

# **Procedures for Opening and Closing the Nursery**

## **Opening:**

- Arrive 15 minutes before service is scheduled to start
- Check area for dangers- electrical sockets, small objects on floor, etc.
- Place clean sheets on crib
- Check supply of wipes, and snacks- tell Marci when they are getting low
- Greet children and parents by name
- Each child will have a number assigned to them. Their parent/guardian will be given the same number on an identification tag. Only the individual with a matching number may pick up the child from the nursery. Parents will be notified that only those who possess the matching ID tag will be able to pick up their child from the nursery.
- Have parents fill out information forms on new children- enrollment, feeding schedule, diaper cream/sunscreen

## **When switching workers between Bible Study and Service:**

- Arrive 15 minutes prior to the start of service
- Talk with the previous worker to be informed of child's schedule- ie. Feeding, diaper change, etc.

## **Closing:**

- Make sure all children have clean faces, hands, and a clean diaper before they are picked up
- Clean up toys and place them on correct labeled shelf
- Clean and disinfect toys that were mouthed with cleaning solution
- Wipe down changing table and picnic table with cleaning solution
- Toilets, potty seat, and sinks are to be cleaned and disinfected after each service
- Take all garbage downstairs to large trash cans and replace liners
- Strip the crib and place dirty sheets in tub
- Place dirty sippy cups in dirty dishes tub
- Turn off lights