

# SERVE TEAM RESPONSIBILITIES

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## NEXT LEVEL KIDS PREK THREE'S -FIVE'S ROOM LEADER

### WEEKLY PREPARATION:

1. Manage your schedule through Next Level Connect and communicate with your Coach or Admin Coordinator.
2. Prepare for the weekend by reviewing the Bible Story, small group lesson, familiarize yourself with the Order of Service and preservice activity before each weekend teaching.
3. Pray for the kids you will be teaching!

### BEFORE SERVICE:

1. Arrive and Check in to obtain yellow volunteer sticker (45 minutes prior)
2. Attend Serve Team huddle (30 minutes prior)
3. Wash your hands.
4. Make sure toys and environment are cleaned and prepped with appropriate supplies.
5. Inform your Coach of any missing items immediately.
6. Promptly note and communicate any safety concerns to your leaders.
7. Review and familiarize yourself with safety procedures.

### DURING SERVICE:

1. Greet families with a smile and insure each child has their appropriate tags. We want parents to feel comfortable leaving their children in our care.
2. Introduce yourself to the parent and greet them by name when they return.
3. Ask parents if there are any allergies, dietary needs, or other care instructions we need to be aware of. If the child's allergies are not listed on their tag, please let the experience team know.
4. Remain engaged through curriculum activities with each child.
5. **Snack Time:** Pass out appropriate snack/water to each child and monitor children during this time.
6. **Potty Time:** Follow policy by escorting child to the restroom and not entering unless the child needs assistance. Adults should remain outside of the restrooms with children, except when necessary, as in an accident. Under this circumstance, only a female adult (18+) should then be accompanied by another team member or coach. (i.e. Experience Team)



### **AFTER SERVICE:**

1. Make sure your environment is organized and ready for pick up at the appropriate time and that all children's belongings are placed back in their bags (if needed).
2. Facilitate dismissal by greeting parents at the door, verify tags match and **remove child/parent tag**.
3. Hand out Parent Cues and return all belongings to parents.
4. Clean environment and sanitize according to procedures.

