Teaching preschoolers is both rewarding and challenging. The Curriculum Workshop for Preschool Leaders helps teachers become familiar with LifeWay’s childhood curriculum as well as offering practical tips to enhance teaching and planning.

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Other resources in the How-to Sunday School Guide series:
How-to Sunday School Guide: Curriculum Workshop for Preschool Leaders

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Chapter 1
Foundations for Preschool Teaching

Welcome to the How-to Sunday School Guide: Curriculum Workshop for Preschool Leaders. Teaching preschoolers can be an overwhelming task. Using preschool curriculum designed to meet the learning needs of the child will greatly benefit both the teacher and the child.

Throughout the Bible we can cite instances where God commanded His people to teach others about Him. In obedience to our calling, we follow that mandate and teach our children about God’s love and provision.

In Deuteronomy 4:14, God commanded Moses to teach the Hebrews His commandments.

The passage found in Joshua 4:20-24 teaches the story of the 12 stones taken out of the Jordan River at the time the Israelites crossed over on dry land. Joshua said, “When your children ask their fathers in the future, ‘What is the meaning of these stones?’ you should tell your children, ‘Israel crossed the Jordan on dry ground.’ For the LORD your God dried up the waters of the Jordan before you until you had crossed over.”

Paul taught us in Colossians 3:16, “Let the message about the Messiah dwell richly among you, teaching and admonishing one another in all wisdom, and singing psalms, hymns, and spiritual songs, with gratitude in your hearts to God.”

So, we are to teach in ways that make learning last.

This guide is designed to…

assist and equip preschool leaders to use the Preschool Family Bible Study curriculum for preschool department directors, lead teachers, and Extended Teaching Care teachers (those adults who teach preschoolers during the worship service or an additional Sunday School hour).

The Preschool Family Bible Study Curriculum Resources:

• Leader Guide: This guide contains the Sunday School session planning and preparation helps, session Bible-learning activities (centers), and Extended Teaching Care (ETC) activities.

• Leader Pack: This resource contains items such as books, puzzles, Bible markers, games/mobiles, block accessory figures, recipes, and additional items that help teachers continue to teach beyond Sunday morning such as parent letters, postcards, and ministry charts.

• Learner Guide: This resource is a gummed pad with parent helps and 13 weekly take-home pages. The take-home pages can be easily removed from the pad. Each weekly take-home page features a biblical illustration and corresponding Bible story on the front and a related activity on the back that preschoolers can do in Sunday School and at home with parents. The learner guide gives parents a tool to reinforce at home the Bible teaching that occurs at church.

• Music CD: This CD contains songs, sounds, activities, and instrumental music to be used with the children. The Music CD is an enhanced CD filled with teaching/ministry resources such as plan sheets, allergy alert sheets, teaching helps, parent e-mails, and much more.
Specific Resource Titles by Age Groups:

For Teachers of Babies
• *Bible Teaching for Babies Leader Pack* (pack includes three leader guides)
• *Early Bible Steps Learner Guide*
• *Music for Babies, 1s, & 2s CD*

For Teachers of 1s or 2s
• *Bible Teaching for 1s & 2s Leader Pack*
• *Bible Teaching for 1s & 2s Leader Guide*
• *Early Bible Steps Learner Guide*
• *Music for Babies, 1s, & 2s CD*

For Teachers of 3s–Pre-K
• *Bible Teaching for 3s–Pre-K Leader Pack*
• *Bible Teaching for 3s–Pre-K Leader Guide*
• *Bible & Me Learner Guide*
• *Music for 3s–Pre-K CD*

For Teachers of Kindergarten
• *Bible Teaching for Kindergarten Leader Pack*
• *Bible Teaching for Kindergarten Leader Guide*
• *Kindergarten Connection Learner Guide*
• *Music for Kindergarten CD*

What Do I Do if I Need a Second Curriculum Choice or Have Multiple Age Groups?
Consider the following three choices:

**Choice 1:** If you teach a multi-aged group of preschoolers, determine in which age group you have the largest number of children. Purchase the curriculum for that age group. For example, if you teach 3s through kindergarten in one room and 4s are your greatest number of children, purchase the *Bible Teaching for 3s–Pre-K* resources. You may want to purchase an additional *Bible Teaching for Kindergarten Leader Guide* in order to provide some activities for the kindergarten children.

**Choice 2:** Preschool *Bible Foundations* is a versatile curriculum for Sunday School, ongoing discipleship training, special studies, and anytime preschoolers are present. This broadly-graded curriculum is designed for use with preschoolers, birth through kindergarten. The study plan is organized around Bible topics that help build strong foundations for faith and emphasize Bible study, missions awareness, and discipleship.

• *Bible Foundations: Preschool Leader Guide* is a resource that provides personal Bible Study for teachers and Bible-teaching plans for babies–kindergarten. Targeted to aid the development of spiritual formation in babies–kindergartners, separate age-suited Bible stories and teaching plans are provided for babies and 1s, 2s, and 3s–kindergarten. The teaching plans are flexible and can be used effectively in broadly-graded as well as closely-graded environments.

• *Bible Foundations: Live and Learn Learner Guide* is a quarterly take-home magazine of Bible teaching for threes through kindergarten and their parents. The gummed pad has some parent helps and 13 weekly take-home pages. The take-home pages can be easily removed from the pad. Each page contains a Bible teaching picture and corresponding Bible story on the front, along with an activity on the back that preschoolers can do in class and at home. The learner guide gives parents a tool to reinforce at home the Bible teaching that occurs at church.
• Bible Foundations: Preschool Leader Pack contains ready-to-use, colorful items that facilitate Bible-learning experiences. The pack includes teaching items to use in class with babies–kindergarten as well as outreach and ministry items to use with parents and in the home. Although they vary from quarter to quarter, items may include such things as Bible markers, parent letters, puzzles, games, and preschool books.

