



NEW SERVER'S GUIDE  
TO THE  
**ROYALS ROOM**  
~Crew Leader~





## BEFORE YOU GET STARTED, HERE ARE A FEW THINGS YOU NEED TO KNOW



### BEFORE THE KIDS ARRIVE

**PLEASE BE IN THE ROOM, READY TO GO AFTER ANNOUCEMENTS BEGIN**

*This gives time to turn on the computer and prepare before children begin to run into the room.*



### WHEN THE KIDS ARRIVE

1. Say hello to the parent/guardian & child.
2. Ensure each child is checked-in on Elvanto and has a name label on.
3. Check the child's label for any food allergies or dietary restrictions.
4. Sit with children to help them participate and sit quietly when required.



### DURING THE SERVICE

Help bring the children to the lesson area (the white wall with the projector screen) and sit with them as you help them participate and sit quietly during the lesson.

Help children participate in activities, crafts and lesson when the teacher instructs.

**Due to insurance reasons the Royals Serving Team does not assist children in the washroom.**



### AT THE END OF SERVICE

REMOVE the child's label before they leave and check-out the child on Elvanto.

Quietly lead the children down the stairs to the sanctuary. If the service isn't over please help assist them quietly to their parents/guardians.

After each service spray and wipe all toys and surfaces that have been used with the cleaning supplies provided.

**IF A CHILD NEEDS HELP BEYOND THE CARE OF THE ROYALS SERVING TEAM, USE ELVANTO TO SMS THE PARENTS OR USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH TO PAGE THE PARENTS.**

**IF THERE IS EVER A CONCERN (SAFETY, STAFFING ETC) PLEASE USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH AND REQUEST ASSISTANCE IMMEDIATELY.**