

Covenant Presbyterian Church Guidelines for Nursery Room Use



Nursery Use Policies

- A. For church related events (such as congregational meetings, missions' conferences, etc.), various supplies are available for your use in the cabinets of the nurseries. Please return all items to the appropriate place when your group is finished. Some supplies that may be available are:
- ❖ Sign-in sheets and pens;
 - ❖ Nametags for workers and children;
 - ❖ Markers and masking tape for labeling items;
 - ❖ Toys and activities (play dough, bubbles, crayons, etc.);
 - ❖ Snacks.
- B. If your group is not affiliated with Covenant Presbyterian Church, please provide all necessary supplies (snacks, nametags, other consumable items).
- C. Please adhere to the following CLEAN UP PROCEDURES when finished:
- ❖ Wash and return all toys to their designated spots;
 - ❖ Wipe off books (if needed) and tidy book shelves;
 - ❖ Wipe off tables with cleaning wipes;
 - ❖ Wipe off door knobs and light switches with cleaning wipes;
 - ❖ Sweep the tiled area of the floor if needed. The broom and dustpan are located in the bathroom next to the 2-year-old nursery;
 - ❖ Vacuum the carpeted area of the rooms if needed. The vacuum is located in the nursing mother's room. (If it's not there, use a vacuum from the janitor's closet located in the main hallway.)
 - ❖ Empty the trash cans and diaper pails. Take the trash out to the dumpster located in the back parking lot at the east end of the building.
 - ❖ Wipe the diaper changing area with cleaning wipes;
 - ❖ Wipe the diaper pail with cleaning wipes and install new liners (extras are in the nursery cabinet or bathroom cabinet near the 2-year-old nursery).

PLEASE REMEMBER...

You are responsible for making sure there are people to clean the nurseries when you are done using them. The building should be ready for Sunday morning worship after your event. Thank you for helping to keep our facility clean!