Choice 3: E-Anytime Anywhere Preschool is available online for you to download—session by session. You can pick and choose from 52 sessions. Once you download a session to your computer, you will be able to make as many copies as you need to use in your church “anytime anywhere.”

Visit www.lifeway.com/childhood to access and download E-Anytime Anywhere. The Topical Index of Resources is located under Childhood Tools on the left side of the Web page. A link in the Topical Index will take you to the E-Anytime Anywhere Preschool sessions.

What do I get in each downloadable session of E-Anytime Anywhere?

Page 1 is an overview of the session. This page contains the title of the session, the Bible story title, the Bible references, the unit title, titles of other sessions in the unit, the Bible teaching aim, and a Bible verse.

Page 2 is a colorful Bible picture.

Page 3 contains Today’s Bible Truth, Before the Session, Begin the Session, Show the Bible Picture, and Tell the Bible Story. Before the Session tells you what to gather for large group times. Begin the Session is a beginning activity or game.

Page 4 contains Review the Story and Pray, Use the Bible (a Bible verse or phrase activity) and Work Together. Work Together consists of five Bible-related activities that reinforce the Bible truth, the Bible story, or the Bible verse. These activities use easy-to-find resources and provide a variety of learning approaches that appeal to preschoolers.

Page 5 includes Sing Together, End the Session, and Tips for Twos. Sing Together includes two or three simple songs to sing to familiar tunes. End the Session contains two games to use as parents arrive. Tips for 2s gives a simple tip on how to adapt an activity for 2s.

Page 6 is the “Fun Page” that can be used during the session or as a take-home page.

Common Designs in Family Bible Study

In each leader guide you will find some common headings and design elements. These are organized to help you follow an easy, step-by-step method in preparing for the session and preparing through personal Bible study. Here are a few.

Overview Pages—These pages help the teacher see at a glance the Bible content, the Levels of Biblical Learning, and the resources needed for the unit (month) as well as the Weekly Schedule for the session.

Leadership Meetings—This planning section offers suggestions for regular planning and appears on the overview pages.

Bonus Activities—Additional ideas for 1s–Kindergarten are available for the teacher to choose for use during Sunday School or Extended Teaching Care.
Preparation—This section of the session includes Getting Ready and Personal Bible Study. Getting Ready lists the pack items needed, music suggestions, CD-ROM resources, and resources for group time (3s–K). Occasionally, there will be a Plan Ahead section which will let you know about special items that will be needed later in the month or quarter. In Bible Teaching for Babies Leader Guide, the pack items are listed with the Bible-learning activities.

Personal Bible Study—The Personal Bible Study is based on the Scripture passages and the content of the session. The teacher is encouraged to use the study to gain in-depth understanding of the Scriptures and the Bible truth.

Quick Plan—The Quick Plan (in leader guides for 3s–PK and Kindergarten only) offers suggestions for leaders who have limited time or teaching staff. The plan will contain two activities, one of which will use the learner guide. The Quick Plan also includes suggestions for leading an abbreviated group time.

Applying Bible Truths—These suggestions will guide teachers as they help preschoolers connect the Bible truths to their lives by making a Bible application they can understand.

Discovering Bible Truths Through Learning Center Activities—A variety of Bible-learning activities are presented for teachers to use to help preschoolers encounter the Bible story, the Bible truth, and the life application.

Learning Approaches—Preschoolers approach learning in a variety of ways. These approaches are shown with “icons.” Icons are displayed beside each activity to show the learning approaches addressed.

Extended Teaching Care (ETC)—The ETC pages are designed to help teachers who teach during worship service or a second Sunday School. Using the same Bible content, the ETC pages offer different activities that help the child continue to encounter the Bible truth.

EXTRA!—Additional teaching activities for 3s–Kindergarten are located on www.lifeway.com/childhood. Click on EXTRA! and find your particular age group.

Preschool Leadership

What is expected of a preschool leader?

• Spiritual preparation and reliance on the Holy Spirit’s presence
• Knowledge of the Bible content for the session
• Knowledge of the children
• Love for the children

Where do you find potential preschool leadership?
Begin looking for adults who are active in your church’s Sunday School ministry, parents and grandparents, and single adults. (For a more positive experience for children and adults, parents and grandparents should teach in a room other than the one their child attends.)

As the child interacts with the teacher and encounters Bible truths, ideas are shaped which bring change and impact the life of the child. As teachers prepare and are led by the Holy Spirit, their teaching results in building spiritual foundations in the lives of preschoolers.
Preparing for the Session

Look at the Leader Guide—
Browse through the first few pages of the Bible Teaching Leader Guide for your age group. As you look through the leader guide, you will find the resources that will be helpful to you as you plan each session. If you do not have a copy of the leader guide, visit www.lifeway.com/CurriculumGuide to view a sample session. As you browse, locate and check off the following planning helps:
• Resources for the month ___
• Leadership Meeting helps ___
• Bonus Activities ___ (not included in Bible Teaching for Babies Leader Guide)
• Unit Song ___ (Bible Teaching for Kindergarten Leader Guide only)
• Contents page ___
• ETC ___
• Levels of Biblical Learning ___
• Quick Plan ___ (3s–K)
• Applying Bible Truths ___

How will these resources benefit your planning?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Prepare through Personal Bible Study—
As a teacher you must be spiritually prepared to teach the Bible content. Gather your Bible and your leader guide. Turn to the Personal Bible Study. This section provides an in-depth, interactive study of the Scripture passages from which the Bible truth is gleaned.

