

LARGE GROUP / SMALL GROUP FORMAT

CD-ROM Kit Overview

Early Childhood Curriculum



Welcome to "In the Beginning..."

the early childhood curriculum on CD-ROM. Everything you will need, from materials for your Administrators, Teachers, and Small Group Leaders, to take-home sheets and artwork is available in this kit. *Please read this document before proceeding to the lesson folders on the CD.*



In each quarter,

you will find three identical Large Group/Small Group format CD-ROMs. These may be issued to the Director, the Administrator, a Large Group Teacher, and/or a Small Group coordinator, depending on who will be preparing for and coordinating your lessons each week. Remember that every lesson can be easily emailed to anyone who needs it. For instance, you could email the Small Group

Lesson to each of your Small Group Leaders the week before the lesson.

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The Large Group/ Small Group CD

Following is a description of the materials you will find on this Large Group/Small Group CD:

DIRECTOR'S NOTEBOOK:

This document provides an overview of the curriculum and all the information needed to implement it.

ADMINISTRATOR'S GUIDEBOOK

This folder contains the Large Group/Small Group Unit Overview for each unit in the quarter. (Please note that these overviews are **identical** to the overviews found in the Large Group and Small Group folders.) You will also find a document for each individual lesson, which provides a list of supplies and "In Advance" action steps to prepare for both Large Group and Small Group.

ACTIVITY STATIONS

These documents provide an overview of Activity Stations, how to implement them, and a suggested list of Activity Stations to rotate in your room each week. In addition, you will find a comprehensive list of supplies for Art Activity Stations and pages to copy for children to use during the suggested Art Activity Stations.

LARGE GROUP

This folder contains the Large Group/Small Group Unit Overview for each unit in the quarter. (Please note that these overviews are **identical** to the overviews found in the Administrator's Guidebook and Small Group folders.) It also contains an individual document for each Large Group Lesson in the quarter.

SMALL GROUP

This folder contains the Large Group/Small Group Unit Overview for each unit in the quarter. (Please note that these overviews are **identical** to the overviews found in the Administrator's Guidebook and Large Group folders.) It also contains an individual document for each Small Group Lesson in the quarter.

VISUALS

This folder contains all the visuals, artwork, and individual child materials you will need each week during the quarter. You will find two files in each lesson folder: one for Kid Connection and Small Group materials and one for Large Group visuals. Each individual page in the file is labeled in the lower left-hand corner according to the lesson number, its use during the lesson (Kid Connection [KC], Large Group [LG], or Small Group/Summer Group [SG]), and an additional identifying number.

For instance, a page labeled *Lesson 5 KC 2* is a specific art piece that will be used in Lesson 5 during Kid Connection.

When printing visuals, make sure that your print settings are set to "none" for "page scaling" and that "auto-rotate and center" is NOT checked. See next page for more detailed printing instructions.

Please note that if you do not wish to print out every page in the file, you must intentionally select the individual pages you wish to print.

Refer to the Unit Overviews for suggestions on sizing Large Group artwork appropriately for your class size.

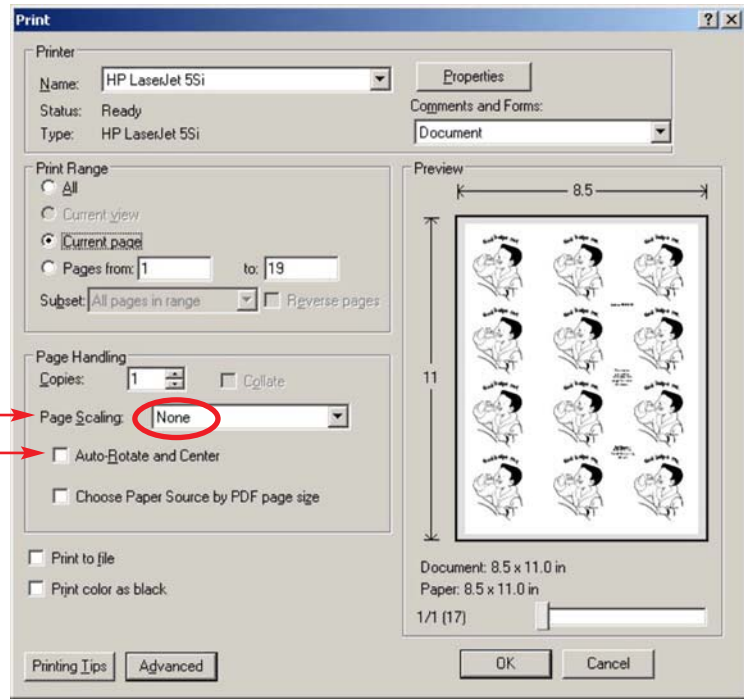
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The sticker pages (especially) need to be printed full size so they fit onto the suggested Avery labels.

Printing the Visuals with a PC

This is what the print dialogue box in Adobe Acrobat Reader will look like on a computer using a Windows operating system.

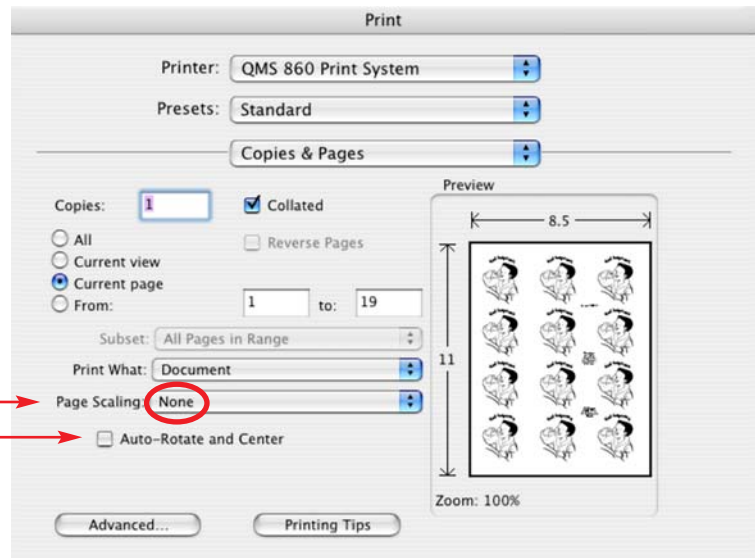


NOTE:
Page Scaling is set to "None"

Auto-Rotate and Center is "unchecked"

Printing the Visuals with a Mac

This is what the print dialogue box in Adobe Acrobat Reader will look like on a computer using a Macintosh operating system.



NOTE:
Page Scaling is set to "None"

Auto-Rotate and Center is "unchecked"

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A simplified version of any lesson may be found on the Sunday School CD-ROM.



The fourth CD-ROM in this kit contains adaptations of the Large Group/Small Group format lessons for a Sunday School class setting. If you ever feel a Large Group lesson is too complicated for your setting, you may wish to refer to the corresponding Sunday School lessons for a simplified version.



The last two CDs provide sound effects for the Large Group lessons. (During the Winter Quarter, one of these CDs contains Christmas music.) Each track corresponds to a numbered sound effect in the lesson scripts.

The sound effect CDs will make your Large Group lessons come to life!



Additional Music CDs

All additional music for the lessons is available on two CDs: *Reach Up High* and *Touch the Sky*, which may be purchased individually through the Willow Creek Association.