



Creche Leading

Serving Guide

The key responsibilities of a creche leader are to love and care for the children under 2 ½ years at WWEC each week. The children of this age group need an area where they can relax and play, and creche enables parents of little children and the rest of the congregation to learn from God's word each week with minimum distraction or interruption.

The practical responsibilities on a week-to-week basis to help creche to run smoothly are as follows:

1. On Sunday morning, arrive at 9:30am. If the equipment for crèche is still in the main hall, collect the trolley / bags and take them to the crèche room.
2. The room will be partly set up by the person rostered on setup that morning, however there are a few more specific things that need to be done:
 - To create a barrier to keep the kids away from the door and heaters/TV equipment, line three tables up with their sides on the floor and ends touching (make sure the underside is facing the front of the room so that the table tops create the barrier facing the kids)
 - Open the blinds (natural light makes the room happier and more relaxed)
 - Set up toys in separate areas around the room (books in one corner, blocks in another, etc. It is a good idea not to put out all the toys so that you can take the rest out later in the morning to provide novelty for the kids.
 - Set up the sign-in book near the door for the parents.
 - Set up the CD player (if available)
3. Pray briefly with your co-leader for God's help that morning (i.e. for patience, to keep the kids calm, for kids to settle easily, for parents and congregation to learn from God's word that morning)
4. Leave the room set up, wear your leaders tag and be back in the main hall by 9:45am ready to welcome kids (especially new children) to church.
5. If there are new families, make an effort to meet them before church and introduce yourself as the creche leader. You may be able to ease their minds and make them feel happier about taking their children to creche.
6. At the end of the kids talk, do not wait for the children – head straight down to the room. It is crucial to be there before parents and kids – so that you are clearly in control of the room and the kids arrive to a warm welcome (it is good to have some music playing too as they arrive)
7. A flexible timetable will help the children to get used to a routine and should make the time pass more quickly and easily. Here is a guide...

10:15 Kids get to room, sit down at tables and eat their morning tea.

Have music playing in background.

10:25 Free play time

10:40 Book reading time

10:50 Music time (put music on and encourage kids to dance, copy actions from music, or you could just sing songs – make a list beforehand and teach them the actions)

11:00 Book reading time or free play with remaining toys in trolley

11:15 Pickup time – kids love to help, and then you can put on a DVD until parents arrive. While kids are watching/playing, pack up as much as you can so that when the parents get there it's only a matter of them helping to pack tables away and you're ready to go.

8. At the end of church, it is helpful if you are able to clean up and reset the room to the original plan. You can encourage parents to help you to do this. If you are not able to reset the room, please notify the pickup person so they can do it. Make sure windows are closed, blinds are drawn and heaters/fans/lights turned off.
9. Once parents have collected their children, and you have taken the trolley / other equipment back to the hall, the children are no longer your responsibility. Pack away your leaders tag and please make an effort to talk to other congregation members for mutual encouragement.

Some other guidelines:

- It is helpful if one of the crèche leaders have a mobile phone on them during the morning to call for help if required. The phone numbers to call are Ann Baxter (0419 129 651) or Sarah Blanch (0402 605 576). They will have their phones on silent and can answer and find the parent you need.
- If a child is unreasonably upset, or is having trouble settling, please call one of the above numbers.
- You are not expected to change nappies / take children to the toilet. If a parents help is needed, please text or call one of the above numbers.
- Creche is led by women only – to simplify our child protection policy. Children must be under the supervision of at least one rostered crèche leader at all times.
- If you break / run out of something, please be sure to tell Ann or Graeme Baxter (inc. toys, tissues, sign in sheets, pens) so the item can be replaced.

Thankyou for serving God's people in this way!