

Infant Nursery Expectations and Responsibilities (Room 101)

Volunteer Checklist Upon Arrival:

- Check with teachers to get relevant information (see questions to ask below)
- Wear provided name tag
- Make sure child has a name tag and parent has a guardian tag
- Place child's diaper bag under their green information card

Questions to Ask Parents or Teachers Upon Drop-off:

1. Will the child need to eat while in the nursery?
2. What does the child eat? Bottle? Food provided in diaper bag?
3. Do you have a preference on keeping them awake or letting them sleep if tired?
4. Is there a pacifier or comfort item if needed?
5. Is there other important information you would like us to know? (Write with expo marker on their tag if necessary).

**Inform the parent that we will text them if their child has been inconsolable for more than 5 minutes, unless we are told otherwise.*

Our Policies:

- All children must be seated at the table when eating a snack.
- Guardians **MUST** show you a tag to pick up their child.
- Only background checked adults may do diaper changes.
- At least 2 adults must be present with the children at all times.
- **DO NOT** take the child out of the nursery without parental consent (this includes walking the hallways).
- Physical punishment is prohibited for discipline of children, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Photos may only be taken of the children with parental consent.
- If you have more than a 3:1 ratio of kids to adults, contact Mandy (636-634-0068) or Anna (214-683-7164) for backup.
- Please inform Mandy Goodhart if more supplies are needed.

1 Year Old Nursery Expectations and Responsibilities (Room 102)

Volunteer Checklist Upon Arrival:

- Check with teachers to get relevant information (see questions to ask below)
- Wear provided name tag
- Make sure child has a name tag and parent has a guardian tag
- Place child's diaper bag under their green information card

Questions to Ask Parents or Teachers Upon Drop-off:

1. Will the child need to eat while in the nursery?
2. What does the child eat/ Can they eat the cheerios provided?
3. Is there a pacifier or comfort item if needed?
4. Is there other important information you would like us to know?
(Write with expo marker on their tag if necessary).

**Inform the parent that we will text them if their child has been inconsolable for more than 5 minutes, unless we are told otherwise.*

Our Policies:

- All children must be seated at the table when eating a snack.
- Guardians **MUST** show you a tag to pick up their child.
- Only background checked adults may do diaper changes.
- At least 2 adults must be present with the children at all times.
- **DO NOT** take the child out of the nursery without parental consent (this includes walking the hallways).
- Physical punishment is prohibited for discipline of children, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Photos may only be taken of the children with parental consent.
- If you have more than a 4:1 ratio of kids to adults, contact Mandy (636-634-0068) or Anna (214-683-7164) for backup.
- Please inform Mandy Goodhart if more supplies are needed.

2 Year Old Nursery Expectations and Responsibilities (Room 105)

Volunteer Checklist Upon Arrival:

- Check with teachers to get relevant information (see questions to ask below)
- Wear provided name tag
- Make sure child has a name tag and parent has a guardian tag
- Place child's diaper bag under their green information card

Questions to Ask Parents or Teachers Upon Drop-off:

1. Can your child eat the goldfish, fruit snacks, or animal crackers provided for snack?
2. Is the child still in diapers or potty trained?
3. If potty trained, how much help does the child need when using the bathroom?
4. Is there other important information you would like us to know?
(Write with expo marker on their tag if necessary).

**Inform the parent that we will text them if their child has been inconsolable for more than 5 minutes, unless we are told otherwise.*

Our Policies:

- All children must be seated at the table when eating a snack.
- Guardians **MUST** show you a tag to pick up their child.
- Only background checked adults may do diaper changes or take children to the bathroom (use bathroom in preschool hallway).
- At least 2 adults must be present with the children at all times.
- **DO NOT** take the child out of the classroom unless going to the bathroom.
- Physical punishment is prohibited for discipline of children, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Photos may only be taken of the children with parental consent.
- If you have more than a 5:1 ratio of kids to adults, contact Mandy (636-634-0068) or Anna (214-683-7164) for backup.
- Please inform Mandy Goodhart if more supplies are needed.