

TODDLER LEADER

APPRENTICE CHECKLIST



CHECK IN

- ☐ Security Tags
- ☐ Sign In Sheet
- ☐ Labeling
- ☐ Allergies

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** 

POLICIES & PROCEDURES

- ☐ Appropriate dress
- ☐ Food and Drink
- ☐ Restroom/Diaper
- ☐ Snack
- ☐ Paging
- ☐ Cell Phone
- ☐ Photography and Videography
- ☐ Challenging Conversations
- ☐ Behavior Coaching
- ☐ Schedule
- ☐ Lesson and Activity

CLEAN UP & CHECK OUT

- ☐ Match Security Tags
- ☐ Room Cleaning and Disinfecting
- ☐ CedarVille Postcard

SAFETY & SECURITY

- ☐ 2 At All Times Principle
- ☐ Room Emergency Procedures
- ☐ Lost Security Tag
- ☐ First Aid/Incident Report
- ☐ Suspected Abuse and Neglect