

Nursery and Toddler Training

Volunteer Expectations

1. Arrive 15 minutes before the start of service wearing your RVTA Kids shirt and lanyard.
2. Check-ins - As babies and toddlers arrive, make sure the babies have two stickers, one for them and one for their diaper bag. Have parents sign in and write down any pertinent info you might need during the service, such as if they can have snack or not.
3. Put diaper bags in the cubbies and keep the counter tops clear.
4. Maintain the RVTA Kids Policies and Procedures
5. Play with the babies and toddlers, comforting and caring for them as needed.
6. Developmentally, babies need to know they are safe, and toddlers are just starting to develop confidence. So be sure to help support them developmentally.
7. Check-out - ensure the babies are going home with the correct adults by making sure the child's name tag matches the parent's security label. If the parent doesn't have their label, the coordinator can help verify the parent.

Texting Parents

Our hope is that parents would be able to go to the service and not be called out. However, there WILL be times that we will need to get the parents and that is okay!

Get parents if baby is:

- Sick
- Injured
- Or has been crying nonstop for 10 minutes (it would break many mama hearts to know they were not contacted while their baby was crying uncontrollably)

Texting Instructions

1. Find the coordinator to text the parent OR get 2 year old iPad (passcode: **1954**)
2. Open **Check-ins** (purple with white check mark)
3. Enter child's name (whole household will appear)
4. Click the image that looks like a talking bubble with 3 dots located to the right of the child's name
5. Click the parent(s) you want to text, the pre-written message you want to send, and then "send message" (bottom right)

Tour of the Rooms

- Locate
 - Sign-in sheet
 - Diaper bag cubbies (please keep counters clear)
 - Changing tables and diaper supplies (diapers, changing table liners, gloves, baby wipes, and dirty diaper bags)
 - Toys
 - Bubbles (toddlers)
 - Snacks
 - Snack cups (toddlers)
 - Dirty toy box
 - Cleaning supplies and instructions
 - Sinks
 - Vacuums
 - Laundry room