**Apprentice Checklist- Frontline**

**NAME \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

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

* Elementary Handbook
* Elementary Vision - Win for LG in relation to vision
* Job Description
* Coach is the main point of contact
* Wear Name Tag/T-shirt (make sure they have one)
* Safety & Security
  + No child leaves the environment alone
  + Parent pick up, matching number & tag - coach handles at the door
  + Connecting with parents at pick up
  + Never alone with a child/boundaries/bathroom policy
  + Evacuation Plan
  + Paging Process
* Communication/Emails
  + Weekly email from coach
  + Occasional email from director or resource team leader
  + Facebook Group
  + Website
  + Circle ups (Weekly- 20 minutes before service, All Team- varies)
* Accessing Curriculum on website
* Accessing Schedule on website
* Structure of Service Program
  + Doors open 10 minutes prior to start of service in K3 - 15 min prior in 45
  + Greet families at the entrance to environment
  + Help students find their way to their group
  + Help kids feel comfortable to enter environment
  + Be at doors for dismissal to match tags
  + In 45 - man the lobby for check-in
* Commitment time frame
* Signed commitment
* Have you attended Starting Point?
* Have you been baptized?