

# Nursery and Preschool Childcare Information Sheet

## 2008 Southeast Pastors' Conference (Infants up to Pre-kindergarten)

We are so excited to welcome your children to the Pastors' Conference! To make this time the most enjoyable for you and your children, **please read the following information before you come.**

**Registration** – When you arrive at CCSP to register the adults in your party, you will receive your children's classroom assignments. Nametags for Infants and Preschool children will be available in their classrooms. Please have your child eat lunch with you **prior** to registering them in their classroom. You will be able to register your child in their classroom between 12:30 – 1 p.m. on Monday.

*Please fill out an "All About Me" form each time as you register your child in their classroom. This will help us to know exactly what your child's needs may be each day.*

**Conference Family Number** – If your child needs you for any reason during the conference we will page you out of the service by using your "Conference Family Number." This number will be in your registration packet with your child's classroom assignment information. This will be your number for the entire conference. If you see your number posted on the screens in the front of the auditorium, please exit through the back doors of the auditorium. A childcare coordinator will be there to take you to the child that needs you.

### **What to Bring:**

- Diapers or pull ups
- Change of clothes - just in case.
- Socks - sometimes it gets chilly in the nursery.
- Pacifier - if needed.
- Bottle (prepared) - if needed. We do not prepare bottles unless you have pre-measured the powder and water. We do not spoon feed babies.
- Special toy - if your child has a special comfort toy, feel free to bring it. Don't forget to label the toy so that it goes back home with your child.
- **Special Needs** – Please call Barbie Tyler (727-577-7705 ext. 227) if your child has any special needs that we should be aware of before your arrival.

**Labels** - Please label every item your child will be bringing to childcare. Include your last name and "Conference Family Number." This is very helpful to us for keeping track of bottles, blankets, diapers and other belongings.

**Strollers** - Please park your stroller in the stroller parking area between the two nursery hallways.

### **A Few More Details:**

- **Sign In** – A parent will need to take each child to class and sign them in and out each day. For safety purposes the same parent that signs a child in will need to sign the child out. Please do not sign them in any earlier than 30 minutes before the session begins.
- **Morning Devotions** – You may sign your children in to their regular rooms starting at 8:15 a.m.
- **Rest Time** – Please bring blankets or other items your child will need during rest times.
- **Lunch Time** – Please pick up your child/children for lunch as soon as the preceding session is over. **Please do not fellowship first.** This gives the childcare volunteers time to eat lunch and prepare for the afternoon's activities. Your child should remain with you throughout the entire lunch break, not just while you are eating.
- **Allergies** – Please notify your child's teacher of any allergies or diet restrictions, as they will be serving snacks.
- **The End of the Day** – At the end of the last session, we ask that you pick up your children **before** fellowshipping with others. Don't Forget: Each child must be signed out by whoever signed them in.

**Please do not leave your children unattended in the building at any time. Thank you!**