

Sunday Preschool Team

Expectations & Responsibilities

Overview

CHBC Preschool is designed for children 3yrs - Kindergarten whose parents are in the worship service.

The Curriculum: **Gospel Project for Kids**

Team Leader Expectations

*see Personnel Team job description as this is a stipend position

Team Responsibilities

1. Adequately prepare the assigned lesson
2. Please be in your assigned room 20 minutes before service starts
3. Teach the assigned lesson and have fun

Frequently Asked Questions

1. How will I know when I am scheduled?

- a. You can check the volunteer schedule any time at www.coralhillbaptist.com/thisweek
- b. You will also receive a monthly schedule from the Preschool Coordinator as well as a reminder during your week of service

2. What time am I expected to serve? to arrive?

- a. Please arrive by 8:40am and please be prepared to stay until every child has been properly checked out. Preschool volunteers are currently serving both services and only being schedule once every other month.

3. How/When/Where do I get the lesson I am responsible for so that I can prepare?

- a. Leader guides and activity sheets are located in the Children's' Ministry office in the black stackable trays. Each guide has the date and time on it.
- b. Leader guides as well as videos are also located at <https://www.coralhillbaptist.com/gospelprojectkids>

- 4. Will I need to complete a background check and training?** Every Preschool worker will need to complete a background check and child safety training (video and assessment)
- 5. Are there any other responsibilities/expectations I should be aware of?**
- a. A note about check-in: Please make sure that each and every child has a check-in sticker and only release the child to the matching sticker from an adult or older sibling (7th grade or older).
 - b. A note about snacks: Please check each child's sticker if you are unsure about allergies or if the child can have certain foods. Remember each child does not need numerous snacks, so 1 snack should be sufficient for each child.
 - c. Behavior & Discipline Policy (*Separate Form)
 - d. Discipline Incident Report (*Separate Form)
 - e. Accident Report Form (*Separate Form)