FAMILY RESOURCE CENTER

Policies & Procedures

• All members of the university community are welcome to join the FRC by filling out a registration and a parental release & consent form found on the bookshelf next to the FRC front door.

• All children under the age of five must be carefully supervised AT ALL TIMES – we are not a baby-proofed facility so you must be attentive & responsible.

• All visitors must be considerate of the fact that this is a shared space by a wide age range of children. Please do not monopolize any particular space or toy.

• All visitors are expected to clean up after themselves in the playroom, kitchen, art room and bathroom spaces.

• Children under four are not allowed in the art room unattended.

• Caregivers must please make sure older, unattended children have cleaned up after themselves in art and play rooms.

• Art room supplies should be cleaned and replaced in their appropriate bin after use. The art room tablecloth should be wiped down if residue is left behind after art projects.
• Toys, backpacks, etc... should be left outside the kitchen.

• All food and beverages are restricted to the kitchen area.

• The kitchen is closed for use at 4:30 p.m.

• Lunch time can be very busy! Please do not deny others the opportunity to eat in a timely manner and in a clean space. Clean your dishes and clear your belongings from the kitchen as soon as you are finished eating.

• All FRC snack bowls, plastic & coffee cups should be washed with soap and water and placed in the drying rack on top of the refrigerator after use.

• Please feel free to make coffee in 4–6 cup amounts.

• If the hot water heater is empty please fill it up in the sink and plug it back in.

• Please do not use the sink for hand washing or art project clean-up. The bathroom sink should be used for this purpose.

• Please do not help yourselves to any refrigerator items that do not belong to you.

• No running in the FRC space.

• No throwing toys in FRC space.

• Please do all diaper changing outside of FRC space.
• All visitors are expected to participate in “5 minute clean-ups” wherein we all help to put everything in its correct place.

• Replace books by inserting books into shelf with binder title readable. Please do not pile books on top of shelf.

• If you use potty seats and trainers in the bathrooms please see that they are clean for the next child.

• Shoes, coats, packs and lunch boxes should be left in the storage room until needed.

• All strollers should be parked in storage room or on the south side of the hallway, not on both sides of hallway to prevent fire hazard.

• All sleeping children must be removed from parked strollers.