

## NURSERY GUIDELINES FOR SPECIAL EVENTS

The following guidelines have been established to ensure the safety of the children and to help make each special event successful.

Please review and include items below when planning the event:

- Date and time of event. (Final volunteer and children list must be turned in to Diane Glunz at 763-754-4053 or dglunz@epiphanymn.org at least a week before the event. More notice will be needed if special arrangements need to be made).
- List of volunteers including: name, phone number, email and times available to volunteer.
- Verify requirements for volunteers have been achieved.

### Adult Volunteers: (18 and older)

1. Completed VIRTUS Training
2. Background Check Completed
3. Code of Conduct Read and Signed

### Youth Volunteers: (13 – 17 years old)

1. Two Letters of Recommendation from Adults: The character reference needs to come from a school principal, coach, neighbors or relatives (excluding parents).
  2. Code of Conduct Read and Signed
- Designate a time for volunteers to meet for training.
  - List of children attending the event including name, age, parent's name, phone number, and allergy/health issues. Items below need to be considered when accepting reservations for children:

1. The nursery is designed for children walking to age three. Special arrangements will need to be made if children are younger than 18 months or older than 3 years of age and if group size exceeds the maximum of 14. Ratio's have to be met or childcare will not be available.

<u>Minimum Adult: Child Ratio</u>		<u>Maximum Group Size</u>
Infant (under 18 months)	1:2	4
Toddler (18 – 36 months)	1:7	14

\*Example: Recommend 3 adult volunteers for 4 infants and 10 toddlers including 4-6 youth volunteers.

2. Parents of children under 18 months should be advised to bring a stroller, diapers, wipes, change of clothes, bottle, sippie cup, sunscreen and label items with child's name.

3. Decide if snacks will be provided or if parents need to bring snacks. Some examples of snacks: cheerios, graham crackers, assorted crackers, jello, pudding, raisins, fruit snacks, rice krispie treats, pretzels, goldfish, apple sauce, vanilla wafers, juice.
4. Decide if toy riders, tv/vcr/dvd player, crafts, gym toys or anything else would be needed to entertain the children.
5. Depending on children's ages and group size, other rooms may need to be reserved to accommodate all the children. Examples of other rooms: gym, meeting room, classroom, cafeteria, choir room.
6. Advise parents registration for their children is mandatory and walk-ins will not be excepted.
7. Plan to have back up volunteers in case someone can't volunteer.

The Nursery Coordinator may be contacted to help with the planning for childcare and may also be available to work at the event supervising the children along with volunteers. Please contact Diane Glunz at 763-754-4053 or [dglunz@epiphanymn.org](mailto:dglunz@epiphanymn.org) for assistance. Finding volunteers for the event is the responsibility of the coordinator of the event.

\*Contact Libby Huebner when planning event to find out if extra rooms needed can be reserved and if a wedding or funeral is planned so that accommodations can be planned accordingly.