



## **Opening and Closing Procedure**

### Policy

Neverland Nursery School has a strict policy on how children must be picked up and dropped off at the center. The adult dropping the child off must do so during business hours, and must first sign their child in on the daily attendance sheet. The child care professional must be aware of the child's arrival and the adult's departure. During pick up, the adult picking the child up must be an approved/known individual to the center. They must provide state or federally issued identification, and be listed in the child's file as a parental approved adult if they are unknown to the child care providers. Children are not allowed to leave the building by themselves, or enter without the accompaniment of an adult.

### Opening Procedures

1. Unlock doors
2. Turn on lights
3. Hang up key
4. Park stroller outside on the side of the building
5. Fill and turn on scent diffuser
6. Turn on music
7. Put daily sheets on clip board
8. Get ready for breakfast
9. Get ready for morning activities
10. Water plants
11. Greet each child and each person dropping off the child
12. Offer the person dropping of the child the attendance sheet to fill out and sign
13. Take attendance after drop off (make a list of the current students attending that day)

### Closing Procedures



1. Get children ready to go home: change diapers, clean up messy faces/hands/hair/clothes, put on shoes
2. File away daily sheets in the child's cubby
3. Gather any art work/projects that are to go home with the child, put in cubby
4. Assist with pick up
5. Follow the above policy on pick ups. Make sure the person picking up the child is approved to do so.
6. Have the person picking up sign the child out on the attendance sheet before they leave.
7. Acknowledge when each child and family/pick up individual is leaving the center.
8. As the children leave, mark off children on the daily classroom list.
9. Once all children have left the building clean the Nursery: fill dishwasher, sanitize toys/bottles/pacifiers, place toys, materials and equipment in their proper place, use disinfectant on all surfaces that children may have touched, wash windows & mirrors with window cleaner, vacuum.
10. When needed refill sanitizer (test with PH strip), refill soapy water spray bottles, refill toilet paper, soap dispensers & paper towels
11. Empty the trash cans if full
12. Make sure all food is stored properly and labeled
13. Kitchen surfaces should be cleaned with soapy water, then disinfectant, sinks are to be emptied
14. Leave a note for the director if low on any supplies
15. Park stroller inside
16. Turn off any music, diffusers, or equipment left on
17. Turn off lights
18. Lock the doors when leaving