

SPECIAL FRIEND TRAINER CHECKLIST



Thanks for helping to lead our apprentice program! Please use the following information to train your apprentice, ensuring they are equipped in every way! We set aside two weeks for apprentice training. If questions arise that you feel unprepared to answer, please contact a Kids Staff Member.

We understand that children with special needs require individualized care and accommodations to serve them best. Please encourage your apprentice to follow the parent's instructions in all situations to ensure the best weekend experience. Advise them to connect with a Kids Staff Member when they have questions.

Your leadership is so valuable!

The CedarCreek Kids Staff 

CHECK IN

One adult should check-in all children. Please connect with the family, especially if it's their first time! Write down the child's name and alpha-numeric code on the clipboard. Remind the family that we will page them if assistance is needed with the bathroom, or if their child needs them. Note allergies appropriately.

- ☐ **Security Tags** – Each parent will receive a security tag with an alpha-numeric code. A corresponding tag will be given to the child.
- ☐ **Sign In Sheet** – All children in our care will be signed in. Keep this roster with you at all times. (Review the sign in sheet and discuss each prompt.)
- ☐ **Allergies** - During Check-In please ask the family if the child has any allergies. Note that allergy on the check-in sheet, write the child's name, code and allergy on a post it note and stick it to the cabinet, and finally notify all other volunteers in the room.
- ☐ **Appropriate Dress** - Keep in mind you'll be spending time on the floor or bending down to talk to a child; comfort and modesty are key! Also remember that children can be very sensitive to strong odors such as tobacco, heavy perfumes, etc. Allergies from animal hair are also concerns. Please plan accordingly.

POLICIES/PROCEDURES

POLICIES/PROCEDURES

- ☐ **Food and Drink** – Please refrain from bringing food and drinks, especially hot liquids, into CedarVille. We want to prevent spills, burns, clutter, and avoid allergy concerns.
- ☐ **Restroom** - Adult female volunteers may oversee bathroom breaks. Keep the “2 at a Time Principle” in mind. The only assistance we can provide a child when using the restroom is buttoning pants (with another adult present). If more help is needed we must page the family.
- ☐ **Snack** – Preschoolers are given Goldfish and Elementary students are given Oreos. The Environment Leader should prepare snack for your rooms. Please make sure there are no food allergies before giving snack. If snack accommodations need to be made, or if you have questions, please contact the Environment Leader or a Kids Staff Member. (Show where snacks are kept.)
- ☐ **Paging** – Families will be notified through our paging system if we need them for any reason during the service. Please notify an Environment Leader or a Kids Staff Member if you need to page a family member.
- ☐ **Cell Phones** – Please refrain from using cell phones while serving in CedarVille.
- ☐ **Photography and Videography** – Taking pictures or videos of children is not permitted.
- ☐ **Challenging Conversations** - When a challenging conversation with a parent is needed, please contact a Kids Staff Member. They are required to have the conversation. Situations may include, but are not limited to, suspected abuse, suspected illness (example: lice, pink eye, fever, etc.), violence (example: biting another child).
- ☐ **Behavior Coaching** - Safe boundaries are essential! When children aren't making the best choices, here's a process for coaching them:
 1. Tell the child to stop the behavior and explain a more appropriate behavior.
 2. If the child continues the behavior, help them move from the situation to a different area.
 3. Contact a Kids Staff Member.

Please follow all instructions, tips and suggestions given by parents. If a child's behavior puts another child or volunteer in danger, or if the problem is more severe or persistent, contact a Kids Staff Member.

POLICIES/PROCEDURES

- ☐ **Schedule for the Service** – Children with special needs may not participate in all of the activities. Each child is unique.
 - Check In
 - Play Time/Group Activity
 - Large Program
 - Small Group
 - Check Out
- ☐ **Small Groups** - Some children with special needs are able to participate in small groups. If so, you will be provided with lesson material through Planning Center. Please view that ahead of time to be prepared for what you will be teaching. (Show an example of the small group material.) An apprentice should observe a small group and co-lead a small group during their training.

CLEAN UP & CHECK OUT

The same adult who checked children in should check them out! Pass out the weekend information to parents along with any other take-home pieces. As children leave, check their name off the sign in sheet.

- ☐ **Matching Security Tags** – Ensure the parent's tag and the child's tag match. If the parent does not have a security tag, or if the codes do not match, keep the child in your care and notify a Kids Staff Member immediately.
- ☐ **Room Cleaning and Disinfecting** – We want to make sure our rooms are tidy, clean and GUEST ready for every child, at every service. Please tidy up the room and disinfect all toys used after every service. Anywhere Spray can be used on all toys and Clorox Wipes are best for surfaces. If something in your room is broken or "tired," please let our Kids Staff know. We would be more than happy to replace those items! (Show where cleaning supplies are kept.)
- ☐ **CedarVille Postcard** – We love connecting with families during the week! Consider sending a postcard to your Special Friend thanking them for a fun weekend, letting them know you will be praying for them, encouraging them, etc. Postcards can be given to the Environment Leader or a Kids Staff Member for addressing and mailing. (Show where the postcards are kept.)
- ☐ **2 At All Times Principle** - Whenever there are children present there must always be 2 adults.

SAFETY & SECURITY

SAFETY & SECURITY

- ☐ **Emergency Procedures** - Please review the emergency maps posted in your room. In the event of an emergency (Severe Weather, Evacuation, Power Outage, etc.) each room will be given an emergency bag with everything you will need. Jump ropes are included to help Preschoolers evacuate. Remember to keep your Sign In Sheet with you at all times! You are responsible for your Special Friend in the event of an emergency. (Each room will be given an emergency bag.)
- ☐ **Lost Security Tag** - Adults should not be able to enter Cedarville area without a security tag. If for some reason an adult attempts to check-out a child without a tag, or with a tag that doesn't match the child's code, please contact a Kids Staff Member.
- ☐ **First Aid/Incident Report** - Please contact a Kids Ministry Staff Member if a child in your care is in need of any first aid. The Staff Member will retrieve any needed items (Ex. Band-Aids) and when appropriate, will page the family and fill out an incident report.
- ☐ **Suspected Abuse and Neglect** - If you suspect there is neglect or abuse happening towards a child, or any other challenging family situation, please talk with a Kids Staff Member immediately. Please remember to use discretion and model confidentiality.