

KK Set Up

Time	Task	What is needed	Additional info.
8:30am	Team Arrives	- Please delegate set up jobs to leaders and LITs in the room	
8:30am - 9:15am	Preping the room	<ol style="list-style-type: none"> 1. Sweep the floors 2. Roll out the carpet 3. Set the 2x mini trestle tables up and chairs 4. Wrap the two tables with butchers paper and lay out colour pencils and crayons 5. 1x mini trestle table at the front for the TV 6. Set toys out on the rug or the table 	<ul style="list-style-type: none"> - 2x road cases - 3x mini Trestle table - 2x rugs - Stack of chairs - 1x KK toy box - KK pencil case
	Curriculum prep	<ul style="list-style-type: none"> - Read through the curriculum and ensure all materials are present - Please prep the activities (take this time to cut anything, sharpen pencils, set up the different centres, ect) 	<ul style="list-style-type: none"> - Curriculum - Stationary
	Media	<ol style="list-style-type: none"> 1. Set up the TV on the table 2. Connect the iPad to the Tv 3. Open the video of the day 4. Test audio 	<ul style="list-style-type: none"> - iPad - TV - HDMI cable & dongle
9:15am - 9:30am	Morning brief	<ol style="list-style-type: none"> 1. Gather leaders around 2. Check in with everyone and their roles for the service 3. Go over the session (read thought the run sheet) 4. Person leading the brief, please share an encouraging thought 5. Pray over the session 	
9:30am - 9:40am	Main Huddle	- Please make your way to the auditorium for the main huddle	
9:40am - 9:50am	Regroup	<ul style="list-style-type: none"> - After huddle make sure check in is up and running - Make sure leader is in the room and the room is ready for the day 	

<p>9:50am</p>	<p>Open check in</p>	<ul style="list-style-type: none"> - Check in starts - One KK leader or LIT to keep an eye on check in, to be able to guide any kk kids to the back of the room - Please make sure we are doing a head count throughout the session and post the number on the chat 	
<p>11:20am</p>	<p>Debrief</p>	<ul style="list-style-type: none"> - Once service has ended and the last child has been checked out please start debrief - Please head to the ekids leader website and fill out the report as a team. - After the debrief start packing up 	