How can the Personal Bible Study transform your teaching?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Utilize the Personal Bible Study worksheet, found on the Music CD for each age group, to make personal notes as you study the Scripture.

Now that you have completed the Personal Bible Study, go to the chapter of this book which will help you continue the planning process using your age group’s resources.
Chapter 2
Using *Bible Teaching for Babies Leader Guide*

Now that you have completed some initial planning found in Chapter 1, you are ready to continue your preparation for teaching babies. As you choose activities, keep in mind the babies’ spiritual development.

**Spiritual Development of Babies (birth through 12 months):**
- Respond to loving care at church
- Learn to trust
- Begin to associate the names of God and Jesus and the Bible with good feelings
- Enjoy hearing simple songs about God and Jesus
- Begin to experience affection and love for other people besides family members
- May recognize the Bible as a book
- May recognize the names of God and Jesus

**Preparing for the Session**
Open the leader guide or view a leader guide session online.

- Prepare spiritually by utilizing Personal Bible Study. This section provides an in-depth, interactive study of the Scripture passages from which the Bible truth is gleaned. Remember to complete this study each week. (See page 6 of this guide for suggestions.) You will teach the children from the overflow of what God has taught you.

- Read and become familiar with the **Bible Truth** and the **Bible Focus**. The information found here is mentioned throughout the session and becomes the emphasis for sharing the Bible content with babies.

- Look at **Getting Ready to Teach** and follow the instructions to begin planning the session. Go further and look at the **Essential Tools** section. Gather and prepare the leader pack items and *Early Bible Steps* take-home pages.

- Turn the page to **Applying the Bible Truth to Babies** and become familiar with the suggestions and examples of Bible story conversation. Notice the **Bible Phrase to Use**, **Songs to Sing**, and **Prayer Sentences**. Read the suggested activities and answer these questions for your teaching plan:
  - Where will the leader pack items be used?
  - When and where will you use Bible phrases, songs, prayer sentences, and conversation about the Bible content during the session?

- Look at each of the leader pack items and determine what items you should prepare early. Notice the picture cards which are to be used in the room (Items 2-5). You will want to duplicate the parent notes (Items 6-9) so you will have enough ready each week to drop in babies’ diaper bags.

- Make a list of the items you will need to bring from home, purchase, find at church, or request on a supply list. When appropriate, laminate or cover pack items with clear contact plastic so that they can be cleaned and reused as needed throughout the session and during the month.

- Determine where you will place materials in the room. (Notice that each session in the leader guide will suggest placement of resources and materials.)
  - Lay teethers/rattlers in the cribs.
  - Put toys on the floor mat.
  - Hang a mobile over a crib or near the entrance to the door.
  - Set books on the floor beside a rocking chair.
  - Put teaching pictures in cribs or on the floor mat.
Include ETC (Extended Teaching Care) teachers in your planning. You may photocopy the dated session page for each ETC volunteer. Give teachers their copies a week or two before their Sunday to teach. You may want to display a copy on a cabinet door for the ETC teachers as a reminder of session plans.

Note: Planning does not have to happen all in one day. Create your own planning schedule that allows you plenty of time to gather supplies, resources, and materials for the session. Consider planning a portion of the session each day. Meet regularly with other teachers for planning and preparation.

Arriving at Church

Prepare the physical environment. See the diagram for a suggested room arrangement. Use the leader guide to place resources in the appropriate locations.

Check off the items on the Teacher’s Checklist as you complete each task.

Teacher’s Checklist

- Review the Bible phrase, songs, and prayer sentences suggested for use in the session.
- Pray with the teachers as you prepare to greet the babies.
- Place the door poster from the leader pack outside the room, on or beside the door.
- Give each parent a baby schedule card for each child.
- Set out security information in a visible location.
- Place completed baby information/schedule cards near the cribs.
- Prepare a slow cooker for warming bottles.
- Mix disinfecting solution (for cleaning toys, cribs, and equipment).
- Post a sign-in sheet on the door.
- Prepare diaper changing supplies for easy access.
- Place clean sheets on the cribs.
- Prepare a take-home page for each child.*

*The Early Bible Steps Learner Guide is a gummed pad with weekly take-home pages which feature the Bible story, a biblical illustration, a related activity, and do-at-home suggestions for parents of younger preschoolers. Also included are parent articles that may be distributed anytime.
Teaching the Bible Truth

Teaching babies is a responsibility and a calling. As you begin to greet the first child, consider the needs of the child and his parents who are entrusting their child to you. Remember, teaching occurs whenever the teacher and the child interact. Whether you are rocking a baby, changing a baby’s diaper, showing the child a teaching picture, or looking at a book together, you are teaching. Use these opportunities for that “teachable moment.” Look for opportunities to share the Bible truth and make application to the life of the child.

Use the following suggestions to make your teaching of babies more effective:

Teaching Tips
• Greet the babies with a smile.
• Include their names in songs you sing as you hold, cuddle, or rock them.
• Speak softly as you interact with them.
• Use Bible phrases repeatedly throughout the session.
• Meet the babies’ physical and emotional needs on demand.

Making Preparation for ETC
Prepare the room for ETC teachers.
• Are supplies replenished—diaper-changing supplies, cleaning solution, toys cleaned and ready to be used?
• Are the babies’ items labeled and in their right locations?
• Are the Early Bible Steps take-home pages and Parent Notes (leader pack) available for new babies arriving?

Ideas for Ministry, Outreach, and Communication
The leader guide and the leader pack provide ideas for ministry, for outreach, and for communicating with the parents.

