

Zoom Babytime Template

During a Zoom Babytime you will need to change your distance from your camera throughout the program. The following terms are used in the outline below:

- Distance 1: Close to the camera with a focus on your face
- Distance 2: Mid-way, participants should see the top half of your body
- Distance 3: Farther away, participants should see your lap or whole body

<u>Activity</u>	<u>Zoom Considerations</u>
Introductions	Co-host renames participants to parent and baby's first names.
Hello Song	(Distance 1 - Close) With ukulele – It looks strange playing a ukulele song when you can't see the ukulele at all but even if you just see the top it works.
Face Rhyme	(Distance 1) For face rhymes it make sense to be close to the camera. It feels easier to connect when you are closer at the beginning of the program.
Bounce	(Distance 2 -Medium) Talk about "Face to Face" and how this might not happen in a zoom program but how they can try it together after the program.
Diaper Changing Song	(Distance 3 – Far) Make sure your lap is visible.
Diaper Changing Song	(Distance 3)
Story Song	(Distance 1) – Ready for book!
Book	Close enough to the screen that people can see the illustrations but far enough that you can fit your face in too – Practice this ahead of time. Check for glare on pages. You can use the Spotlight for Everyone feature in Zoom.
Time to Chat	This breaks things up when participants have been muted for a long time. Example question: Does your baby have a favourite song or rhyme?
Song	(Distance 2)
Bounce	(Distance 2)
Bounce	(Distance 2)
Scarf song	(Distance 1) With scarves or other fabric.
Lullaby	(Distance 1) Get in close again to connect.
Goodbye Song	Goodbye song – Invite families to unmute and stick around to visit or ask questions.

Recommended Zoom Account Settings for Public Programs

Account Setting	Recommendation	Notes
Waiting Room	Turn On Everyone joins waiting room	Customized logo and message applies to all meetings launched thereafter
Meeting Passcode <ul style="list-style-type: none"> PMI passcode Joining by phone passcode Embed passcode 	Turn on	
Only authenticated users can join meetings	Turn off	Allows participants without Zoom accounts to join as guest
Host and Participant videos	Turn off	You can turn your video on at any time. You can invite participants to turn on video at any time.
Mute all participants when they join a meeting	Turn on	You can invite participants to unmute at any time.
Chat <ul style="list-style-type: none"> Saving chat Private chat Autosave chat 	Turn on, but turn off all saving options	
Sound notification when someone joins or leaves	Turn on for host and co-host only	Chime sound can be distracting with large groups
File transfer	Turn off	Files do not appear on mobile/tablet
Co-host	Turn on	You can assign multiple co-hosts in a meeting
Polling	Turn on	Only the original meeting creator can add polls before or during meeting
Screen Share <ul style="list-style-type: none"> Whiteboard Annotation 	Turn on, but turn off all saving options	
Allow removed participants to rejoin	Turn off	
Allow participants to rename themselves	Turn off	Turn on if suitable for audience
Virtual background and video filters	Turn on	Allows participants privacy option
Recording <ul style="list-style-type: none"> Local recording Cloud recording Automatic recording 	Turn off	