

Cherub Nursery Check List

Before Opening:

- Arrive 30 minutes before your mass begins. Be sure enough volunteers are present. If some are missing, use phone numbers on schedule to contact them.
- Have the sign-in sheets, nursery stickers, & ink pens ready
- Have the registration binder accessible and new children & volunteer forms.
- Be sure the space is welcoming & the nursery is ready for children to arrive.
- **Children begin arriving 20 minutes before mass.**
- Be sure each child being dropped off has a registration form on file (visitors who are not parishioners may use visitor cards)
- Have parents complete the sign-in sheet & sticker for their child before leaving.

During Nursery-Time:

- Once children are all settled, have the faith formation leader follow the script and lesson plan in the Catholic ABC booklet.
- Care for children as needed during mass. Please be enthusiastic and watchful.
- Be sure parents or designated adults (listed on their form and/or sticker) pick up their children and gather all belongings that came with them. Send home their activity sheet too!

Closing the Nursery:

- Arrange the room as you found it.
- Throw away all trash.
- Disinfect toys, especially those that children put in their mouths.
- Thank you for serving! ☺