Use the following suggestions:
• Encourage ETC teachers to distribute the Early Bible Steps take-home page and Parent Notes (leader pack).
• Distribute the Parent Link page of Early Bible Steps at the beginning of the quarter and articles as desired.
• Send a card or a postcard.
• Call when a child is absent.
• Mail an occasional letter to parents.
• Visit the child.
• Send e-mail messages. (See Music for Babies, 1s, & 2s CD.)

Cleaning Solution Mixture
1 tablespoon of bleach to 1 gallon of water
Chapter 3
Using *Bible Teaching for 1s & 2s Leader Guide*

Now that you have completed some initial planning found in Chapter 1, you are ready to continue your preparation for teaching 1s or 2s. As you choose activities, keep in mind the spiritual development of the age group you teach.

**Spiritual Development of 1s:**
- Develop attitudes toward church
- Associate learning at church with positive or negative experiences
- Imitate positive actions when teachers display kindness, gentleness, and affection
- Show strong attachments to teachers
- Show interest in simple Bible truths in songs, stories, and pictures
- Can recognize the Bible as a special book
- Can respond with pleasure to the names of God and Jesus
- Enjoy holding the Bible, turning pages, and looking at pictures in the Bible

**Spiritual Development of 2s:**
- Enjoy holding the Bible, turning pages, and looking at pictures in the Bible
- Recognize the Bible as a special book
- Like to hear songs about God and Jesus
- Respond to love and patience shown by adults
- Experience delight in the interesting things they see in the natural world

**Preparing for the Session**
Open a leader guide or view a leader guide session online.
Visit [www.lifeway.com/Curriculum Guide](http://www.lifeway.com/Curriculum Guide) to view a session from the *Bible Teaching for 1s & 2s Leader Guide*.

- **Prepare** spiritually by utilizing Personal Bible Study. This section provides an in-depth, interactive study of the Scripture passages from which the Bible truth is gleaned. Remember to complete this study each week. (See page 6 of this guide for suggestions.) You will teach the children from the overflow of what God has taught you.

- **Notice** in your leader guide that there are separate sections for 1s and 2s. Twos are growing and have developed skills that 1s have yet to reach. Therefore, the sections are different to more adequately meet the needs and learning abilities of each age group.

- **Read** and become familiar with the **Bible Truth**, the **Bible Story/Passage**, the **Bible Phrase**, and the **Life Application**. These are mentioned throughout each session and will become the emphasis for sharing the Bible truth with 1s and 2s. Notice the content areas for the session.
  What is the title of the session? __________________________________________

**Note:** At this point in your preparation you will need to begin planning for the age group you teach.

- **Look** at Applying the Bible Truth for 1s and Bible Story. This section suggests ways to use the Bible story and Bible phrase during the session and how to connect children’s play to the biblical message through activities.

- **Notice** the Essential Tools. Gather the *Read-to-Me* Bible for Kids, leader pack items, and learner guide page needed for the session. Locate the *Music for Babies, 1s, & 2s* CD.
Review the activities. Activity centers enhance the learning of 1s and 2s during the session. Learning approaches are highlighted with icons beside the activity.

Consider the following as you choose activities:
- Which activities best fit your children and your space?
- Where and how will the leader pack items be used?
- How will you use the Bible phrases, songs, and Bible story conversation to help relate and apply the Bible content to children’s lives?

Make a list of the items you need to bring from home, gather at church, or purchase. When appropriate, laminate or cover pack items with clear contact plastic so that they can be cleaned and reused throughout the session and during the month as suggested.

Include ETC (Extended Teaching Care) teachers in your planning. You may photocopy the ETC page for each volunteer. The perforated ETC pages are located in the center of your leader guide. Give ETC teachers their copies of the dated session page and the unit page a week or two before their Sunday to teach so they can plan how to make application of the Bible truth. You may want to display a copy of the weekly page on a cabinet door for ETC teachers as a reminder of the session focus.

Note: Planning does not have to happen all in one day. Create your own plan to accomplish your own planning needs. Consider planning a portion of the session each day. Plan and prepare regularly with the other teachers.

Arriving at Church
Prepare the physical environment. See the diagram for a suggested room arrangement. Use the leader guide to place resources and teaching materials in the appropriate locations.
Check off the items on the Teacher’s Checklist as you complete each task.

Teacher’s Checklist for 1s

___ Place the door poster from the leader pack outside on or beside the door.
___ Ask parents to complete a child information sheet. Update as needed.
___ Post security information in a highly visible location.
___ Post a potty/diaper-changing chart.
___ Mix disinfecting solution.
___ Post a sign-in sheet.
___ Gather diaper-changing supplies.
___ Place Early Bible Steps take-home pages in diaper bags.

Teacher’s Checklist for 2s

___ Place the door poster from the leader pack outside on or beside the door.
___ Provide a security card for each child.
___ Post a sign-in sheet.
___ Post a potty schedule chart.
___ Place Early Bible Steps take-home pages in a designated area to give to parents.
___ Mix disinfecting solution for washable toys.

Disinfecting Solution Mixture

1 tablespoon of bleach to 1 gallon of water

Consider your schedule for the morning.
• Are teachers assigned to a particular Bible-learning activity or center in the room?
• Are teachers prepared and ready to teach when the first child arrives?

Teaching Tips
• Use the child’s name frequently when you sing or talk with him.
• Be consistent as you model behavior.
• Provide opportunities to make choices.
• Incorporate Bible conversation, verses, and songs throughout the session.
• Plan how you will apply the Bible truth for the child.
• Use the Bible and make it available for preschoolers to use.
• Reassure a child who is anxious for his parents to arrive.

