

Sunday 11:30 Nursery Orientation Check List

Use this worksheet to orient your team as a group & individuals as they're added. For more detailed information refer to the Volunteer Handbook.

VISION of the nursery/toddler ministry

- Love the parents by engaging them warmly and taking a real interest in their young children. Often the first and last encounter visitors have with the church.
- Children experience the love of God through other adults in the BOC.
- "Imagine if You Will"

GENERAL:

- Oasis discussion group - Send blank message to xcf-oasis-subscribe@egroups.com.
- Incorporation of Student Workers
- Absence** from classroom – All volunteers are responsible to provide their own Oasis-screened substitutes. Work out the details of absence with your team leader.
- Snacks** – Please limit to graham or animal crackers or Cheerios (many children have allergies). You can check the storage room for availability.
- Just for Kids* hospitality booth – purpose and process.



- Prayer** - "...What better legacy can we leave than prayers prayed for future generations? ... our children face a formidable foe. ...One of their greatest defenses against Satan's attacks is our prayers. Scripture can easily be turned into prayers which are both focused and very powerful..."
Each month we will print the prayer topic and suggested scripture as a reminder and springboard for prayer for the children - while you are in the nursery with them, with your home group, your Oasis team and/or by yourself.

BEFORE CT:

- Sign up for a CD of the CT teaching CD at the administration booth

CLASSROOM PROCEDURES:

- Set Up:

- Locate plastic drawers and clipboard
- Arrange the room with toys to be inviting for the children
- Pray together as a team

- Check-In of Registered Children

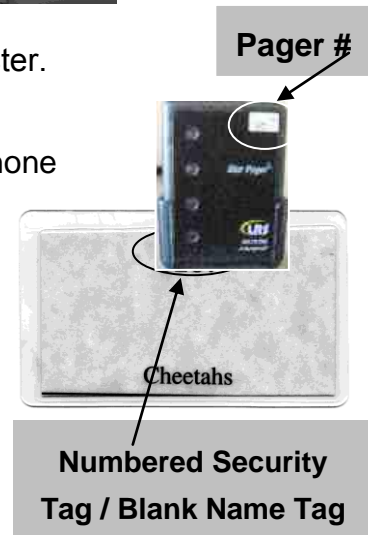
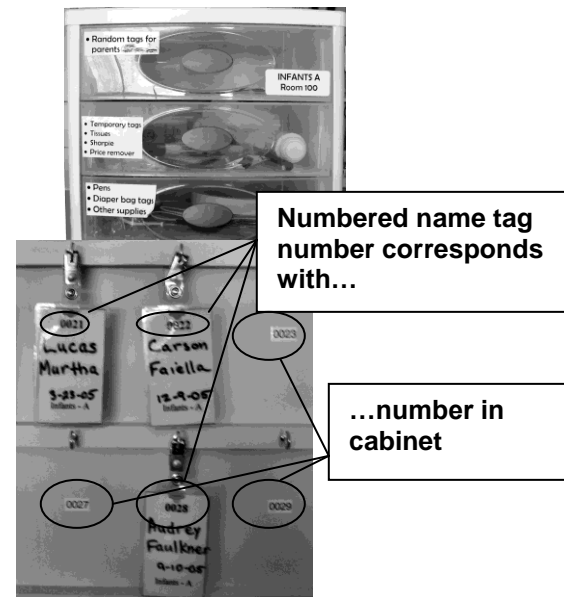
- Upon arrival, the child's parent will retrieve and clip on the child's name tag. The tag number for each child is found on the class roster.
- The team greeter will give a pager to the parent and record the pager number next to the child's name on the roster.

- Check-In of Not-Registered Children

- Have the parent write the name of the child, parent name and phone number in a box on the front page of the roster. If the parent wants the child registered they must complete all the information requested.
- Write the child's name on a blank tag with a sharpie

- If the parent has a pager from another classroom:

- Record the pager number next to the child's name to use if the parent needs to be paged
- Give the parent a numbered security tag & record that tag number next to the child's name – this is the "claim check" for the child



Class Roster

OASIS Class Sign-in OAS 21-Apr-09

Students Registered: 24 Adult Workers this week: Student Workers this week: #1

Children: #6 # Adult Workers: # Student Workers:

Non-Registered Student Sign-Up

Child #1 Pager #: Parent in: Cafe Audit. (for AM Main Campus)

