

## NURSERY/TODDLER

- Use Number Calling System or send text message (see registration cards) to request additional help or to call child's parent. Every child checked in should have a number. The number can be given to the power point workers to call parent, Director, or Crossview Childcare Coordinator or her assistant.
- The Baby Nursery should not exceed 3 babies to 1 adult ratio.
- Children's Ministry volunteers will change diapers as needed. All babies will be changed before end of service unless baby is sleeping☺
- Wash hands after each change.
- Sanitize changing surface with bleach water or commercial solution after each change.
- Unless otherwise noted on registration card, caregivers will use number system to call parent if bottle is needed.
- Caregivers will stay to clean up after the children leave (see Childcare Binder)
- Follow toy sanitizing instructions and when dry put toys away.
- Sanitize eating and changing surfaces as well as any toys that children had near their mouths.
- Vacuum with electric vacuum.
- KBC Campus workers will take classroom and bathroom trash to dumpster on the way out and replace garbage liner(s). Feel free to team-up with other classroom teachers for this task.
- While waiting for parents to check-out their children, periodically check the following safety items.
  - Check equipment for protruding parts.
  - Check all outlets to make sure they are all covered.
  - Keep diaper pail, trash can, plastic liners, and disinfecting cleanser out of the reach of children.