Transitioning for ETC

Prepare the room for the ETC teachers.
• Are supplies replenished and cleaning solutions refreshed?
• Are take-home pages available for new children arriving?
• Are belongings labeled and in place?
• Have you shared helpful information with ETC teachers regarding children?

Prepare snacks. Snacks may be served by the ETC teachers to start their portion of the morning. Snacks can provide a stable transition between Sunday School teachers leaving and new children arriving. Serve water and crackers. Make sure children have no allergies to crackers or other foods you serve. Avoid foods that are small and chewy or hard and crunchy.
Continuing the Teaching
The leader guide provides ideas to continue teaching beyond the session and to communicate with the parents.

Use some of the following ideas:
• Encourage ETC teachers to distribute the *Early Bible Steps* take-home page.
• Send a card or a postcard to the children.
• Phone when a child is absent.
• Mail an occasional letter to parents.
• Visit the children.
• Send e-mails. (See *Music for Babies, 1s & 2s* CD.)

Note: Think about the session. Consider ways you can create a better learning environment each week.
Chapter 4
Using Bible Teaching for 3s–Pre-K Leader Guide

Now that you have completed some initial planning, found in Chapter 1, you are ready to continue your preparation for teaching 3s–Pre-K. As you choose activities, keep in mind the spiritual development of the age group you teach.

Spiritual Development of 3s:
- Listen with interest to Bible stories; can identify some Bible people and stories
- Recognize the Bible as a special book; enjoy handling and using the Bible
- Enjoy singing songs about Bible friends, family, nature, and friends at church
- Understand that God made people, animals, and other things in the world
- Understand that Jesus is special and helped people
- Recognize church as a special place
- Try to do what pleases adults by showing love and cooperation
- Begin to develop a conscience and are sensitive to feelings of shame and guilt

Spiritual Development of Pre-Kindergartners:
- Listen to Bible stories and like to retell stories in their own words
- Enjoy games that allow them to find Bible verses and identify Bible people
- Remember songs and make up their own songs
- Recognize that God and Jesus love people and help people in special ways
- Know that Jesus is special and grew from a baby to a man
- Know that God made people and things in the world
- Know that God wants family members to love and to help one another
- Exhibit a conscience

Preparing for the Session
Open a leader guide or view a session of the leader guide online.
Visit www.lifeway.com/CurriculumGuide to view a session from Bible Teaching for 3s–Pre-K Leader Guide.

Prepare spiritually by utilizing Personal Bible Study. This section provides an in-depth, interactive study of the Scripture passages from which the Bible truth is gleaned. Remember to complete this study each week. (See page 6 of this guide for suggestions.) You will teach the children from the overflow of what God has taught you.

Read and become familiar with the Bible Truth, the Bible Story/Passage, the Key Bible Phrase, and the Life Application. The content of these are mentioned throughout the session and will become the emphasis for sharing the Bible truth with 3s–Pre-K. Notice the content areas for the session.
What is the title of the session? _____________________________________

Notice that Family Bible Times (family devotions) are located on the Music for 3s–Pre-K CD and in ParentLife magazine.

Include ETC (Extended Teaching Care) teachers in your planning. Mail or distribute the appropriate ETC session, found in the center of the leader guide, at least one or two weeks before the Sunday they are to teach. Also remember to mail monthly ETC pages and teaching tips to ETC teachers.

Note: Planning does not happen all in one day. Create your own planning schedule that will help you prepare for the next week. Plan a portion of the session each day of the week. Plan and prepare regularly with the other teachers.
Getting Ready

In advance of the session—

❖ Pray.
❖ Gather leader pack items mentioned in the Getting Ready section. Print items from the Music for 3s–Pre-K CD. Consider using the Quick Plan found on the same page. This plan offers suggestions for leaders who have limited time or teaching staff. The plan will contain two activities, one of which will use the Bible & Me weekly page. Also included are suggestions for leading an abbreviated group time.

❖ Review the activities. Notice that learning approaches are highlighted beside each activity.

❖ Make the following decisions about the Bible-learning activities (centers):
  • Which activities will you choose?
  • Which learning centers will you use with the activities you have chosen?
  • Where will you use the leader pack items?
  • When and where will you use Bible verses, songs, and conversation about the Bible story?

❖ Remember that the Bonus Ideas are additional activities or options for your Sunday School experience.

❖ Look for the PK logo which highlights a way to make that activity more challenging to the pre-K child. Also watch for the PK logo in the group-time suggestions.

❖ Make a list of the items you might bring from home or place on a supply list. When appropriate, laminate or cover pack items with clear contact plastic so that they can be cleaned and reused throughout the session and during the month as suggested.

❖ Prepare group-time resources.

❖ Consider your schedule for the session. Look at the schedule found on the overview page of your Bible Teaching for 3s–Pre-K Leader Guide. Determine the amount of time allotted for your session. How might you adjust your schedule to follow a similar time frame? Remember the largest amount of time should be spent in Bible-learning centers. Make the following assignments to your teachers:
  • Work in assigned Bible-learning centers and share the Bible truth through song, conversation, Bible verses, and the Bible story. (Bring materials and set up the assigned learning center.)
  • Engage the child in play.
  • Attend to the needs of the child.
  • Assist in group time and clean-up time.
Look at Applying the Bible to 3s, 4s, and Pre-K. There you will find help in relating the application of the Bible truth to the child’s life. Carefully read the Bible Truth, Life Application, Bible Verses & Phrases, and Songs to Sing located on the left-hand side of the page. Notice the bulleted statements that connect the life application through songs, the Bible story, Bible conversation, or Bible verses.

