

BUGGY TRAINING 101

★★★ COURSE PARTICIPANT ★★★

PARTICIPANT'S NAME



TRINITYFELLOWSHIP®

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ON AND OFF THE BUGGY

Loading Buggy With Children

- 1 Engage parking brakes.
- 2 Place child in seat.
- 3 Buckle child's seatbelt by placing each arm through the appropriate shoulder strap, pull up the lower strap and snap the shoulder straps into the lower buckle.
- 4 Check shoulder straps by placing fingers under strap on each side. Strap should be snug enough so fingers fit under but straps don't fall off child's shoulder.
- 5 Repeat placing next child in seat.

Unloading Children From Buggy

- 1 Engage parking brake.
 - 2 Unbuckle one child at a time, remove shoulder straps, and lift from seat.
 - 3 Place child at appropriate supervised activity.
 - 4 Repeat process with next child in buggy.
- ★ If you have to turn your back on your buggy or go into another room to deliver children to their next activity, make sure that you ask someone to help watch the remaining children in the buggy.

CERTIFICATE OF COMPLETION

★ OF BUGGY TRAINING 101 FOR ★

who has exhibited competency in reading,
comprehending, and performing the skills of this course on

____/____/____

Signature of Instructor

Dismissing Children From Buggy

- 1** If a guardian arrives to pick up their child while the child is on the buggy, ask the guardian for the child's parent badge and match the security number's on the child's name badge and the parent badge.
- 2** If the numbers do not match, ask the guardian if they are sure that this is the parent badge for this child. (They may have multiple children and several parent badges.) If they cannot produce the correct parent badge, call an overseer or pastor for assistance. If the numbers match, stick the badges together and keep them.
- 3** Unbuckle the child and give them to the guardian.
- 4** Ask the guardian to pick up in the room any belongs the child may have come with.
- 5** Return the badges to the Team Leader in the child's room as soon as possible notifying the Team Leader that the child has been picked up.

Never Leave Children In Buggy Unattended

- ★ If you need to take care of a situation that requires you to be away from your buggy, make sure that someone else is asked to supervise the children on your buggy until you return.
- ★ Make sure you engage the parking brake while your buggy is at rest.

DRIVING & PARKING

Parking Buggy

- ★ Parking brake – Press down firmly with your foot on the two black foot brake pedals located on the lower back of the buggy. Any time a buggy is at rest the brake should be engaged. Buggies that do not have children in them are light and move easily. A buggy without the brake on that is bumped into has a greater likelihood of banging into a wall or knocking a child over.
- ★ Stopping buggy – Give at least 6 inches cushion between walls and furniture when stopping to park a buggy. This is to prevent children from pinching any appendages and to protect walls.

Driving Buggy

- ★ Disengage parking brake by pulling up with your toe the two black foot pedals located on the lower back of the buggy.
- ★ Drive buggy in a clockwise direction around hallways in HeroLand at a slow walking pace.
- ★ Drive down the middle of the hallway.
- ★ Yield to the right to any oncoming traffic, pedestrian or buggy.

PROFICIENCY CHECKLIST

- ★ Loading Children Into Buggy
- ★ Driving Buggy
- ★ Parking Buggy
- ★ Driving Buggy Through Doorway
- ★ Snack on Buggy
- ★ Buggy Activities
- ★ Unloading Children From Buggy
- ★ Never Left Children Unattended
- ★ Dismissing Child From Buggy
- ★ Watching Service From Buggy

QUESTIONS FOR CONSIDERATION

- ? What should be checked after buckling each child into their seat on the buggy? How do you do this?
- ? What do you do if a guardian comes to pick up their child while they are on your buggy?
- ? What do you do if a situation requires you to step away from your buggy?
- ? Why is it important to engage the parking brake on a buggy even when no children are on board?
- ? In what direction do you yield while driving a buggy?
- ? How do you line up a buggy to turn into a doorway? What should you check each time before you go through a doorway?
- ? What should be checked before giving out snacks to children on your buggy?
- ? Think of three activities you could do with children while they are riding on your buggy?
- ? What can you do if a child falls asleep while riding on your buggy?
- ? What do you do if a child on your buggy begins crying or becomes noisy while watching children's church service?
- ? What are some reasons why having two leaders assigned to the children in a buggy is better than just one?

Driving Buggy Continued...

- ★ Only pass other buggies when a buggy is stopped, and pass on the left after letting the driver of the buggy you are passing know verbally that you are passing them.
- ★ Please keep all 4 wheels of the buggy on the ground at all times – no wheelies.
- ★ Keep at least a 1 foot distance from any walls, other buggies, or pedestrians.

Driving Through Doorways

- 1 Make sure your buggy is lined up straight in front of the door before beginning to enter door.
- 2 If you are turning into a doorway, buggy should be at least a buggy length (5 feet) from door before beginning turn.
- 3 Ask children to raise their hands above their heads, "Hands up." Check to see that all children's heads, arms, hands, and feet are inside the buggy before going through the doorway.
- 4 If children are too young to follow instructions, look to make sure all children's heads, arms, hands, and feet are inside the buggy before going through the doorway.

ACTIVITIES & SPECIAL SITUATIONS

Buggy Activities

- ★ Snacks ("smarties" for 18 months and older, "puffs" for younger than 18 months) may be given to the children while riding on the buggy. It is best to give each child only 1-2 pieces at a time. **Be aware if any of the children have an alert concerning food on their name badge.**
- ★ Songs are fun to sing with the children while on the buggy even if they are made up as you go along.
- ★ The murals in the halls are fun to stop in front of and talk about with the children. Ask them questions about the things they see in the mural.
- ★ Be creative and play counting, colors, animals, sounds, etc. games with the children while riding on the buggy.

Watching Children's Church Service From Buggy

- ★ Children on buggies can be taken into Jasper's Toy Shop while the services for the older children are going on.
- ★ Park your buggy in the back of the auditorium.
- ★ Children are to remain in the buggy, buckled in.
- ★ If children become loud or are a distraction, please exit the auditorium as quietly as possible.

Falling Asleep, Accidents, & Unhappy Children On Buggy

- ★ A child that falls asleep on the buggy can be removed from buggy and placed in crib. The Team Leader of the room the child is assigned to is to be notified which room the child is asleep in.
- ★ A sleeping child can be left on a buggy sleeping if they are in a safe comfortable position, or if moving them upsets them.
- ★ If a child has an accident while riding on the buggy, contact an overseer to remove the child from your buggy and take care of the child. If the accident has soiled the buggy, all children may need to be removed and buggy disinfected.
- ★ A child that has been crying for an extended period should be returned to their room, so that the Team Leader can determine if their guardian should be called.

Two-Leader Buggy

- ★ It is a great help to have two leaders at a time assigned to the children on a buggy. One can drive while the other leads the children in an activity – song, game, mural discussion.
- ★ Two leaders assigned to a buggy allows for much better supervision of children during transition times.