

Grade School

To Coordinator:

Please find enclosed the material you will need to successfully complete the program. Go through the website or files to familiarize yourself with lessons, theme, and time lines. You will find enclosed among other things:

- 1) Lesson Timeline for each quarter
- 2) Coordinator Master Supply List for each lesson to be prepared beforehand and materials/sheets given to teacher
- 3) Lessons – including information to hand out to teachers, student activities, craft preparation, etc. Please ensure you print a lesson and a sample of all activity sheets or directions for the teacher, so they can see what they are supposed to do in advance and can ask questions before the day of teaching. Also, ensure that either you prepare the materials and give to the teacher in advance or lead them to the website so they can print their own materials in advance and get the needed supplies. (Preferably, if you prepare the materials yourself, it is easier to keep a copy and get the teacher to return the things left over so you can use them again in the future, without having to re-create some activities – like the creation booklet, for example.) We keep each quarter’s supplies in bins so that when a quarter is done again, you just grab the bin and most of the work is done from the first time other than printing more sheets for students. We also make a 2-3 inch binder of lessons and sheets for each quarter for teachers and these can be reused as well.
- 4) Attendance Sheets, Song Sheets, and Dear Teacher Sheets

As well, each lesson contains well over 1 hour of material and is broken down into time segments so suggest to your teachers to choose activities that they prefer that will ensure the time for the class will be filled – remembering that sometimes adult classes may go over and children are to remain with the teacher.

If you have any trouble finding or understanding anything enclosed on the website, please don't hesitate to contact me, Nadine, at nadinedamo@protonmail.com.

Thanks and may God bless your heart for your willingness to serve!

Much love in Christ,
Nadine