On the morning of the session—

Prepare the physical environment. Use the leader guide to place resources and teaching materials in the appropriate locations.

Check off items on the Teacher’s Checklist as you complete the list.

Teacher’s Checklist for 3s–Pre-K

___ Place the door poster from the leader pack outside on or beside the door.
___ Set out security information in a visible location.
___ Post a sign-in sheet in view for parents to sign in.
___ Prepare Bible & Me page for each child.
___ Provide antibacterial soap and paper towels for washing hands.
___ Place the teaching resources and materials in the appropriate Bible-learning activities (centers).
___ Pray with teachers before the first child arrives.
___ Prepare to greet the first child and distribute the security information to her parent.

Note: Remember that a child likes to be called by name and welcomed to the room. Conversation may sound like this: “Good morning, Chelsea. I’ve been waiting for you.”

2 Discovering Bible Truths Through Learning Center Activities

Learning center activities include a variety of Bible-learning activities for the teachers to use to help preschoolers encounter the Bible story, the Bible truth, and the life application. Teachers will choose which activities to use during Getting Ready.
Use the following suggestions as you teach boys and girls in the learning centers:

**Teaching Tips**
- Use *Bible & Me* pages as indicated in the session.
- Encourage a child who is trying something for the first time.
- Give praise to a child when he does something to help another child.
- Sing frequently and include the name of the child in the song.
- Use Bible conversation to reinforce Bible learning and to help the child apply what he has learned to his life.
- Share the Bible story in the learning centers.
- Use prayer when appropriate.
- Encourage the children to work together.
- Use your Bible or a department Bible when teaching in a learning center.
- Reassure a child who is anxious for his parents.

### 3 Cleaning Up

The Cleaning Up section marks the close of the Bible-learning center activities.

- **Help** the children clean up.
- **Give** clear instructions.
- **Help** children learn responsibility and care of the church.
- **Encourage** the children to cooperate with you and with one another.
- **Move** to large group as clean up is completed.

### 4 Discovering Bible Truths Through Group Time

**Discovering Bible Truths Through Group Time is …**
- where the Bible story is told in a group setting.
- where teachers, boys, and girls sing songs.
- where games are played.
- where Bible learning is reinforced.
- where life application is made.

- **Make** a plan to follow the group-time suggestions. Remember the Bible story is written with some boldface print. If you teach 3s, tell the bold-face portion of the Bible story. If you teach 4s and pre–K children, tell the entire story as it is written. Remember, preschoolers like to hear a story told rather than read.

### Transitioning for ETC

- **Greet** parents who are picking up their children.
- **Distribute** the *Bible & Me* pages when children depart. Encourage parents to use the activities to reinforce the Bible learning.
- **Greet** children who are arriving with their parents.
Prepare the room for the ETC teachers.
• Are supplies replenished?
• Are Bible & Me pages available for new children arriving?

Prepare snacks to be served by the ETC teachers to start their portion of the session. Snacks can provide a stable transition between Sunday School teachers leaving and new children arriving. Make sure children have no allergies to the food you are serving.

Continue teaching by …
• encouraging ETC teachers to distribute the Bible & Me pages.
• sending a card to the child.
• making a phone call to the child who was absent.
• reminding a child of the Bible story or a Bible verse in a positive way.
• sending e-mail.

For additional outreach ideas use the Music for 3s–Pre-K CD. You will find ideas to share on home visits as well as items that may be mailed or given to parents following Sunday School.

Note: Think about the session and how you can create a better learning environment each week.
Chapter 5
Using Bible Teaching for Kindergarten Leader Guide

Now that you have completed some initial planning in Chapter 1, you are ready to continue your preparation for teaching kindergartners. As you choose activities, keep in mind the spiritual development of kindergartners.

Spiritual Development of Kindergartners:
• Remember and like to tell Bible stories
• Sing songs about God, Jesus, and church when alone and in a group
• Use the Bible and like to find Bible phrases located with Bible markers
• Try to help and love other people
• Like to know when they are doing what the Bible says
• Love their teachers at church
• Love God and Jesus
• Recognize church as a special place where people learn about God and Jesus
• Like to take care of things in God’s world
• Continue developing a conscience; experience guilt for misbehavior

Preparing for the Session
Open a leader guide or view a leader guide session online.

Prepare spiritually by utilizing Personal Bible Study. This section provides an in-depth, interactive study of the Scripture passages from which the Bible truth is gleaned. Remember to complete this study each week. (See page 6 of this guide for suggestions.) You will teach the children from the overflow of what God has taught you.

Read and become familiar with the Bible Truth, the Bible Story/Passage, the Key Bible Phrase, Bible Words, and the Life Application. The content of these are mentioned throughout the session and becomes the emphasis for sharing the life application with kindergartners. Notice the content areas for the session.
What is the title of the session? _____________________________

Look at Applying the Bible to Kindergartners section. This section suggests ways to communicate the message through the Bible story, Bible words, songs, and Bible verses.

Notice that Family Bible Times (family devotions) are located on the Music for Kindergarten CD and in ParentLife magazine.

Include ETC (Extended Teaching Care) teachers in your planning. Mail or distribute to the teachers the appropriate ETC session, found in the middle of the leader guide, at least one or two weeks before the Sunday they are to teach. Also remember to mail monthly ETC pages and teaching tips to the ETC teachers.

Note: Planning does not happen all in one day. Create a schedule that will allow you to prepare for the session. Consider planning a portion of the session each day. Plan and prepare regularly with the other teachers.
Getting Ready

In advance of the session—

Gather items mentioned in the Getting Ready section. Use the leader pack, *Music for Kindergarten* CD, and learner guide for additional materials to use. Consider using the Quick Plan to achieve today’s Bible teaching and life application if you have limited time or teaching staff. The plan will contain two activities, one of which will use the *Kindergarten Connection* page. Also included are suggestions for leading an abbreviated group time.

