

Preschool Crew Leader & Jr Crew Leader Guide



July 7 – 11, 2025

What is a Preschool Crew Leader?

A Preschool Crew Leader will guide a group of preschool children, who are grouped loosely by age, to different stations in the Children's Wing of the building. **The Crew Leader is not in charge of preparing or teaching activities; the Crew Leader helps kids enjoy each station. Crew Leaders participate in each station as directed by the station leader. Please listen carefully for instructions.**

What is a Preschool Jr Crew Leader?

A Preschool Jr Crew Leader is a middle or high school student who assists the Crew Leader. The Jr Crew Leader will often assist with getting the crew to each station, but may also have other tasks, depending on the needs of the crew and the Crew Leader. Jr Crew Leaders will participate in a station as directed by the station leader. Jr Crew Leaders must exhibit the behaviors that the crew members are to emulate. If a Jr Crew Leader is disruptive, they will be removed from the crew and assigned to help elsewhere. **Please listen carefully to the station leaders and your Crew Leader for instructions on how you can assist the crew members.**

General Information

- Please be in your assigned "home" room by 5:30 on Monday evening and no later than 5:45 Tuesday - Friday.
- Volunteer Parking is in the High Street side (front) parking lot.
- Meals for volunteers (and any family members who are attending VBS) will be available at 5:00 pm Sunday - Thursday.
- Preschool crews are loosely based upon age. The Eagles Group has the youngest children, the Moose Group has the 4's and the Otters Group has older 4's and 5 year-olds who are not planning to go to Kindergarten in the fall.
- On Wednesday or Thursday, we will provide you with "Thank You" post cards for each of your crew members. We ask that you write a short personal note to each child and make sure each crew leader and jr. crew leader signs the post card. There will be a box at the Registration area for collection. If you are missing post cards for any child, please let the Registration area know. They will stamp and mail these post cards.
- For safety reasons, please do not allow a child to leave the room until the parent or designated adult picks them up. If the parent is a volunteer, they may make other arrangements with you.
- Please do not take pictures of the members of your crew, unless the parent has specifically given you permission to do so.
- If you need to keep your phone with you, please be sure to keep it in your pocket.

Crew Bags

- A crew bag will be provided on the counter in the room. You will use this crew bag as you travel from station to station.

- In the bag: facility map, schedule, rosters, attendance forms, newsletter, volunteer name badges and the assigned children's name badges.
- Review the newsletter **each day** for important information
- Review the Roster for your crew. It will provide each assigned child's name, emergency contact and any **allergies** or other concerns if noted on the registration. New rosters will be provided on Tuesday and possibly Wednesday if there are many walk-ins.
- Put your name badge on right away.
- evening.

Attendance

- As a parent / adult drops off a child, please check the child's name off on the attendance sheet. As each child arrives, put their sticker name tag on their back. Provide the parent with the pick-up card and remind them to bring it back at 8:15 when they pick up their child.
- Leave the crew bag on the counter each evening.
- Please coordinate duties with the other Crew / Jr. Crew Leaders.
- Please notify the Ranger Station of any late arriving (after the attendance has been turned in) children in your crew.
- Be sure to check off or make a note of each Crew Leader, Jr. Crew Leader and other Crew Helper. Write the name if it is not listed.
- If a child comes to your room but is not on your list and does not bring a name badge with them, please have a volunteer take the child and the parent / adult to the Ranger Station to register and get a name tag.
- If a new child appears with a name tag that shows your crew number, please write their name on the attendance sheet and on the roster. Please ask if there are any food allergies or other concerns that should be noted on the roster.
- Members of the Ranger Station team will stop by your room to pick up your attendance sheet. Please leave it on the counter when you go to your first station.
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Crew Buddies

- We have done our best to accommodate buddy requests, although there may be specific reasons we cannot (e.g. large age differences or too many children in the same crew).
- If a parent brings a child to your crew from another one because they want to be with a friend, please make sure that they have checked in with the originally assigned crew and picked up the name tag. Write the child's name on the roster and attendance list and make a note of the old crew so the record can be updated. You should also make a note on the child's name badge of the new crew to assist during large group times.

Schedule

- Each Preschool Group (Eagles, Moose and Otters) has a different schedule. There are two home rooms per group, so you will attend the large group times (Bible, Music and Recreation) with another room. Snack and crafts will be in your home room.
- Please be certain that you get your crew to each station in a timely manner. Feel free to use jump ropes (provided on your counter) or have the children hold hands with Crew / Jr Crew Leaders to facilitate movement.
- Preschool Recreation will be outside. You can exit either of the doors that lead to the parking lot, but you will only be able to enter the ones at the far end of the building. If there is a weather issue, we will let you know what alternative location we will use.
- Snack is delivered to each room before snack time. We will also provide pitchers of water and cups. We make every effort to ensure the snack is nut free, but we know there are many food allergies and sensitivities that we may not have accommodated. The kitchen will have a list of pre-registered children with food allergies, but you may get "walk-in" children who won't be on their list. They will have alternative snacks; if they miss providing one, have one of the Crew Leaders or Jr. Crew Leaders from your room pick it up from the kitchen. Some children may bring their own snack, just make sure it has the child's name on it when the parent drops it off. You will give that to the child at snack time. While snack is an ideal time to offer a restroom break for kids, we are sensitive to each child's needs and just ask that one of the crew leaders walk the child to the restroom and wait outside. If there are multiple adults available, you can enter the restroom with the children.
- The preschool session ends fifteen minutes earlier than the elementary session (8:15). Parents will be notified of this via email, but you may want to remind them when they drop off their child on the first day. If the parent is also picking up elementary children, they are welcome to take the preschooler to the Worship Center sit in an unoccupied section.

Helpful Hints

- If a parent provides any special instructions about the child, it will be noted on the roster. However, you may notice that a child is struggling in a large group or loud setting such as music. Feel free to remove the child from the setting using a gentle touch on their arm or shoulder to guide them if necessary.
- The Take 5 room is an optional area to take a child for a few minutes but is not to be used as a reward or punishment. The room is staffed with volunteers who are able to provide assistance.
- More information on helping children with sensory needs is provided in a separate document.