



New Life Assembly of God
2416 N. Wright Road
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Nursery Check List

SET-UP

- Put your name tag on.
- Fill in top of Sign-In Sheet.
- Fill out available information on attendance slip.
- Be sure you have needed linens and supplies.
- Put sheets on beds.
- Locate Disinfectant Solution.

DURING SERVICE

- Change diapers as needed.
- Check in each child with check in tags
- Wipe changing table after each diaper change.
- Always buckle babies into swings, beds, changing table etc.
- Put a fresh bed sheet on for each child.
- If time allows, do Bible Time with each child.
- Release children to authorized receipt holders only

CLOSING

- Disinfect with fresh solution:
 - toys
 - cribs
 - swings
- Take off worker name tags.
- Leave room neat: counters, and cubbies clean.
- Check that all swings are turned off.
- Label any "forgotten" articles with baby's name and number. If you do not know whose it is, please mark with the service time and date.
- Put dirty laundry in the laundry room hamper.
- Take completed sign-in sheet to nursery registration area.