



NEW SERVER'S GUIDE
TO THE
NURSERY



BEFORE YOU GET STARTED, HERE ARE A FEW THINGS YOU NEED TO KNOW



BEFORE THE KIDS ARRIVE

PLEASE BE IN THE ROOM, READY TO GO AFTER ANNOUCEMENTS BEGIN

This gives time to turn on the computer and prepare before families begin to drop off their children.



WHEN THE KIDS ARRIVE

1. Say hello to the parent/guardian & child.
2. Ensure each child is checked-in on Elvanto and has a name label on.
3. Remind the parent that you will text them if their child needs them.
4. Help the child find an activity to play with. Play with or hold any infants who need extra help to settle.
5. Please keep the bottom half of the door closed at all times during the service.

IF THERE IS EVER A CONCERN (SAFETY, STAFFING ETC) PLEASE USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH (DIAL 123)AND REQUEST ASSISTANCE IMMEDIATELY.



DURING THE SERVICE

Care and comfort all infants in the room using the provided toys and equipment.

Using Elvanto SMS(text) parents when their child requires their assistance.

Due to insurance reasons the Dreamers Serving Team does not change any diapers.



AT THE END OF SERVICE

Parents will arrive at the door to pick up their children, please ensure their parent label # matches the child's label #.

REMOVE the child's label before they leave.

IF A CHILD NEEDS HELP BEYOND THE CARE OF THE DREAMERS SERVING TEAM, USE ELVANTO TO SMS THE PARENTS OR USE THE PHONE PROVIDED TO CALL THE SOUNDBOOTH (DIAL 123)TO PAGE THE PARENTS.