Review the activities. Notice that learning approaches are highlighted by each activity.

Make the following decisions about the Bible-learning activities (centers):

• Which activities will you choose?
• Which learning centers will you use with the activities you have chosen?
• Where will the leader pack items be used?
• When and where will you use Bible verses, Bible words, songs, and conversation about the Bible story?

Remember the Bonus Activities for the month are options for each session as well.

Make a list of the items you might bring from home, gather at church, or place on a supply list to purchase. When appropriate, laminate or cover pack items with clear contact plastic so that they can be cleaned and reused throughout the session and during the month as suggested.

Prepare and gather group-time resources and materials.

Consider your schedule for the session. Refer to page 13 in the leader guide for a suggested schedule for the session. Determine the amount of time allotted for your session. How can you adjust your schedule to follow a similar time frame? Remember the largest amount of time should be spent in Bible-learning centers. Make the following assignments to your teachers:

• Work in assigned Bible-learning centers and share the Bible truths through song, conversation, Bible verses, Bible words, and the Bible story. (Bring materials and set up the assigned learning center.)
• Engage the child in play.
• Attend to the needs of the child.
• Assist in group time and cleanup time.
• Help with the transition to ETC teachers.

On the morning of the session—

Prepare the physical environment. Use the leader guide to place resources and teaching materials in the appropriate locations.
Check off items on the Teacher’s Checklist as you complete the list.

Teacher’s Checklist for Kindergarten

____ Place the door poster from the leader pack (or other needed materials such as allergy alert posters) outside on or beside the door.
____ Place security information in a visible location.
____ Place sign-in sheet in view for parents to sign.
____ Prepare a Kindergarten Connection page for each child.
____ Put antibacterial soap by the sink and paper towels for washing hands.
____ Place the teaching resources and materials in the appropriate Bible-learning activities (centers).
____ Pray with teachers before the first child arrives.
____ Prepare to greet the first child and distribute the security information to the parent.

Note: Remember a child likes to be called by name and welcomed to the room. Conversation might be: “Good morning, Brian. I’ve been waiting for you.” Be ready to comfort the child who is hesitant to enter the room. Also be ready to meet the needs of the parent.

2 Discovering Bible Truths Through Learning Center Activities

Learning center activities include a variety of Bible-learning activities for the teachers to use to help kindergartners encounter the Bible story, the Bible truth, and the life application. Teachers will choose which activities to use during Getting Ready.

Use the following suggestions as you teach boys and girls in the learning centers:

Teaching Tips
• Use the Kindergarten Connection page during the session when indicated.
• All activities should relate to the Bible truth and life application.
• Provide a choice of Bible-learning activities for kindergartners.
• Use your Bible when teaching in a Bible-learning center.
• Sing with the child as you interact in the learning center.
• Plan for success and satisfaction as you prepare an activity. Think of ways you can arrange an activity to meet the needs of a child with a learning or physical disability.
• Encourage boys and girls to work together.
• Use Bible conversation often to reinforce Bible learning.
• Consider ways you help a child make the connection between the Bible truth and his life.

3 Cleanup

The Cleanup section marks the close of the Bible-learning center activities.

☆ Help the children clean up.

☆ Give clear instructions.

☆ Help children learn responsibility and care of the church.

☆ Encourage the children to cooperate with you and with one another.

☆ Move to large group as cleanup is completed.

4 Exploring Bible Truths Together Through Group Time

Exploring Bible Truths Together Through Group Time is …

• where the Bible story is told in a large group setting.
• where games are played using Bible content.
• where teachers, boys, and girls sing songs.
• where Bible learning is applied to life experiences.
• where the Bible story and the Bible truth are reinforced.

Transitioning to ETC

☆ Greet parents who are picking up their children.

☆ Distribute the Kindergarten Connection pages when children depart. Encourage parents to use the activities to reinforce the Bible learning.

☆ Greet children who are arriving with their parents.

☆ Prepare the room for the ETC teachers.

• Are supplies replenished?
• Are Kindergarten Connection pages available for new children arriving?

☆ Prepare snacks to be served by the ETC teachers to start their portion of the session. Snacks can provide a stable transition between Sunday School teachers leaving and new children arriving. Make sure children have no allergies to the food you are serving.

Continue teaching by …

• encouraging ETC teachers to distribute the Kindergarten Connection pages.
• sending a card to the child.
• making a phone call to the child who was absent.
• reminding a child of the Bible story or a Bible verse in a positive way.
• sending e-mail.

Note: Think about the session and how you can create a better learning environment each week.
Chapter 6

Ideas for Keeping Teachers Fresh and Developing New Teachers

1. Provide regular training opportunities that include seasonal training, training snippets in written form, and video training opportunities. Check out *Love, Laughter, and Learning: Teaching Preschoolers at Church* DVD and CD-ROM. Order at [www.lifeway.com](http://www.lifeway.com).

2. Show appreciation by recognizing birthdays and anniversaries. Send an occasional thank-you card.

3. Provide fellowship opportunities during seasonal holidays and/or regularly planned fellowships once a quarter.

4. Equip new and current leaders by providing mentoring/partnering programs. Inform all leaders when new resources are available for use in teaching.

