



## CHECK IN LEADER

# APPRENTICE CHECKLIST



## GUEST SERVICES TECHNOLOGY

- ☐ Computer
- ☐ Printer
- ☐ Fellowship One
- ☐ Paging

## SELF-CHECK IN

- ☐ Set Up
- ☐ Check In Process

## ASSISTED CHECK IN

- ☐ Set Up
- ☐ Check In Process

## NEW FAMILY CHECK IN

- ☐ Set Up
- ☐ Paperwork
- ☐ Check In Process
- ☐ Security Tags
- ☐ Barcodes
- ☐ Escorting New Families

## POLICIES & PROCEDURES

- ☐ Appropriate dress
- ☐ Food and Drink
- ☐ Cell Phone
- ☐ Photography and Videography
- ☐ Challenging Conversations

We are honored to have you join our CedarCreek Kids Team! For the next two weeks, you will be an apprentice, paired up with a seasoned leader to learn all about CedarVille! Our hope is to equip you with all of the information you need to serve kids and families with excellence. If you have any questions along the way please ask your apprentice trainer!

The following items will be reviewed during your apprentice training. Please make sure you have clarity on each item.

Let's have some fun!

**The CedarCreek  
Kids Staff** 