



Morning Procedures:

1. Greet parents as they drop off their children. Make sure the child has a name sticker on. There are additional stickers next to the classroom door if you need to label any bags.
2. Be sure to ask the parents if they have any special instructions for their kiddos or if their child has any allergies.
3. Guide the child into the room and engage with them in an activity.
4. A snack will be provided during the course of the morning.
5. Fun Activities for the kids: Reading, Bubbles, Building blocks, Puzzles, Rolling a ball.
6. If a child is sleepy, there are strollers available to walk them in view down the nursery hallway. There is also a napping babies room (see coordinator).
7. If a child has a dirty diaper, the changing station is available with all supplies provided. You may also grab a clean diaper out of the child's bag.

Important Note: Keep one hand on the child at all times while changing to avoid having them roll off the table

If you do not feel comfortable changing diapers, do not worry. Our coordinator on duty will assist!

8. When the parents arrive to pick up their child, be sure that all of their belongings are ready to go and that the child has a clean diaper. The parent must present a security sticker to pick up their child. The code on the security sticker should match the one on the child's name label.
9. Once all children have been picked up, please tidy the space. Wipes and sanitizing sprays are located below the sink cabinet.
10. If you are the last helper of the morning, please follow the "Before You Leave" instructions provided by the changing station.
11. If you have ANY questions or issues at all, our coordinator on duty is there to help!

WE ARE SO GRATEFUL FOR YOU!