

Helpers Training Day Checklist

Please complete the form for the volunteer.

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
- ☐ PreK

Arrival and Room Preparations:

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

Drop-Off:

- ☐ Engage children in play utilizing centers or Plex App music
- ☐ 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.
- ☐ Engage with children during lesson time, worship songs, small groups, and craft time
- ☐ 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 workers and child
- ☐ 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

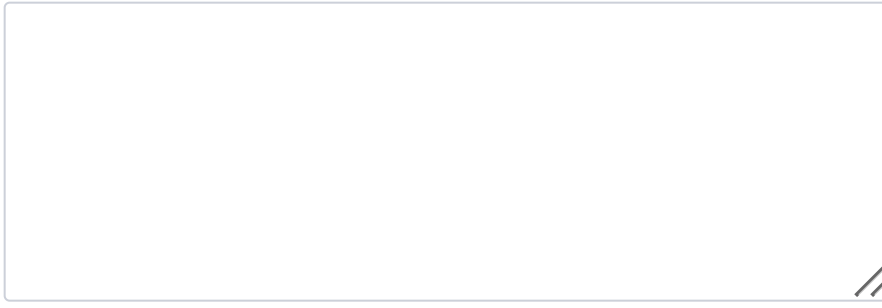
Pick-Up:

- ☐ Engage children in play or coloring and bring the children with their belongings to the door when parents arrive

Cleaning:

- ☐ Refer to cleaning checklist in binder

Comments and Feedback:



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