5. Provide *mINistry with kids* leadership magazine for each leader. Order this magazine with your regular quarterly dated curriculum order or at [www.lifeway.com](http://www.lifeway.com).
Chapter 7
Conference Plan for How-to Sunday School Guide: Curriculum Workshop for Preschool Leaders

Preparation

1. Gather copies of the Family Bible Study and Bible Foundations preschool curriculum (leader guides, learner guides, leader packs, and Music CDs) and/or downloaded copy of E-Anytime-Anywhere. Display materials around the room leaving room for groups to gather in those areas for group activities.

2. Provide copies of the curriculum for conferees to use in the session for group activities.


4. Make copies of the appropriate plan sheets for each age group. These may be printed from the age group Music CD.

5. Locate two round Tap Lights® (lights that light-up when touched) for a group activity.


7. Draw a large outline of a triangle. Place the enlarged letters in the triangle, starting with the P at the top and T and E at the bottom of the triangle.

8. Find three large gift bags or boxes. Label the bags or boxes with the letters P, T, and E. Place the questions (from #9, Preparation) in each bag or box.

9. Prepare these questions that relate to Preparing, Teaching, and Evaluating. Print each question on a separate 3-by-5-inch card.
   
   **Questions for Preparing**
   - How do the resources help the teacher make application to Bible truths through the Bible-learning activities?
   - How does the Personal Bible Study section help the teacher prepare to teach?
   - Where are the pack items for the session items listed?
   - Where are the materials needed for the session located in the leader guide?

   **Questions for Teaching**
   - What suggestions are made to prepare the environment?
   - How do the items listed on the Teacher’s Checklist help the teacher prepare for the child?
   - How do teachers make the connection of the Bible truth in the Bible-learning centers?
   - In what ways does information on spiritual development help the teacher teach Bible truths?

   **Questions for Evaluating**
   - How do the suggestions listed in the leader guide help the teacher to continue teaching beyond the session?
   - What ideas help the teacher communicate with the parent?
   - Name two things that help the ETC teachers begin teaching once they arrive.

10. Prepare construction paper footprints and handprints. Prepare placards with each day of the week (Sunday, Monday, Tuesday, and so forth). Place the placards around the room.

11. Gather items that are representative of the Bible learning centers in the leader guides. (For example: doll, rattle, nature item, leader pack book, paintbrush, puzzle, cardboard block/wooden block, and plastic plate.) Place the items in a container.
Teaching Procedures

1. Greet conferees as they arrive. Encourage them to browse the room and to become familiar with the preschool curriculum materials. Discuss the resources for each age group.

2. Once conferees have arrived ask them to form two groups. Give each group a Tap Light. Distribute a leader guide, a leader pack, a learner guide, and a Music CD to each group. Instruct each group to locate the following areas in their individual leader guides. Name one of the common designs from pages 4 and 5 for the conferees to locate in their curriculum materials. Once the group locates the design element, a conferee must touch the Tap Light.

3. Discuss the value of the common designs in the curriculum. Discuss the differences in the location of these designs in the age group leader guides.

4. Invite conferees to form groups according to the age group they teach. Choose a person from each group to represent their group in the P-T-E game. Place three chairs in front of the P-T-E visual. Begin with P and ask conferees to pull a question from the box or bag. They must answer or move on and allow the other two conferees to answer. The person with the correct answer earns the opportunity to answer the next question. Continue until T and E have been discussed.

5. Place the container of Bible-learning center items in the middle of the room. Ask conferees to take out one item at a time. Using the leader guide mention the Bible story, the life application statement, the Bible phrase, and a song. Ask conferees how these items might help the teacher connect the Bible message with the Bible-learning activity. Discuss the value of evaluating the session using the questions.

6. Form four groups according to the ages the conferees teach: Babies, 1s & 2s, 3s–Pre-K, and Kindergartners. Distribute the age-group plan sheet to the appropriate groups. Instruct conferees to use the plan sheet and leader guide for their age group as they go through the various days of the week. Ask conferees to determine what they would do toward planning for Sunday on that day. Discuss their ideas when the groups have completed their planning.

7. Continue with a discussion on the importance of teaching preschoolers in Sunday School.

8. Close with a prayer thanking God for the preschool leaders in attendance and their commitment to prepare and to teach preschoolers in Sunday School.
In the Christian Growth Study Plan (formerly Church Study Course), this book *How-to Sunday School Guide: Curriculum Workshop for Preschool Leaders* is a resource for course credit in the subject area Leadership and Skills Development of the Christian Growth category of plans. To receive credit, read the book, complete the learning activities, show your work to your pastor, a staff member or church leader, then complete the following information. This page may be duplicated. Send the completed page to:

Christian Growth Study Plan  
One LifeWay Plaza  
Nashville, TN 37234-0117  
FAX: (615) 251-5067  
E-mail: cgspnet@lifeway.com

For information about the Christian Growth Study Plan, refer to the Christian Growth Study Plan Catalog. It is located online at [www.lifeway.com/cgsp](http://www.lifeway.com/cgsp). If you do not have access to the Internet, contact the Christian Growth Study Plan office at 1 (800) 968-5519 for the specific plan you need for your ministry.

**How-to Sunday School Guide: Curriculum Workshop for Preschool Leaders**  
**COURSE NUMBER:** CG-LS-0015

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### PARTICIPANT INFORMATION

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### CHANGE REQUEST ONLY

- [ ] Former Name
- [ ] Former Address
- [ ] Former Church

**Signature of Pastor, Conference Leader, or Other Church Leader**  
**Date**

*New participants are requested but not required to give SS# and date of birth. Existing participants, please give CGSP# when using SS# for the first time. Thereafter, only one ID# is required. Mail to: Christian Growth Study Plan, 127 Ninth Ave., North, Nashville, TN 37234-0117, Fax: (615)251-5067*