

# Nursery Set-Up and Tear-Down Checklists

## Nursery Set-Up Checklist (before worship service):

- Get purple bin, black pack and play, green pack and play, and black changing table attachment from the storage closet beside classroom #1
- Move rectangle table against the wall with the chalkboard
- Set up pack and plays on left side of nursery (attach changing table to the top of black pack and play)
- Set out clipboard and sign-in sheets
- Set out orange basket with pens and stickers
- Set out hand sanitizer and gloves
- Cover table of CDs and CD player with green sheet (in purple bin)
- Lay out the quilt on the floor for babies to lay/play on
- Get out a few toys

### Note:

1. Please review the sign-in sheet after all children have arrived to check for allergies and any special instructions
2. You can give any children over 1 a snack around 9:45
3. If any babies are napping in the pack and plays, keep all other children on the right side of the nursery

## Nursery Tear-Down Checklist (after Sunday School):

- Clean up and place the following in the purple bin:
- Clipboard with sign-in sheet
- Orange basket with stickers and pens
- Hand sanitizer
- Quilt
- Sheet covering the table in the corner
- Take the sheets off of the pack and plays
- Take the pack and plays apart and place in storage bags
- Move the rectangular table back to be under the hanging wooden rack
- Wipe off the tables if needed
- Sweep up the tiled part of the floor
- Place the pack and plays, black changing table attachment, and purple bin in the storage closet beside classroom #1