

Helpers Training Day Checklist

This is my form. Please fill it out. It's awesome!

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
MM	DD	YYYY

Trainer's Name

<input type="text"/>	<input type="text"/>
First	Last

Trainee's Name

<input type="text"/>	<input type="text"/>
First	Last

Campus

- Baker
- Houma
- Livingston
- New Orleans
- South

Age Group:

- Infant
- Walker
- 2s
- 3s
- PreK

Arrival and Room Preparations:

- Locate red emergency bag and review all emergency plans and evacuation route
- Check to be sure all needed resources are available
- Plex (music on for pick up & drop off, lesson vids)

Set out toys/center stations

Be ready to receive children!

Drop-Off:

Engage children in play utilizing centers or Plex App music

Parents are not allowed in classrooms. Only background checked BTots volunteers and security are allowed.

Class Time:

Review classroom schedule in binder. Infants make their own schedule! Tend to the babies' needs.

Engage with children during lesson time, worship songs, small groups, and craft time

Diaper changing policy is located above changing tables

Restroom policy: There must always be two team members accompanying a child to the restroom for the protection of the workers and child

Before service ends: Collect personal belongings and place them back on the child or in diaper bags along with color sheet or craft

Before service ends: wipe any fluids or food

Pick-Up:

Engage children in play or coloring and bring the children with their belongings to the door when parents arrive

Cleaning:

Refer to cleaning checklist in binder

Comments and Feedback: