

Working with Groups of Students

As an administrator, one of your biggest jobs will be grouping students into classes and deciding how many and which teachers will work with them. If available, follow your church's policies about the recommended ratio of children to adults. Otherwise, check the recommendations at licensed child care facilities in your area. Here are some suggestions:

- Infants 4:1 (4 infants to 1 adult, maximum)
- Toddlers 6:1
- Preschool (3 years) 10:1
- Preschool (4-5 years) 12:1
- School age (6-18) 15:1

****Remember, you should always have 2 adults in any classroom with children or teens!**

Other Suggestions for Grouping Students Together:

Very Young Children (Birth to 3 years of age)

- Have at least 2 adults in every classroom (Nursery and Toddler Room included)

Preschool and Elementary Age Children (Ages 4-11)

- 4-7 year olds can be in a room together if it is a small to medium size group
- In general, a two year age range maximum for classes is recommended
 - Example: You may group children from 2nd and 3rd grades together

Middle School and High School (Ages 12-18)

- Middle School and High School students like to be together
 - They usually feel that “There is safety in numbers!” ☺
 - However, divide them into smaller groups for a chance at serious talks and meaningful conversations.
- Middle School age students (Ages 12-14)
 - Two to three year age range max. (example: 12-14 year olds together)
- High School age students (Ages 14-18)
 - Two to four year age range max. (example: 14-18 year olds together)
 - For Small Groups:
 - Consider 5-6 Teens per small group
 - That way, everyone gets to talk and to answer questions
 - Also they get to be more involved with activities
 - Remember a 2nd Adult is needed in classroom for child safety issues
 - For Large Group:
 - Suggest 15-30 Teens per large group (but could be much larger)
 - At least 1 Adult is needed to lead (or teach) the large group
 - Also you always need a 2nd adult in classrooms for child safety issues

A Special Note about Kids with Special Needs

- Make every effort to involve each child in a classroom environment
- Talk with the parents/ guardians of the child to find out about the child's needs
 - Many children can be involved in classes with little or no extra assistance
 - Some children will need a 1-on-1 helper with them all the time
 - Enroll parents, friends, older kids, teens, etc in these efforts
 - Thoroughly screen and train these volunteers
- It is important to have a well-thought-out plan (involving the parents of the special needs child and the Sunday School staff) to make sure these children receive the care and attention they need, and so that classes can accommodate them