**Apprentice Checklist- Preschool 2-3’s**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sunday Training Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General**

* Evacuation Plan
* Preschool Vision
* Wear name tag/T-shirt (make sure they have one)
* Coach is main point of contact
* Call out policy- before Thursday email - After Thursday text or call
* Accessing Curriculum online
* Preschool Volunteer Schedule- Google app to see on your phone
* Process for finding sub- Using Team Contact list
* Security policy- parent pick up, matching number & tag
* Paging Process
* Policy for Well Children
* Hand washing/Toy cleaning
* Diaper changing/Restroom policy(always 2 people)
* Never alone with a child/Boundaries
* Classroom Clean up- Set up/Tear down
* Commitment time frame
* Circle ups (Weekly- 20 minutes before service, All Team- 1st Sunday of month 8:45)
* Have you attended Starting Point?

**2-3’s:**

* Curriculum structure for room- Go over the structure of each Sunday
* Curriculum structure- progress through year
* Parent take homes
* Where you find lesson/craft materials
* Strategies for leading lesson