1) ARRIVE Early
* ARRIVE 15 minutes early, WEAR smile & lanyard
* VISUALLY SCAN Rooms...First Impression: Is it Safe? Clean? Odor Free? Welcoming? Pass/Fail?
* Decide who will WELCOME & RELEASE children

2) MAKE Connections
* CONNECT with parents, PLAY with children

3) CHILDCARE & Interaction Time
* Meet child’s PHYSICAL needs; comfort, diaper check, bottle, parent approved snacks, playtime etc.
* Meet child’s SPIRITUAL needs; tell them God loves them, READ Monthly Story Card or tell a Bible Story
* TEXT Parent if needed. Cell # on child’s name tag.

4) TRANSITIONS or End of Service Times
* Parent Pick Up; MATCH FTL Key Tag on Parent Pick Up Slip or their LAST NAME on a Mobile Pass. Call parent by name, on child’s name tag.

5) WRAP UP & Clean Up
* EMPTY garbage cans with dirty diapers into dumpster
* Wipe down counters and spray disinfectant on toys and chairs as leaving
* Check windows/doors...locked? *Thermostat set to Night mode?

CLEAN UP WEEKLY: (as needed)
1. Fill bag holder. Bags used for soiled diapers. (from cabinet)
2. Clean out Child Cubbies
3. Clorox wash/wipe down dirty walls/door molding, handles
4. Wash and air dry used toys
5. Check: Story cards, coloring sheets, crayons? (cabinet tote)

Laila Christiansen
K-5th Grade | Blue Room (SAT)
ALLERGIES WARNING: None - Partnering with Parents so Kids can KNOW, GROW, & SHOW God’s Love!
Parent Info: (425) 293-0707 (425) 293-0123
Emergency Contact: (425) 293-0444 (425) 293-0355

Check 4 & TEXT needs/suggestions Twila 425-319-8043 BEFORE LEAVING. Thanks!
Important Child Release & Parent Pick Up Policy:

* Upon pick up of child; MATCH FT# Key Tag OR MATCH 4-DIGIT# on Parent Pick Up Slip or their LAST NAME on their Mobile Pass.

Call each parent by name when possible. It’s on the child’s name tag.

Name tags & pick up slips may vary in style but the following should always apply:

Newer or less active AC3 families:
FOUR digits = Sticker Tag, Pick Up Slip

FAST TRACK Families - Parent(s) serve in Kreek Kids:
THREE Digits = FT#123 Key Tag Pick Up
Smart Phone = Family’s Last Name; Matches child’s last name on name tag

IMPORTANT NOTES:

✓ A parent or an older sibling (high school or older) is asked to pick up the child.
✓ If a parent doesn’t have one of the items above and you are unfamiliar with their family, please ask for photo I.D. or ask if they came with another family that can confirm their identity.