Baby Room Checklist

1. Drop Off Process
   - Introduce yourself to the parents and child.
   - Be calm and ensure that the parents feel comfortable leaving their infant in the nursery.
   - Ensure that they have checked in at registration.
   - Check for name tag on the baby's back.
   - Check to be sure the diaper bag has name tag or hang up on hooks and put name above the bag (use balloons with Velcro to put on wall).
   - Always ask parents if there is anything that the baby needs during the next hour or there are any special instructions (bottle?). Write these on the white board.
   - If age appropriate, ask if they can have goldfish.
2. During the hour
   - Get on the floor and play with babies.
   - Love and hold babies.
   - Check diapers once or twice per service.
   - Use gloves or wash and sanitize hands before and after changing diapers.
   - Use lots of encouraging words and remind them that "God made me," "God loves me," and "Jesus wants to be my friend."
3. Pick Up
   - At pick-up time, be sure to connect with the parents: use this time to ask for subs. Make sure all parents have matching security tags before releasing the children.