

COTK Nursery DT Member

Team Leader: Katelin Jumonville



- **Before Service**

- Arrive on campus and in room 15 mins before service time.
- Check with the team lead to see if there is anything needed for the morning that is already not planned.
- Check and make sure you have enough supplies. Extra diapers, wipes, poop bags, changing pads, etc.
- Check all bags as they are dropped off have a tag with labeled name. If not, please add one and these are found in the top drawer of counter.

- **During Service**

- Welcome families and babies as parents drop off.
- Ask parents if there are any directives for the service such as specific feeding time, can diaper be changes by us, will they be tired at a certain time, etc?
- Play, rock, attend to kids with toys and whatever makes them happy. You can place on floor if they sit up, put in the variety of seated toys, or rock if they prefer.
- Assist other volunteers if they need help while changing or feeding another child.
- 15 mins before service ends change diaper and place sticker on top of the child's diaper. Fill out "how they were" form and place in bag for parents.
- Contact captain if a child has been uncontent longer than 10 minutes.
- Never leave the room with a child without the captain or staff member permission.
- Check child tag with parent pick up tag before releasing child. If they do not have a tag or do not match, contact a captain immediately.

- **After Service**

- Check in with team lead and give them any information they may need before leaving.
- Make sure your area and all areas are cleaned before leaving. Wipe all toys that have been exposed to mouths or hands are wiped down with color wipes before returned to the bucket. This also including sitting toys.
- Straighten up room if needed.

- **Additional Info**

- Wear a lanyard or dream team shirt for all services and make sure it is visible to all guests.
- Communicate to the team leader if you are late or need to cancel.
- Reach out to the other dream team members just to make sure they are aware if you are absent. Find a replacement if possible and let the coordinator know.
- In case of emergency, always report to a staff member or team leader right away.