



ENGAGING KIDS.
EMPOWERING FAMILIES.

“QUICK CHECK” WEEKEND OBSERVATIONS

HOST SERVICES

- All Printed Supplies Stocked (See Weekend Exchange)
- All Other Supplies Stocked
 - Aprons
 - Sharpies
 - Pens
 - Highlighters
 - Labels
 - Paper Clips / Scissors / Tape / Etc.
- Computers Working
- Adequately Staffed
- Area is Organized / Appealing
- Allergy Alert Signs Visible
- VIP's Escorted to Classrooms
- VIP Postcards Written
- Family Information Entered in to F1
- eKidz Actuals Checked
- VIP Nametags Reprinted

SAFARI

- All Printed Supplies Stocked (See Weekend Exchange)
- All Other Supplies Stocked
 - Diapers
 - Wipes
 - Gloves
 - Diaper Changing Pads / Wax Paper
 - Dirty Diaper Bags
 - Veggie Straws / Puffs
 - Small Cups
 - Booties
 - Bottle Labels
- Rooms Within Ratio
- eTL Stationed at Door
- Childcare Notes Taken During Drop-Off
- Bags / Bottles / Sippy Cups Labeled

- Music / Sound Machine Playing
- Following Diaper Changing / Bathroom Policy
- Curriculum Executed (Cue Sheets Followed)
- Diapers Changed Before Pick-Up
- Newsletters Handed to Parent at Door

QUEST

- All Printed Supplies Stocked (See Weekend Exchange)
- Allergy Alert Signs Displayed / Ingredient Lists Available
- Offering Kiosk Visible and Stocked
- Space Looks Neat and Inviting
- eTL Greeting Families
- Lesson Plan Used in Correct Activity Order
- Time Stamps on Display / Digital Clock Visible to all eGroup Leaders
- eGroups in Ratio (6-8 children per group)
- eGroup Leaders Engaging Kids
- Children Following Rules
- Correct Prizes / Take-Homes Ready and Available
- Handouts Given to Parents

MOTION

- All Printed Supplies Stocked (See Weekend Exchange)
- Allergy Alert Signs Displayed / Ingredient Lists Available
- Offering Kiosk Visible and Stocked
- Space Looks Neat and Inviting
- eTL Greeting Families
- Lesson Plan Used in Correct Order
- eGroups in Ratio (8-10 children per group)
- eGroup Leaders Engaging Kids
- Children Following Rules
- Correct Prizes / Take-Homes Ready and Available
- Handouts Given to Parents

THEATER

- Stage / Set Meets Standard
- Cue Sheet Utilized
- Smooth Transitions
- Host / Storyteller Memorized Script
- Host / Storyteller Appropriately Dressed
- Worship Brings Energy
- Volume is Appropriate
- Large Group Game / Activities Executed Well
- eGroup Leaders Managing Behavior / Encouraging Participation

CLUBHOUSE

- Adequately Staffed
- Snacks / Meal Provided

- Neat / Organized
- Children Accounted For
- Security in Place
- Has a Fun Factor
- Toys / Games in Good Condition
- New Movies
- Videogame System / Kindle Fires Working Properly

CARE TEAM

- Team Using Identification Stickers
- Care Team Member Available in Every Area
- Sensory Area in Good Condition
- Transitional Boxes in Quest and Motion eGroup Spaces
- Coordinator Communicating with Team
- Need to Know Notepads in Every Room / Area

HALLWAYS

- Clean / Neat
- Clear Signage
- Tables Meet Standards (Non-Permanent)
 - Black Tablecloth
 - Hand Sanitizer
 - Tissue
 - Soft Animal (Safari)
 - Parent Info / Handout / Newsletter
- Music Playing
- Solution for Coats / Bags / Additional Items

E101

- eKidz Represented Well (Areas Discussed)
- eKidz Tour
- New Volunteer Information Passed Along in a Timely Manner
- Smooth Transition to eKidz

GENERAL

- Following Bathroom Policy
- Security Present Throughout
- eKidz T-Shirts Worn by Team Members
- Areas Adequately Staffed / Ratios Met
- Tags Checked / Removed During Pick-up
- Traffic Flow

NOTES:
