

FREEDOM FACTORY

ROLES & RESPONSIBILITIES:

- Confirm Planning Center by the Wednesday before you are scheduled to serve. If you are unable to serve on your assigned date, please contact Tess Rimikis as soon as possible.
- Curriculum will be provided by Kids Director no later than the Wednesday before service.
- Arrive by 8:30/10:30am ready to serve in the following locations:
 - Teacher/Assistant(s) for 7-12yr olds: Game Room (GYM once Third Wing opens)
 - Teacher/Assistant(s) for 4-6yr olds: 4-6yr old classroom (GYM once Third Wing opens)
- Be sure that the walkie-talkie for your classroom is accessible and charged. If any problems escalate and you need assistance, you can contact the Security Team member on Channel 2.
- Class to begin no later than 9:15/11:15am.

- Go over the rules, follow the lesson plan provided and have fun!
- When class is finished:
 - Handout take home papers and stickers
 - Collect name tags from both kids and parents (they MUST match for child to be released) and stick them to the paper on the door.
 - Clean up any trash (papers, snack bags, wrappers, etc)
 - Vacuum classroom and put chairs back where they belong - Empty trash can and bring to dumpster
 - If any supplies are running low, please notify Kids Director.
- **Any and all injuries must be documented on an Injury Report Form.** The person completing the form must sign it, explain what happened to the parent and the parent must sign the form. After service, the form must be given to the Service Director.
- If there are any behavioral issues, please adhere to the following guidelines:
 - Classroom Rules are posted in each classroom
 - “three strikes and you’re out”

- Parents called on third strike
- Any hitting is an automatic call to parents.
- Any ideas for curriculum can be submitted to Kids Director for approval.

WHEN WE ENTER THE THIRD WING:

- First Impressions will direct 6mo-3yo to the Nursery to check-in and **4-12yo to the gym to check-in** until 9:15/11:15.
- At 9:15/11:15, all kids will report to the classrooms from the gym.
- There will be **NO GAME ROOM** once this switch has been made.
Kids will play in the gym for the first 15mins of service (basketball, games, etc)
- **Kids will be checked out from the classroom via walkie-talkie.**
Guest Relations will contact you with the child's name when their parent has arrived to pick them up. Nobody is allowed past the roped off area for security reasons.
- **After service, parents must be in the gym if their kids want to go back into the gym.**
There will be no volunteer supervision at that time (for DMC meetups).

- Please provide your shirt size as we are creating Volunteer shirts for all kids workers.