

Leads Training Day Checklist

Please complete the training checklist for new volunteers.

Date

MM

DD

YYYY

Trainer's Name

First

Last

Trainee's Name

First

Last

Campus

☐

Baker

☐

Houma

☐

Livingston

☐

New Orleans

☐

South Baton Rouge

☐

Ascension

Age group:

- ☐ Infant
- ☐ Walkers
- ☐ 2s
- ☐ 3s
- ☐ Pre-K

Arrival and Room Preparation:

- ☐ Locate red emergency bag and review all emergency plans and evacuation route
- ☐ Check to be sure all needed resources are available
- ☐ Infant care card
- ☐ Plex (music on for pick up & drop off, lesson vids)
- ☐ Set out toys/center stations
- ☐ Be ready to wait and greet families!

Drop-Off:

- ☐ Remain at door to receive children and greet parents
 - ☐ Ensure parents complete Infant Care Card and Item stickers are placed on diaper bags and belongings
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- ☐ Check for tag (child must have a current name tag with correct phone number)
- ☐ Ask parents: Has your child been sick in the last 24 hrs; Correct phone number; Allergies or medical issues?
- ☐ Parents are not allowed in classrooms. Only background checked BTots volunteers and security are allowed.

Class Time:

- ☐ Review classroom schedule and materials.
Infants make their own schedule! Tend to the babies' needs.
 - ☐ Pray for each child!
 - ☐ Diaper changing policy is located above changing tables
 - ☐ Restroom policy: There must always be two team members accompanying a child to the restroom for the protection of the worker and the child.
 - ☐ Crying children & tips: Change diaper, play music, bubbles, stroller ride
 - ☐ Crying children & tips: Check Infant Care Card to see if the child needs a nap or bottle
 - ☐ Crying children & tips: Contact coordinator if child is still crying after 10 min (or length of time indicated on Infant Care Card)
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- ☐ Crying children & tips: Get down to eye level, calm voice tone, reassuring pats on the back, sit with child during lesson vid or activities
- ☐ Before service ends: Collect personal belongings and place them back on the child or in diaper bags along with color sheet or craft
- ☐ Before service ends: Wipe any fluids or food from the child's face and check for dirty diapers
20 min before service ends

Pick-Up:

- ☐ Remain at door to welcome parents back and check tags
- ☐ Remove the child's name tag to signify the responsibility of the child shifts from Bethany Church to the parents

Cleaning:

- ☐ Refer to the cleaning checklist in binder

Comments or Feedback:

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