

Subi Kids Service Coordinator

Subi Kids Classes:

Bubs – infants to 2 years old (room 1 downstairs)

Juniors – 2 and 3 year olds (room 2 downstairs)

KPP – Kindy and PrePrimary / 4 and 5 year olds (room 3 downstairs)

Lower Primary – Year 1 to Year 3 (Activity Room 1 upstairs)

Upper Primary – Year 4 to Year 6 (Activity Room 2 upstairs)

Please know which classes there are and where they are so you can inform new parents where to go and what to do.

Regarding new families, if they wish for siblings to stay together, older kids must move DOWN, younger kids are not allowed to move UP. For example. If a Year 2 and Pre-Primary would like to stay together, then they must go to the KPP class. In the past it's been too distracting and extra work for the leaders to have younger kids in the class.

Admin

Subi Church App

Please download the Subi Church app for quick and easy access to all your volunteer-related information.

<https://subichurch.churchcenter.com/setup>

The Roster

To know when you have been rostered on, please <https://subichurch.com/subikids-roster/> for a 2-month schedule.

For any rostering questions/issues please contact **Abby** who handles all rostering at abby.johnston@subiacochurch.com

The Lessons

To see the lessons for each week, please go to <https://subichurch.com/subikids-lessons>

For any lesson, curriculum, or supplies queries, please contact **Melanie Tan** at melanie.tan@subiacochurch.com or **0434 188 829**.

Coordinator-Specific Info:

To ensure the smooth running of the SubiKids classes

Expectations:

- Wear your shirts / bibs that identify you as a Subi Kids volunteer. This gives you authority to take other people's children and provides a comfort to parents. You can find this at the Subi Kids reception.
- Wear your name-tags. Parents (and older children) should be able to see who they are dealing with as sometimes there isn't time for proper introductions or they may have forgotten and we don't want them to feel awkward.
- Communicate with Subi Kids director about any pertinent info, issues, concerns, questions, etc.
- Be friendly and ensure all parents and children feel welcome and are comfortable.

Duties:

Before Service

- Arrive 15 minutes early
- Ready 3 check-in stations (see detailed instructions in coordinator manual)
- Ensure children are check in

5pm and 9am Check-in/Rego Set Up

- Place Buzzers in Preschool classes on tables with marker
- Place Buzzers near computer check-in stations with markers
- Place playdoh boxes on the reception counter.

During Service

- Welcome any new visitors – they can register using our online registration form via Elvanto (see detailed instructions manual). QR code is on the wall or on the welcome boxes for the kids.
- Ensure that classrooms leaders and helpers have arrived. If there are last minute changes where leaders/helpers cannot make it on the day, inform current leaders to combine the classes or rearrange helpers if there are many helpers in one class and another class is in need of more helpers.
- Help out in the classroom if an extra adult is needed.
- If any child cannot settle, or a diaper change is needed, or in any emergency, page for parents using the paging system.

40 Minutes after start of Service

5pm

- Cover electronics at the sign in table with table cloth to hide (from people looking in windows)
- Place any buzzers left by the computers on the charging dock and do the same for any buzzers left in preschool rooms

9am

- Ensure that the checking in has changed to the 1045 service.
- Ensure there are enough buzzers on the check-in desk for the next service.

10:45am

- Pack away play dough boxes
- Cover QR code scanners with black cloth.
- Place any buzzers left by the computers on the charging dock and do the same for any buzzers left in preschool rooms

End of Service

- Check that all children have been collected by their parents.
- 5pm and 10.45am, place all buzzers in the charging dock. Switch lights and air-con off in each class room. Switch tv/computer off in each class room
- 10.45am, pack away all lesson materials into the cabinets and lock the cabinets in both the Lower and Upper Primary rooms, replacing the keys in the binder in the office.
- Buzz all the pagers so ensure they are returned at the end of service. Instructions on the unit at reception.

Offering

- There are 4 containers for offering. Two cardboard with red lids for upstairs and two glass jars with white lids for downstairs (JRS and KPP). These containers will STAY IN THE ROOMS.
- At the end of the service, empty each container into the large glass jar. Store the large glass jar in the locked locker below the counter. Once the large glass jar is full, I will empty it to deposit the money for Compassion.

Paging System Instructions

- Find the child's buzzer number on the class list
- Press the number on the paging system
- Select "FLASH 30 sec"