

NURSERY WORKER GUIDELINES

Nursery Set Up – Please complete the following tasks not later than 9:50 a.m.:

1. Set up folding gate around nursery area;
2. Lay blanket/play mat on floor;
3. Obtain infant toy tote and distribute toys in nursery area;
4. Obtain nursery Sign In/Sign Out sheets and have available for parents; and
5. Set up changing station near bathroom sink.

Receive Children

1. Have parent(s) sign child(ren) in on Sign In/Sign Out sheets when dropping off child(ren);
2. Affix name tag to each child.
3. Label any of child's items (diaper bag, bottle, sippy cup, etc.) if not already labeled; and
4. Keep two year old children with infants and separate from older children.

Dismiss Children

1. Have parent(s) sign child(ren) out on Sign In/Sign Out sheets (no child may be released to anyone other than parent); and
2. Compare parent's Sign In signature with parent's Sign Out signature and release child(ren) only if signatures match.

Clean Up - Anyone who is assigned a tote or other equipment should come back to the nursery area to pick up these items.

1. Fold infant gate and return to Dave Adams;
2. Fold blanket/play mat and return to infant tote;
3. Disassemble changing station and return changing station items (infant wipes, paper towels, Clorox wipes and changing pad) to plastic bag and place in infant tote;
4. Collect infant toys, wash (with soap and water) and dry toys and return to tote;
5. Return infant toy tote to Laura Parlante;
6. Collect two-year old toys and place in two-year old tote and return two-year old tote to Jennifer Lukas;
7. Wash and dry exersaucer and return to Dave Simmons;
8. Return bouncy seat to Dave Simmons;
9. Vacuum area, if needed (please consult with Ed, the school custodian, on need to vacuum);
10. Be sure lights are off and windows are closed;
11. Return Sign In/Sign Out sheet, including completed day's sheet, to Bunny Wink; and
12. Return any unclaimed items to Bunny Wink for placement in Lost and Found.