First Name: MI: Parent's Name(s):

Last Name: Male Female Home Phone #: #3

Birth Date: Age: Cell Phone #:

Came as guest of: Street:

Medical, Allergy issues: City, Zip:

Child #2 Pager #: Parent in: Cafe Audit. (for AM Main Campus)

First Name: MI: Parent's Name(s):

Last Name: Male Female Home Phone #:

Birth Date: Age: Cell Phone #:

Came as guest of: Street:

Medical, Allergy issues: City, Zip:

OASIS Class Sign-in OAS-SA1-H, Cougars - Rm 207 20-

Newly Registered Students							
Reg	Pager #	First Name	Last Name	Birth Date	Age	Parent's Names	Notes (allergies)
<input type="checkbox"/>	5067	Bethany	Clarkson	03/04/03	4	Larry & Barb	

Registered Students							
Reg	Pager #	First Name	Last Name	Birth Date	Age	Parent's Names	Notes (allergies)
<input type="checkbox"/>	5091	Laura	Amarosa	09/21/03	3	Victor & Jodie	
<input type="checkbox"/>	5059	Ashley	Baker	04/01/03	3	Justin & Deborah	
<input type="checkbox"/>	5047	Davin	Barbour	01/01/03	4	Wakeshia	
<input type="checkbox"/>	5010	Lindy	Blackwell	10/11/02	4	Christian & Frances	
<input type="checkbox"/>	5034	Isaac	Bott	05/06/03	3	Joe & Jacqui	

Roster Instructions:

- #1 Don't forget to sign in on the provided lines
- #2 Sign - in of registered children
 - o Children registered BEFORE 6/30 are found in the "Registered Students" section
 - o Children registered AFTER 6/30 are found in the "Newly Registered Students" section
 - o Place a check in the box next to their name
- #3 Sign in New/Visiting children – if parents want the child on the printed roster, ALL information must be completed.
- #4 Find nursery/toddler/preschool tag # here
- #5 Enter nursery/toddler/preschool pager # here

CLASS TIME:

- If attendance is low on any given week, determine which adult/s should go on to CT keeping in mind that there must always be two screened workers (can be 1 adult and 1 student) with the children at all times.
- Discipline procedures – discuss & decide w/your team

Check-out procedures

- Ask parent for the pager or security tag and cross-check with the number written on the roster
- Remove the child's name tag
- Release the child to the parent w/craft and parent flyer
- **NEVER** release a child until the parent has given you the pager or tag
- Instructions for **late pick-up** of children
 - At 12:50 ask parents to be paged
 - At 12:55 place the sign on the door
 - Take remaining children to a director or CT Oversight who will make sure someone will wait with them at the Just for Kids booth

**BOBCATS
ROOM 101**

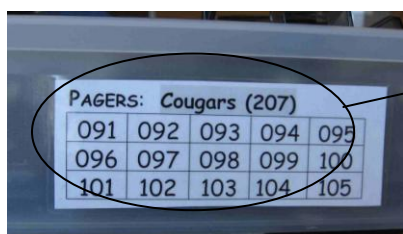
This room is now closed. You may pick up your child at the Just for Kids booth on the first level.

Moving a child to the next classroom

- When the nursery team leader, the director and the parent have all conferred and agreed, the child may be moved to the next classroom
- Your director and team leader will instruct you on the procedure

Clean-up

- Cross-check all pagers to make sure they're accounted for



Cross-check pagers in drawer w/numbers listed on side to make

Drawer of Pagers

- Clean Toys

Clorox® Anywhere® Hard Surface™ daily sanitizing spray

Instructions for Use: Kills 99.9% of bacteria on hard, nonporous surfaces when used as directed: Spray it on the surface until it's thoroughly wet. Let stand 2 minutes. Wipe with a paper towel or clean dish towel if you want. No rinsing is necessary. For heavily soiled surfaces, a pre-cleaning step is required

- Take to the administration booth
 - attendance roster w/tags of any children moving up
 - walkie-talkie
 - pagers

NECESSITIES:

- Get yourself a FREE hot beverage at the snack bar
- Always TWO SCREENED workers with the children at all times – never leave anyone alone with the children
- Diaper Changing - Unless otherwise directed by the parents, children in the infant and one-year nurseries will be checked and changed by a female team member as needed.