

FAMILIES MOVING FORWARD

CHILD CARE HELPERS

What to expect/What to do:

6:30 – 8:00

Please arrive no later than 6:30. Guests may still be eating –
Enter through the Education Wing

Playroom is located in room A1, we also have activities in the Community Room, and some evenings we are able to use the church nursery. Check with the host coordinator for the evening to see what the plan for the evening is.

Stop by the desk outside the Fellowship Hall to pick up a nametag. Sign the Volunteer Log book and review the Hospitality logbook and posted information – which is located in the Work Room. You will see a drawer marked Families Moving Forward and you will find the logs inside this drawer. Be sure you know where the Fire Exits are.

1. Check the Child Care Room (A1), note where things belong and how the room is set up when you arrive. You will need to leave this room as you found it.
2. Your main job will be to supervise the play time. Our main goal is to keep the children safe. The parents should know where their children are at all times. You should encourage parents to participate with their children, however, we do understand that parents need a little free time. Feel free to organize a group project or activity but be flexible and understand all might not want to participate.
3. Any misbehaving child should either be taken to the parent or the parents should be asked to come and get the child. The children should follow your directions and general rules of safety and respect. (ex. No fighting, no foul language, no throwing toys, respect one another, share toys, etc.)
4. All the toys in the childcare area can be used by our FMF guests. All toys need to be put back where they were found. If children or a parent request to take a toy out of the childcare area, please be sure to locate the toy and return it to the playroom before you leave at the end of your shift. **Toys/movies may NOT be taken to guest rooms overnight. They may take a game to play as a family until bed time—then they should be returned. Movies need to stay in one of the common areas. Movies should be checked out --- they are kept in the Work Room. A list of what is available is in the YOUTH ROOM.**

5. If you decide to take the kids outside, **a parent of EACH child must go along**. One adult from Faith should also go along. If there are 2 helpers from Faith, then one could stay inside and one could take kids outside. Make sure if everyone is outside you leave a note on the door so the other parents know where to find their child/children. You must stay on the church property.
6. If you decide to do a walk to a park, etc. one of the parents of each child must be with on the excursion and you need to let the Host volunteer know. Please also post a note on the door that tells where you are going (Bayview park, Sugarbush park, etc.)
7. At 7:45 please begin putting the toys back where they belong and clean up the childcare area. The FMF guests/children should be encouraged to help you pick up. You can leave when all children are back with their parents.

FRIDAY NIGHT – AA and AI-non will be using the Community Room, Community Room Kitchen and some of the classrooms. FMF will be using Steiner Hall and the Nursery. Guest Bedrooms will be locked while AA is using the church – unless our families want to be in their rooms.

1. Enter through the Church Office doors and find a name tag on the Welcome Center.
2. Sign the Volunteer Log book and review the Hospitality logbook and posted information – which will be located in the on the desk area of the Welcome Center.
3. Child care tonight will be using the Nursery.
4. We will plan to have movies available to project on a wall in Steiner hall through out the evening. We can also plan to play board games on tables in Steiner Hall.
5. The parking lot will be very busy on Friday nights --- extreme caution must be used if taking children outside.