

GENERAL TIDINESS IN THE NURSERY

All staff are responsible for keeping their surroundings clean and tidy. A clean and tidy nursery makes for a more pleasant working environment for both staff and children.

1. At the end of each session toys should be put away in the correct boxes and placed in the correct cupboards or shelves. Children should be encouraged to help tidy the toys.
2. Ensure puzzles and games are complete before putting them away.
3. Books should be returned to the bookcases provided
4. Art and craft materials should be tidied away after each activity.
5. Paint and glue pots and brushes should be washed up and put away after each use by the member of staff doing the activity.
6. Playground toys should be put away in the garage at the end of each afternoon session. Where possible large equipment should be turned upside down to protect them from the rain.
7. If toys are used again in aftercare, aftercare staff should ensure everything is left tidy.
8. Toys brought in, by children, that are not for the sound table, should be put in the home box.
9. The entrance/reception area should always be kept tidy. Lunch boxes stored neatly in the cupboard under the stairs and coats and bags should be on pegs.