

Early Childhood Volunteer Guidelines

Infants, Toddlers and Preschool

RESPONSIBILITIES

Your responsibilities begin with prompt arrival. Please be in your childcare room at the requested time. If you must be absent, be sure to switch with someone else on the schedule. If you are not able to switch with someone or you are ill, please call the Early Childhood Coordinator so that other arrangements can be made. Your commitment is taken very seriously and tardiness or absence cannot be tolerated. Late arrivals or “no shows” set up a very stressful and chaotic environment for children to arrive in and it is not acceptable. Please be responsible and carry out the commitment you have made.

Accepting the children should be a smooth process. Greet parents and children and introduce yourself. Make sure that the child has a name tag and direct the child to an activity or place of interest. Accept any belongings and make sure they are labeled. EC3 and EC4 children are encouraged to not bring in toys or items of distraction as they could become a problem with other children or become lost. If the item is a comfort item, they may keep it in their pocket or other “safe” place but if it becomes a problem the teacher may secure it and the child may no longer bring that item. Ask if there are any needs specific to their child and reassure the parent.

The number of children accepted into an Early Childhood room will be left up to the discretion of the staff worker who will judge this on ages, helpers, size of the room, and the temperament of the children who have already been accepted at that time. Safety should always be the first consideration.

During the session help the teacher/teachers. Teachers may need help keeping children focused during worship or learning time. They may also need help your assistance setting up the craft or activity. Don’t be afraid to correct a child’s behavior with redirection or positive reinforcement.

Dismissal of children should also run smoothly. Greet parents and share any experiences the child encountered, this reassures them of our commitment to their child’s welfare. The lead teacher or staff supervisor will address any challenges that took place for that child during their time with us. Please do not approach a parent about any challenging situation without being directed to by the lead teacher or staff supervisor.

Always be alert for safety in the child’s environment. Check for broken toys that may have sharp edges or small items that may pose a choke hazard. Watch for children climbing on things and continually scan the room for concerns. Be aware of exits and keep children away from them. When serving snacks, be aware of food allergies (never serve anything that may contain peanuts!) and choke hazards. Personal items such as coats and purses should be hung up or placed in a cabinet out of the reach of children.

After children have been picked up, reorganize the room. Toys need to be sanitized (if it is the last or only event of the day) and returned to their proper place. Tables and counters are to be washed with bleach water or sanitizing wipes. Supplies need to be returned to cabinets and closets. Chairs are to be stacked on tables and floor needs to be spot-swept for any spilled snacks or crafts.

INFECTION CONTROL

Children have many viruses and they spread rapidly among their peers through mucus and feces, as well as, airborne. It is imperative that we do our best to protect them while in our care. If you are in a room with a changing table, following the diaper changing policy above each changing table and washing between diapers is the best defense. Hand washing is also necessary after assisting a child with facial tissue. If you help a child with toileting in the restroom, please use gloves each time. If a child has any of the symptoms referred to in the Child Health Policy, call this to the attention of the staff supervisor. Toys and surfaces are disinfected after the use of each room to help stop the spread of infection.

DRESS CODE

Your clothes should be modest and comfortable for working with children. Always wear nametags to identify yourself as a “safe” person. Please limit jewelry and perfumes as some jewelry can pose a choke hazard and many children have sensitivity to lotions or strong scents.

QUESTIONS AND COMMENTS

Thank you for your service to His kids! Our ministry is important to parents of small children. We have a huge impact on the families that entrust their prized possessions to us to learn about their awesome friend Jesus so that they may go and hear God’s word with the peace of mind that their child is safe and loved. We are often a new family’s first impression at St. John’s. What an awesome responsibility and privilege! As a result of a positive early childhood experience, many new visiting families come back and become members. There can be no greater way to bring the lost to Christ than through their precious children. I want you to know that you make a difference in people’s lives every week and we couldn’t do it without your commitment and your love of the Lord.

If you ever have questions or comments, please contact Lisa Schmidt, Childcare Coordinator or Michelle Thompson, Director of Next Generation Ministries. We will be glad to talk with you.

Lisa Schmidt	Childcare Coordinator	779-2376
Michelle Thompson	Director of Next Generation Ministries	779-2361