one of positive growth for all students. The children will be made aware of the expected behaviors during their first class session.

The following guidelines apply:

First incident of disruptive behavior that causes a significant interruption to the class results in a discussion between the student and the teacher.

Second incident of disruptive behavior results in a discussion between the student and the superintendent, with a follow up with the child's parents after church service.

Third incident of disruptive behavior will result in the child being brought in to sit with the parent(s) in the sanctuary during service.

Positive behaviors that promote a healthy classroom setting are rewarded by positive remarks, reward stickers, or other creative ways that are within the teacher's abilities.

## Ongoing Communications

Working together we can all help make our children's Christian Education an uplifting, spiritually enriched, fun experience that will give them long lasting memories.

We encourage you to be a part of your child's Christian education. Please do not hesitate to share your ideas and thoughts on how we can make your child's learning experience a positive one!

If you provided your email address, you may expect regular communications via email from the Superintendent as well as from your child's teacher. In addition, the monthly church newsletter and the church website have dedicated space entitled **Church School Corner**.

Please let us know how we may keep you better informed of the activities occurring in our program.

## Resources on the Web

We have put together a list of our favorite websites and hope you find them useful as well. If you have a website you use that is not listed below please let us know.

Church Website: [www.ccburlingtonct.org](http://www.ccburlingtonct.org)

Links to curriculum, music, crafts, drama, etc.:  
[www.seasononline.ca](http://www.seasononline.ca), <http://www.christianbook.com/> and  
[www.woodlakebooks.com](http://www.woodlakebooks.com)

Crafts and Bible crafts: [www.daniellesplace.com](http://www.daniellesplace.com)

Online school, outlet mall, ideas for lessons, games:  
[www.childrensministry.org](http://www.childrensministry.org)

Collection of games, crafts, songs recipes and more:  
[www.theideabox.com](http://www.theideabox.com)

Christian tracts for children: [www.gospelcom.net/ats/index.php](http://www.gospelcom.net/ats/index.php)

Links to Christian Organizations/services: [www.christianbest.com](http://www.christianbest.com)

## Questions or Concerns

If you have any questions or concerns, please don't hesitate to contact the Superintendent or Assistant Superintendent.

### Superintendent

Tim Higley, Sr.

[timothy.higley@sbcglobal.net](mailto:timothy.higley@sbcglobal.net)

(860)462-6681

### Assistant Superintendent

Gina D'Angelo

NEED EMAIL

NEED PHONE