

Kreek Kids Check-In TEAM: Five Me '5'!

1) BE WELCOME Ready



- * ARRIVE 15 minutes early, WEAR 😊 smile & lanyard
- * Computer & printer checks, labels filled & TVs on?
- * First Impressions VISUAL SCAN... Pass/Fail?
- * **SPLIT TASKS:** Fast Track, 2nd iPad & 1 on Desk Computer

2) MAKE Connections * EXPLAIN DOT SYSTEM to ALL parents

- NEWBIES:** * Complete Registration Card: ASK for kids, parent names & cell#
- * GIVE 1st time families Gift Bag & put **Hero Stickers** on name tag
- * WALK new kids to class and INTRO to Room Leader/Helper

KK Registration Box — Add family's completed card. Mark 1-4 visits on Card.

- Less Active ATTENDERS:** * CHAT with families, share flyers, FAQ & Fast Track Info
- FAST TRACK KIOSK:** * Co-op parent use 2nd iPad: * Attenders can use when line up

3) MAKE Classroom Stops

- * CONFIRM staffing ratios in each department
- * FLEX volunteers UP or DOWN as needed
- * BRING dinner/snacks upstairs as needed (SAT) 6:45-7pm (SUN) 11-11:15am

4) TRANSITION Time or End of Service

- * DIRECT families *REVIEW Guest File, put 4X visit cards in mailbox, text Twila.

5) WRAP UP & Clean Up

- * STOCK bins, put up correct signs & STORE computers safely away. (SUN Team)

Check 4 & TEXT needs/suggestions Twila 425-319-8043 BEFORE LEAVING. Thanks!