



NURSERY USE POLICY – Evergreen - Lakeville

Thank you for requesting to use the Nursery at Evergreen – Lakeville. In order to provide a safe, fun experience for your group and to help Evergreen be a responsible steward of its resources, we ask that you follow this policy for the use of the Nursery.

1. There should be a minimum of **two** adults per room supervising activity and play. **Never** leave a child unattended in a room.
2. All toys, puzzles, blocks, etc. must be put away in their proper locations when you are finished using them. Please **do not** transfer toys from one room to another.
3. The Nursery will be locked at all times, unless a group has requested these rooms through our facility reservation system.
4. If any item (furniture, toys or building structure) is damaged during a group's use of these rooms, it should be reported immediately to the church office (952-895-1773).
5. Any toys that are mouthed or have been exposed to runny noses, saliva, etc. should be removed from play after use. Please clean them with a disinfectant solution.
6. Please clean the changing table pads after use with a disinfectant solution.
7. All toys, equipment and furniture are to be used in the manner for which they were intended. (For example, do not allow toddler children to climb in and sit in walkers or swings or to climb on shelves or tables.)
8. Be sure that children being cared for in the nursery are well. A child with a fever, cough or cold, etc. should not be left in the care of the Nursery.
9. If a crib is used, after use remove the dirty sheet place it in the hamper and put on a clean sheet.
10. Once all the toys are picked up and cleaned, please vacuum the floor (found in the closet at the top of the hallway ramp on the left hand side). Please **do not** leave cereal or crumbs on the floor.
11. Remove all used garbage bags and take them to the outside dumpster next to the Youth Center building.

We respectfully ask that you adhere to this policy for the use of our Nursery. Failure to do so may affect your privilege to use these facilities. However, by following them, we hope that you and your group will enjoy your time here and that your experience will be a safe one. If you should have any questions about the use of our Nursery or this policy, please contact the church office at 952-895-1773.