

# COTK Toddler 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 toddlers as parents drop off.
- Ask parents if they have any allergies and can have goldfish. If they cannot, label them with a neon sticker.
- Play, rock, attend to kids with toys and whatever makes them happy. Tv can be played with music and appropriate show if it will help crying kids.
- 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 down table and seats with clorox wipe. Clean up toys and vacuum where 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.