

## **Preschool Volunteer Information**

We are excited that you have chosen to be a part of the Kingston Pike campus Preschool Ministry. It is our desire for each family that comes through our doors to be comfortable leaving their most precious possession, their child, in our care each and every week.

The following are general procedures for Preschool Volunteers:

### **Check In**

- Check in at the desk, if relieving another volunteer, account for all children

### **Signing In**

- Parents should sign in using the 4Kids Check In system
- Child must have name badge when they come in

### **Toy Room**

- Is located down the main hallway as you enter the Preschool area, double doors on the left
- If you check out toys, please be certain they are age appropriate (not too small for toddlers) and return them to the toy room.

### **Schedule**

- Classrooms for ages 2-5 have a schedule for playroom/playground and storytelling--schedule can be found in roll book.
- Crafts and coloring pages are located in the Preschool kitchen
- you determine snack time based on your schedule. Snack baskets will be in the room. Serve water to drink.

### **Playground**

- Follow the schedule in roll book. Playgrounds are located 1) at the end of the PC building and 2) by Kingston Pike entrance closest to Bellaire.
- Only use when weather permits--playroom is available for inclement weather.
- Count children before leaving room, once on the playground and when returning to room
- Use signs located in roll books to let your parents know where you are.

## **Diapers**

- Check and change every diaper before sending home
- Place sticker on diaper after check/change
- Always use gloves & sanitize changing table
- Only women change diapers

## **Signing Out**

- When parent returns, match parent card number with number on child's nametag

## **Emergency Procedures**

- In case of an emergency, refer to procedure and evacuations route located in the classroom near the class door
- Use this procedure in case of tornado, fire, lock down or bomb threat or a drill
- In case an event occurs, take sign-in sheet with you to account for children
- Parents may NOT pick up children until everyone is accounted for

## **Accidents**

- Notify coordinator immediately
- Boo Boo Sponges located in Kitchen Freezer
- Band aids located in Preschool kitchen cabinets.

Thank you to all our wonderful volunteers. We are thankful for each and every one of you. Without your help we couldn't provide this ministry to families. We thank God for you and pray that your lives will also be touched by your participation in the Preschool Ministry.