

Walk Through Checklist

School and Safety Procedures

- Introduce yourselves to the secretary and custodian.
- What are the school rules? Are they a PBIS school? Are there certain cues or signals they use with students? (e.g. 1, 2, 3)
- Locate the restrooms. Decide how and when will students be allowed to go to use the restrooms.
- Where are the nearest emergency exits? What procedures should be followed in case of fire or lockdown?
- Discuss what to do if a child gets injured at club.

Space

- Where will students enter? How will we greet them?
- Where and how will students be checked in?
- How will we use the space for small groups/large groups/games?
- How will we transition from one activity to another?
- Are there any particular challenges with the space (acoustics? size or set up of space?) How can we deal with those challenges?
- Where will parents enter to pick up their kids?
- Where and how will the kids be checked out?
- Do we have access to a space to store materials?

Small Group Leaders

- What is our policy for dealing with small group discipline issues? How will we communicate the policy to the students? To the parents?
- Is our current team roster complete and accurate? Be sure to inform a CKC Staff Team Member of new changes to your team.

Students

- Share any particular concerns you have at the moment regarding your Kids Club Launch. Pray for those concerns specifically.
- Begin praying for the students on your Small Group Roster. Write and mail a short note to each parent in your group reminding them that club starts next week and saying that you are excited to be their child's Small Group Leader.¹

¹ Team Leaders, consider bringing pre-addressed envelopes and stamps and asking your team to complete the handwritten notes during the last 10 minutes of your Walk Through.