



Fellowship Greenville Kids Nursery Serving Checklist

- Arrive 30 minutes prior to service starting (8:30am or 10:30am)
- Check in at the iPad behind the preschool check in desk to get your tag and lanyard.
- When you arrive, please take shoes off and put on clean socks that you'll find in a bin in the room.
- When a child is dropped off, please take the child's name tag and place it on the roster sheet in the binder.
- Never be one on one with a child. If you arrive before the other volunteer arrives, stand in the door way with the first child in view of other volunteers until the next child or volunteer arrives.
- Write the cubby number on the check in tag. Place the printed bag tag on the child's bag.
- Confirm the cell number of the parent that is printed on the sticker. Ask if the child is staying two services.
- Write child's name on a *Nursery Notes* report and ask parents for any information needed to care for the child (feeding times, pacifier, nap schedule, etc)
- Every child's diaper should be checked during service and changed if needed. Indicate a change of a wet or dirty diaper on the *Nursery Notes* report.
- Wear gloves when changing a diaper. Only women older than 16 are allowed to change diapers.
- If a child becomes too upset (crying over 15 min.), please call a staff member or hall director.
- Upset children can be pushed in the stroller by a volunteer 16 years or older up and down the preschool/nursery hallway.
- Children under 12 (14 for infants) should not hold babies. They can sit and play on the floor with them.
- Indicate baby's snack, drink, napping and mood on the *Nursery Notes* report. Give this report to parents when they pick up.
- With the increase of allergies, no outside food or candy may be handed out to the kids in your group.
- During pick up, please match the pick up tag with the tag in the attendance binder making sure the dates and codes on the upper left corner match.
- If a pick up tag has been misplaced or lost: please use the Replacement Pick Up Slip signed (see tab in binder).
 - Check the Drivers License of the pick up person to verify the last names match and alert your Area Director/FG Kids Staff that they need to check Rock to verify the pick up person is attached to the child's profile.
- Volunteers may go to the leader lounge (Room 112) before or after they are scheduled to serve for snacks and refreshments.



FG Kids Nursery Safety & Cleaning Procedures

- ❑ Volunteers must use hand sanitizer or wash their hands when entering the room.
- ❑ Each hour will have their own set of toys, Nursery rooms 100, 101, 105, and 106 have double sided toy shelves. The shelves are pushed up against the wall, so that only one side of the shelf is used at a time. Room 104 has one large bin for toys. Each toy used should be placed on the counter to be washed by FG Staff. If needed, switch toy shelves or baskets to the correct service hour.
- ❑ Cleaning procedures after each service:
 - ❑ Spray the toys with the sanitizer provided.
 - ❑ If a child puts a toy in their mouth, wash the toy with dish soap and set it on the counter to dry.
 - ❑ Wipe down all surfaces with the Clorox wipes, including tables, counters, changing table, door knob, light switch, etc.
 - ❑ Put the toys in their correct bin and turn the toy shelf around.
 - ❑ 11:00 volunteers should tie up all trash in the classroom and changing room. Set bag outside of the room and place new trash bag in trash can.
 - ❑ Place used linens (blankets, burp cloths, plush toys, etc.) on the counters in the room. Staff will gather and place in the laundry room.



Safe Touch Policy

- Leaders should always ask permission before any type of touch including: high five, fist bump, hug, etc.
- Create unique handshakes as a way to engage in safe touch.
 - Fist Bump
 - Heart Pat (leader taps on heart twice and allowing the child to repeat after)
 - Elbow Bump
 - Foot Five
- When with children always be in sight of another leader or staff member
 - Never be 1 on 1 behind closed doors

How To Connect Through Empathy

- Engaging in safe touch can be difficult when a child is upset and needs comfort! Here are some tips on how to comfort a child while keeping the safe touch policy in mind.
 - Lead Problem Solving with Empathy: When a child needs help or comfort, try to use empathy before problem solving.
 - Instead of immediately picking the child up try to use words such as *"I know you're sad Mom and Dad had to leave"*
 - Ask questions to try to understand how the child is feeling such as *"What do you need?"* or *"How can I help you?"*

Why is this important? There is a huge difference between problem solving for a child versus creating an emotional connection through empathy. Problem solving is temporary and you may have to exhaust so many resources. However, as you use empathy you are showing the child you are a safe place. A place of belonging. We do not only want to show our kids belonging in a physical sense, but emotionally too. Giving a child a place that is safe physically and emotionally will allow the children to be open to hearing the gospel. Using empathy is a great way to connect with the child on a deeper level while creating an environment of safe touch.