

## **Guidelines for Use of Preschool Classrooms**

All classrooms used in the Sunday Religious Education program are shared use rooms. Rooms 103 through 109, in addition to being Sunday classrooms and church child care rooms, are used by our weekday co-op preschool. Rooms 307, 112 and 113 are used by church committees for meetings, for Adult Religious Education (“RE) classes and many other uses on Sunday after services and throughout the week.

### **Special note to Adult groups using Preschool rooms (103-109)**

These rooms are furnished in age-appropriate furniture and are used by the Preschool every week day until 6:00 PM. If you need to reserve these rooms for your use, please note that there are no adult sized chairs or tables and that there is no church custodian on duty after the preschool leaves or before the children arrive in the morning.

If you need Adult sized chairs and tables, you must make that request on your room reservation form. This furniture will be placed in the hall outside the room. You will need to set the room up yourself. When you are done, you will need to put the furniture back in the hall and put the preschool room furniture back exactly where it was when you arrived. An alternative is for you to carry in and out of the room the folding chairs and tables that you require.

Also, these rooms are on a special key. Your regular church key will not open them. If you schedule a meeting in one of these rooms, you will need to check out a preschool room key from the church office. This key must be returned to the office no later than 2 days after your meeting.

### **If you use a classroom, attention to the following guidelines is appreciated:**

1. When you enter please check the condition of the room, yard and attached bathroom (where applicable). Note any problems or irregularities and inform the DRE or the RE assistant. The area should be returned to the same or better condition when you leave. Brooms, dust pans, mops and sponges are located in each pre-school room and the Common Room (112). A vacuum cleaner is located in Room 112.
2. Be sure that children are supervised at all times. No child should be in an area (inside or outside) without an adult present. Please use active supervision! You are there to ensure the safety of both the children and the property, not just to watch.
3. All supplies will be provided by the RE Office for the Religious Education Program. Any supplies located in the Preschool Rooms belong to the Preschool and are not available for use. This includes but is not limited to craft supplies, paper, crayons, markers, toys and blocks, books, paper cups, tapes, and CDs. Most of these items should be covered or put away. Please do not uncover items. Most equipment that you may use will be in plain sight and available. Groups offering childcare in these rooms need to provide their own supplies.
4. Children must sit at the tables when food is served. Tables should be cleaned as soon as the snack is finished. Spills should be cleaned up promptly. There is usually either a

bleach-water mixture in a spray bottle or Simple Green and a sponge in each Preschool room for this.

5. There are trash cans in each room. If you make a large amount of trash please empty it into the dumpster on the driveway behind Bard Hall. The Preschool rooms have recycling boxes. Please do not put trash or food in the recycling box, or throw out materials in this box.
6. Should anything get broken or damaged please leave a written memo for Liz Jones in her mail box or in the church mailbox outside the Administration Building.
7. When leaving the room be sure that all windows and doors are closed and locked. Check doors by pushing against them to be sure they are latched.
8. RE leaders, please return all materials used for your class to the RE office. The RE banners may be returned to room 115 at the end of the 11 a.m. class.
9. Rooms 307, 112 & 113 have bulletins boards for RE use. Please remember that these rooms are used by many others during the week and be sure the materials left up are appropriate.
10. Please do not use tape of any kind on the walls. We have plenty of thumb tacks and push pins in the RE office.
11. If you have any questions see the Religious Education Assistant or Liz Jones, Director of Religious Education.

Note: This policy was adopted in 2003 by the Church-Preschool Liaison Committee & Property Use and Parking Lot Committee.