

# Twinkle Hope's La-Ti-Da Royal Spa



Area	Important Info
Volunteer Requirements	<ul style="list-style-type: none"> <li>Volunteers must be 16 yrs. or older.</li> </ul>
Family Requirements	<ul style="list-style-type: none"> <li>Guests must be 16 yrs. or older to be unaccompanied by parents. If the children are 15 and younger, children need to have parent/guardian with them at all times.</li> </ul>
Spa Services	<ul style="list-style-type: none"> <li>The spa services are for the <i>families</i> only. No exceptions.</li> <li>Airbrush tattoos</li> <li>Makeup</li> <li>Face Painting</li> <li>Hand Massages (no foot massages)</li> <li>Manicures (no pedicures)</li> </ul>
Welcoming Families	<ul style="list-style-type: none"> <li>Welcome each and every family who comes into the spa. If you are with a family, politely excuse yourself to welcome the new family. If no one is available to assist them, ask them to wait in the waiting room.</li> </ul>
Airbrush Tattoo	<ul style="list-style-type: none"> <li>Gloves must be worn at all times while operating the Airbrush tattoo machine.</li> <li>Tattoos may <i>only</i> be placed on the lower arm (from elbow to wrist) and on the lower leg (from knee to ankle).</li> <li>Holding the Airbrush Gun: The airbrush gun should be held with your thumb on the trigger and your pointer finger pointing up. This way, you can turn the cartridge with your finger to ensure you do not over tighten it.</li> <li>Mixing Colors: All paints are alcohol based and can be mixed as the child wishes. However, mixing of the colors of paint in the bottles is prohibited.</li> <li>To Test Paints: Sprayed a color on to a white towel.</li> <li>Stencils: The stencils are located on the airbrush gun desk. After every use, please clean the stencils by placing the stencil flat, spraying it with alcohol and wiping it clean with a white towel. Flip the stencil over and repeat, cleaning both sides.</li> <li>Each guest is allowed to have two tattoos a day.</li> <li>Hold stencils tight against the skin. Use a Q-tip (with alcohol) for clean up around the tattoo. After applying the paint, sprinkle powder on the tattoo using the designated Q-tip.</li> <li>Only use white towels at this station.</li> <li>Tattoos can last up to 5-7 days. Chlorine (like that in a swimming pool) and rubbing alcohol can remove the tattoo.</li> </ul>

Face Paint	<ul style="list-style-type: none"> <li>• Gloves must be worn at all times at this station.</li> <li>• Fill the ceramic cup with water.</li> <li>• Dip a Q-tip in water then gently rub the Q-tip over the color, getting paint on the Q-tip.</li> <li>• Once the Q-tip touches the child's face, the Q-tip cannot go back into the color. Get a new Q-tip and start again, even if it is for the same spot and color. No cross contamination.</li> <li>• Do not paint on lips, eyelids, and stay away from the nose and mouth.</li> </ul>
Nail Polish	<ul style="list-style-type: none"> <li>• Gloves must be worn at all times at this station.</li> <li>• We provide manicures only; no pedicures or foot massages.</li> <li>• If the child wants a hand massage, provide the hand massage first.</li> <li>• The colored towels are for the children to place their hands on while getting their nails painted.</li> <li>• Nail Polish remover is available, to be used by the parents only.</li> <li>• Nail dryer is available if the child wishes.</li> </ul>
Makeup	<ul style="list-style-type: none"> <li>• Gloves must be worn at all times at this station.</li> <li>• Makeup can only be applied with Q-tips.</li> <li>• Once the Q-tip touches the child's face, the Q-tip cannot go back into the color. Get a new Q-tip and start again, even if it is for the same spot and color. No cross contamination.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• No hair services are provided at the spa.</li> </ul>
TV/DVD Player	<ul style="list-style-type: none"> <li>• DVD's are located in the cabinet above the telephone.</li> <li>• Select a movie and turn it on to entertain waiting families.</li> </ul>
Music	<ul style="list-style-type: none"> <li>• The speakers are located in the first cabinet. Entertainment will bring over an iPod to plug into the speakers.</li> </ul>
Cleaning Procedure for 4 <sup>th</sup> shift	<ul style="list-style-type: none"> <li>• Wear gloves when using the antiseptic wipes to wipe down all surfaces, including mirrors, desks, and all equipment.</li> <li>• Empty out any ceramic water dishes.</li> </ul>
Phone/Emergency #s/Contact Entertainment	<ul style="list-style-type: none"> <li>• Dial 9-911 for an emergency. The Manager On Duty is alerted and will come over to assist the volunteer.</li> <li>• Dial 0 for Village Operator/Guest Services when there is a need for staff assistance (ex. to call for Entertainment or Public Areas).</li> <li>• First Aid Kit is located in the cabinet above the telephone.</li> </ul>
Family Interaction Tips	<p><b>Do's of Affection:</b></p> <ul style="list-style-type: none"> <li>• Patting children on the head, back or shoulder</li> <li>• Side hugs</li> <li>• Fist bumps and high fives</li> <li>• Sitting close</li> <li>• Holding hands while walking (young children)</li> <li>• Verbal praise or recognition</li> </ul>

Thank you for Volunteering!