

COTK PRESCHOOL DT Member

Team Leader: Sarah Munday



- **Before Service**

- Arrive on campus 15 mins before your serving time.
- Enter room and look over lesson and materials before receiving kids.
- Check with the team coordinator to see if there is anything needed for the morning that is already not planned.
- Make sure tv is on with bible story and worship ready to go.
- Welcome families as they arrive and drop off kids.
- Ask parents if goldfish is allowed and if not, place a neon sticker on the kids in order to identify no goldfish. Ask about other dairy free and gluten free items they can have for snack. We have some available in 3 year old cabinet if needed.

- **During Service**

- Follow lesson and activities with children that are left in room.
- Help assist with potty breaks if needed.
- Make sure your door is shut and locked at all times.
- Keep an eye for latecomers and welcome them at the door when needed.
- Let captain know if there is an uncontent child for longer than 10 mins.
- Follow guidelines for bathroom and snack break at all time.
- If time allows for outside time, count all kids before leaving, once outside, and after returning to make sure you have everyone. Never stay alone with kids in a room, call a captain if needed.

- **After Service**

- Check in with captains to give any information from your time that may need to be discussed.
- Check all tags while kids are getting picked up to match with parents. If they do not have a tag or it does not match, call a captain over immediately to help.
- Clean up all areas, wipe down tables, and vacuum where needed before the next service.
- You may leave once all kids are picked up.

- **Additional Info**

- Wear your dream team shirt or a lanyard at all times while serving, and make sure it is visible to all guests.
- Communicate to the coordinator if you are late or need to cancel. Try and contact another member to cover for you if possible.