

# Leads Training Day Checklist

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

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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 Preparation:

- Locate red emergency bag and review all emergency plans and evacuation route
- Check to be sure all needed resources are available
- Infant care card
- Plex (music on for pick up & drop off, lesson vids)
- Set out toys/center stations
- Be ready to wait and greet families!

Drop-Off:

- Remain at door to receive children and greet parents

- Ensure parents complete Infant Care Card and Item stickers are placed on diaper bags and belongings
- Check for tag (child must have a current name tag with correct phone number)
- Ask parents: Has your child been sick in the last 24 hrs; Correct phone number; Allergies or medical issues?
- 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.
- Pray for each child!
- 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 worker and the child.
- Crying children & tips: Change diaper, play music, bubbles, stroller ride
- Crying children & tips: Check Infant Care Card to see if the child needs a nap or bottle
- Crying children & tips: Contact coordinator if child is still crying after 10 min (or length of time indicated on Infant Care Card)
- Crying children & tips: Get down to eye level, calm voice tone, reassuring pats on the back, sit with child during lesson vid or activities
- 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 from the child's face and check for dirty diapers 20 min before service ends

Pick-Up:

- Remain at door to welcome parents back and check tags
- Remove the child's name tag to signify the responsibility of the child shifts from Bethany Church to the parents

Cleaning:

- Refer to the cleaning checklist in binder

Comments or Feedback: