



NEW SERVER'S GUIDE  
TO THE  
**ROYALS ROOM**  
~Teacher~





## 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

Engage the children in the playtime activity provided to get their wiggles out before beginning today's lesson.

Having your materials previously prepped have the children join you in the lesson area (in front of the white wall with the projector screen) for the teaching of today's lesson.

**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.**

**\*NOTE\* The curriculum and materials will be provided for you. Curriculum will be printed off a month in advance and placed in your mailbox in the Superheroes room. Materials will be provided in a plastic bin for you in the classroom.**