



NEW SERVER'S GUIDE
TO THE
SUPERHEROES
ROOM
~HELPER~





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 ANNOUNCEMENTS BEGIN

This gives time to turn on the computer and prepare before families begin to drop off their children.



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. Remind the parent that you will text them if their child needs them.
5. Please keep the bottom half of the door closed at all times during the service.

IF A CHILD NEEDS HELP BEYOND THE CARE OF THE SUPERHEROES SERVING TEAM, USE ELVANTO TO SMS THE PARENTS OR USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH (DIAL 123) TO PAGE THE PARENTS.

IF THERE IS EVER A CONCERN (SAFETY, STAFFING ETC) PLEASE USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH (DIAL 123) AND REQUEST ASSISTANCE IMMEDIATELY.



DURING THE SERVICE

Help bring the children to the lesson area (the corner in front of the TV) and sit with them as you help them participate and sit quietly during the lesson.

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

Snacks (apples) will be provided in the fridge in the Superheroes room along with a cutting board, knife and apple slicer in a plastic box above. Please help prep and handout snacks to children after they have finished washing their hands.

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



AT THE END OF SERVICE

Parents will arrive at the door to pick up their children, please ensure their parent label # matches the child's label #.

REMOVE the child's label before they leave.

Check-out the child on Elvanto.

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