

GETTING READY TO TEACH BABIES AND CRAWLERS

ARRIVAL

Please arrive at least 15 minutes prior to the start of Bible Fellowship. This is especially important at the 9:30 hour. Arriving early will give you the chance to set up the room and visit with the parents as they drop off their children. If teachers are already in the room from the previous hour, it allows time to get an update on the needs of the children before the exchange. There is a dry erase board to write any instructions that you may receive.

SET-UP

Having the room set-up for the children is very important. Each room should have wax paper, wipes, bags and gloves. You will need those to change diapers. The closet in room C-100 has blankets, sheets, bibs, burp clothes and smocks. Make up a few beds to have ready.

Smocks are available for you. They not only protect your clothes, but they identify you as a teacher.

Please put soiled smocks, sheets and other items in the laundry hamper in room C-100 after you session or at the end of the hour.

TOYS

Room C-100 has a basket in the closet with toys for the babies. Please put used toys in the sink so they can be disinfected. Then they will be put away.

GREETING

Greet each parent and child by name (if possible) with a smile at the door. One teacher should be assigned to greet and gather the children, their diaper bags and collect information. The other teacher should be engaged with the children.

SECURITY

ALL children must be checked in at the preschool check in area in the middle of the preschool hall. They will have a name tag. The numbers on the name tag must match the numbers with the parent when picking up. If a parent cannot find their security tag, Shelly or Karen can vouch for them.

PAGERS

Pagers are available for parents who request them. The pager number will be written on the child's name tag. If you need to contact a parent, let Shelly or Karen know.

TEACHING

Even the very young can learn about God and his love for them. When you are diapering, changing, feeding, holding or playing with a child , take the time to talk to them about God. There is a list of Bible thoughts that are appropriate for babies and crawlers on the church web site.

FEEDING

Babies should be fed according to their parent's instructions. The dry erase board is a good place to communicate information. A small refrigerator and microwave are available in the closet of room C-100.

DIAPERING

Check all diapers every 30 minutes. Be sure that wax paper, diaper, wipes, gloves and plastic bags are available for each diaper change. Gloves, wipes and wax paper should be changed between each diaper change. Hands should be washed as well. If the child's clothing gets soiled, place it in a plastic bag before putting it in the diaper bag. NEVER LEAVE A CHILD UNATTENDED. There is a diaper changing video available on the church web site at www.fbcburleson.com for your viewing.

SAFETY

For the safety of our children we ask that you keep your personal items such as, phones, purses and hot drinks, at a safe distance away.

Remember to keep the door closed at all times.

ATTENDANCE

Roll books are in the room. Please keep a record of the members and guests each hour.

SUBSTITUTE

If you are going to be absent please let Karen know. There is a monthly volunteer list that you can use to find a sub to fill in or trade with. Let Karen know if you find someone to switch with you.

CLEAN UP

All toys used should be left in the sink to be disinfected. Please return any materials from the resource room. Used bed sheet, blankets, bibs, burp clothes and smocks should be left in the hamper in room C-100. Wipe down and disinfect swings, and other areas that the babies used. Leave your trash in the downstairs kitchen in the large trash can.

Thank you for serving in the preschool department. If you have any other questions or concerns, please contact Karen DePaula at kdepaula@fbcburleson.com or 817-295-2221.