

THREES THROUGH KINDERGARTEN EXPERIENCE CHECKLIST

PRE-SERVICE

- ☐ Review lesson plan
- ☐ Ensure supplies are available and ready

ARRIVAL

- ☐ Welcome each child by name and with a smile
- ☐ Ensure every child has security tag/sticker
- ☐ Introduce child to a friend and engage in arrival activity

LARGE GROUP

- ☐ Count Kids/confirm number with sign in sheet
- ☐ Travel together to Large Group
- ☐ Have fun while participating! Your few are watching!
- ☐ Headcount before leaving large group
- ☐ Headcount when arriving to classroom again

SMALL GROUPS

- ☐ Divide children evenly between leaders into small groups
- ☐ Lead your few through designated small group activities
- ☐ 5-7 minutes before the conclusion of service, take prayer requests
- ☐ Pray with and for your few!

DISMISSAL

- ☐ tell every child goodbye by name verifying and removing security name tags
- ☐ encourage each parent with something positive from your time with their child, handing them any parent resources
- ☐ remind children to take home their craft
- ☐ Replenish supplies for next service if needed
- ☐ Set up room with arrival activities
- ☐ Final service: tie up trash and set in the hall