

RESOURCES AND STORAGE

What does each classroom need?

Before each semester, ask your teachers what supplies they want in their classroom each night. Have a separate container for each classroom that is easily accessible and take the container to the appropriate classroom when you (the Director) are setting up the classrooms. Rubbermaid containers work well for these. Here is a list of items that your teachers may want for their classrooms:

- Name Tags
- Pens
- Pencils
- Dry Erase Markers
- Cling Sheets (Dry Erase Sheets that stick to walls and doors)
- Magic Markers
- Permanent Markers
- Overhead Projector Markers
- Chalk
- Erasers

You should have a table (possibly your registration table) that has supplies on it each evening that can be shared by all the teachers, such as a stapler, hole-punch, scissors, paper clips, etc...

Each classroom also needs a Teacher's Guide and Student Book for each teacher. (The teachers should be taking these home with them.) They will also need a supply of their student books to sell to their students.

It is nice if the ESL School can have a "classroom set" of Picture Dictionaries. In other words, if your average class attendance is 10 students have 10 Picture Dictionaries that can be shared by all of your classes. Teachers would need to coordinate with each other to determine who gets to use the picture dictionaries when.

It is also nice to begin collecting enrichment teaching books. You will be shown many at the ESL Teacher Training Workshop. Once you get on the publishers' mailing lists, you will be sent many freebies. There are also many teaching aids sold by the publishers such as picture cards that you will accumulate over time.

Another thing you will begin to collect is props:

- Telephones
- Doctor Kits
- Magazines
- Play Money
- Calendars
- Props for Devotion Time

And very important: all classrooms need Bibles!

WHERE DO YOU PUT ALL THIS STUFF?

Before your ESL School ever starts you need to find permanent storage that is available for your school that is easily accessible. Locking storage cabinets are great. Put the key in a magnetic hide-a-key box on top of the cabinet so that your teachers have easy access to the materials anytime during the week, but so that small children cannot get into them.

If possible have these storage cabinets in the same rooms that you will be teaching.

Rolling library carts are also a good way to store Bibles and books.

EXAMPLE OF FORM FOR TEACHERS

GIVE TO THEM AT A TEAM MEETING
PRIOR TO YOUR FIRST CLASS

CLASS: _____

TEACHERS: _____

Things we would like to be in our supply box: (example: pens, name tags, etc..)

Things we would like to be in our room (example: overhead projector, TV, CD Player)

Known Absences of Teachers and Helpers:

Please write out or draw on the back of this page, the basic set-up for your room. (For example, do you want a table or podium up front? Do you want the chairs in a semi-circle or rows?)