

### **Nursery Volunteer Responsibilities**

- Arrive in the daycare **at least** 20 minutes prior to the start of Mass.
- Wash your hands after each and every diaper change.
  - Each child's diaper should be changed before parent's pick-up. Potty training children should "try" at least once.
- If a child develops a fever, vomiting, or drainage during nursery time, notify parents and ask them to pick up their child.
- Medications may not be administered by volunteers.
- If a child continues crying and seems distressed, contact parent.
- Fill out an "ouch report" if an injury occurs. Parents get one copy and we keep one copy.
- Stay to clean up after the children leave and put away toys in their proper place.
- Sanitize all eating surfaces with disinfectant in the nursery cabinet.
- Vacuum the floor and sweep the floor if needed.
- Take trash to the dumpster.
- Take note of any items that are running low and notify the Nursery Coordinator.
- If you are unable to work the Sunday assigned to you please make arrangements to have someone cover for you within 72 hours of your assigned Sunday and also notify the Nursery Coordinator.

### **Security**

- First aid kits are in the nursery cabinet.
- All workers must participate in Safe and Sacred Training through our Archdiocese.
- At least one volunteer on site will be CPR trained.
- Only nursery workers should be allowed in the daycare.
- In case of a fire (or other need for evacuation) children should be carried or walked and moved to the nearest exit. Children should be counted to make sure all are present. Children should stay with volunteers until parents are able to pick them up.

### **Security Cards and Nametags**

- Name tags should be worn by all volunteers at all times to identify themselves to parents and visitors.
- Each child should have a nametag filled out by the parent and then placed on the child's back. The nametag will be numbered. Parents receive a tag of the same number, which must be presented when picking up their child.
- Please make sure each child's bag and belongings are also labeled and tagged with the same number.
- Please write any allergy or special need on the nametag.
- The first time a child attends the nursery, a Security Information Card should be filled out. This will be kept on file in the nursery.
  - Introduce yourself to new parents and new children. Ask questions about the child. We want to be confident in taking care of the child and we want parents to feel confident about leaving their child with us.
  - Ask questions about information on the card, ie – what happens if they have an allergic reaction? How do you want me to handle an allergic reaction?
- Each child should be signed in and out of the nursery each week.

- If a parent wishes to stay and observe in the nursery, they will be issued a “visitor” nametag. This nametag should be worn to identify the parent for the safety of all children.

### **Welcoming**

We hope to create a peaceful and predictable environment that children will be comfortable attending. Here are some Peaceful Traditions to incorporate.

- Play the same music in the background upon arrival.
- Maybe have a signature scent – such as soft powder air freshener.
- Call children by name.
- Bend down and look toddlers in the eye with a smile and a greeting.
- Wait until parents are ready to hand their child to you, instead of “taking” the child from them.

### **Snack Time**

- Have children sit down in the same area to enjoy snack time.
- Give bottles when needed as parents have instructed.

### **Checking out**

- Again, parents must present the number tag before their child is released.
- Always thank the parent for bringing their child. It is our privilege to serve them.
- Always smile (even when you are tired).
- Always tell the parents about any diaper or feeding events.
- Tell the child good-bye, using their name.
- Always follow the dismissal plan.