



ENVIRONMENT LEADER 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.

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.)
- Labeling** - Parents may print labels for diaper bags, bottles, etc. If not, please use a marker and masking tape to label all items.
- 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.
- 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.

POLICIES/PROCEDURES



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- Restroom/Diapers** – You are responsible for being visible in the hallway to assist with restroom breaks.
 - Babies and Toddlers:** We notify parents through our paging system if a diaper change is needed. If a parent shares that their child is being potty trained, please follow their restroom instructions and page the parent for assistance. Please notify an Environment Leader or Kids Staff Member if you need to page a family member.
 - Preschool and Elementary:** 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** – You are responsible for preparing the appropriate snack in Preschool and Elementary rooms. Toddler Leaders prepare their own snack. (Show where snacks are kept and how to prepare them for each room.)
 - Preschoolers are given Goldfish and Elementary students are given Oreos.
 - Please make sure there are no food allergies before giving snack. Check the sign in sheet and the cupboard to see if allergies are noted. Many children can have fruit snacks as an alternative for allergies.
 - If snack accommodations need to be made, or if you have questions, contact a Kids Staff Member.

- Paging** – You will be responsible for paging families during the service. Families will be notified through our paging system if we need them for any reason during the service. If you need assistance, please connect with a Kids Staff Member. (Show how to page a family.)

- 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** - You may be asked to assist with a challenging behavior situation. 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.



POLICIES/PROCEDURES

2. If the child continues the behavior, help them move from the situation to a different area.
3. Contact a Kids Staff Member for assistance.

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.

- Preschool and Elementary Schedule**
 - Check In
 - Play Time/Group Activity
 - Large Program
 - Small Group
 - Check Out

- Small Groups** - You will ensure all Preschool and Elementary Small Group materials are prepped, organized, and ready to go for each service. The Small Group Leader Guides will show what supplies are needed. (Show where Small Group materials are kept and where they should be placed for each environment.)

CLEAN UP & CHECK OUT

The same adult who checked children in should check them out! Pass out the weekend information to parents along with their preschool child's craft. 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 kids or families you connected with 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

- 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! (Read through the room evaluation plan and look through 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** - You may be asked to assist in writing Incident Reports and helping with First Aid. If you have questions or need assistance, contact a Kids Staff Member. (Show where First Aid Supplies and Incident Reports are kept.)
- 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.