

# Emerson UUC Nursery – Toddler Room Check List

- Welcome every family; Parents and children!
- Introduce yourselves and wear the provided name-tags.
- The DRE's phone number is 404-394-1561.**  
**Get the Acting DRE contact number in case of emergency.**
- Review emergency plan with Caregiver (meet near cemetery)
- Every child must be signed in by a parent with parent contact info or use pager (check pager for batteries, spares are in the Nursery)
- Note allergies or children's special needs with parents.**
- Assure that every child's diaper bag is labeled with their name.
- For visitors, use adhesive name tags on the back of the child's shirt.
- Ease transition woes by re-directing child's attention to toys, games, etc.
- Note that tissues, disposable gloves, hand-sanitizer, diapers and plastic grocery bags (for diaper disposal) are available.
- Engage with every child in ways appropriate for their age.
- Watch for signs of "having to go to the bathroom." Escort child inside to lower level restrooms as needed. Assist the child!
- Separate older toddlers into Chalice Kids classroom once more than 6-7 children arrive during 1st hour if room available.
- Monitor unhappy children. Call DRE for assistance if they cry for more than 10 minutes.
- Monitor children's health. Children with fever, runny nose with yellow discharge, diarrhea, vomiting or other illness symptom must remain with their parents.** It is strongly recommended that children with the above symptoms be taken home, if possible.
- Diapering procedure includes caregivers using disposable gloves and depositing dirty diapers into plastic grocery bags. Cindy will teach volunteers proper glove use.
- Changing table must be sanitized after every use with spray disinfectant on top shelf.
- Snack will be served after 11:30AM. We drink only water in our children's programs to cut down on sugar consumption.
- All toys that have been played with must be sanitized in the mesh cleaning bags with disinfecting solution after each Nursery/Toddler room session.** Plastic bins for soaking are in the room. Bleach is under the kitchen sink. Or take home for cleaning through a dishwasher.
- Use disinfecting hand sanitizer liberally. It is our best defense against germ passing without a sink in the nursery.
- Vacuum the room after each session. Vacuum in next room.
- Take trash to dumpster near back door of sanctuary. Replace the can liner with new bag.
- Use disinfecting wipes to clean flat surfaces where children have played or had snack.
- Call DRE (404-394-1561) as needed with questions. There are no silly questions!**
  
- Enjoy your time with the kids! They are too sweet!