

SERVE TEAM RESPONSIBILITIES

NEXT LEVEL KIDS EXPERIENCE CHECK IN

WEEKLY PREPARATION:

1. Manage your schedule through Next Level Connect and communicating with your Coach or Admin Coordinator.
2. Pray for the families that will be attending on Sunday!

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 environments 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.
8. Greet all parents and their children with a warm welcome.
9. Collect necessary information quickly so you can move families through the Check In process efficiently.
10. Implement “First Time Family” strategies and procedures with excellence.
11. Ensure families that their children will be safe and well cared for in Next Level Kids.
12. Ask parents and note any allergies, dietary needs, or other care instructions to be aware of in children’s profiles.
13. Ask questions to determine health/Covid exposure?
14. Assume ownership of a clean, safe Check In Kiosk.
15. Checking that only adults with Parent Pick Up tags enter the Kids hallway.
16. Help monitor room ratios and communicate any safety concerns to your Coach or Next Level Kids Staff member.

DURING SERVICE:

1. Assist in PreK classrooms when necessary.
2. Collect and record classroom attendance in metrics.
3. Keep double doors closed and locked 20 minutes after service starts.
4. Check that only adults with Parent Pick Up tags enter the Kids hallway.



5. Assist with watching kids in the bathrooms or being a second pair of eyes as needed.

AFTER SERVICE:

1. Check that only adults with Parent Pick Up tags enter the Kids hallway.
2. Cleaning the Nursing Mother's Room if used during service, according to procedures.
3. Clean Check In area according to procedures.
4. Clean light switches, door handles, and kid's bathrooms high touch points.

