



AC3 Education Room Use Policy

Nursery, Downstairs & Upstairs

The following guidelines have been established to help insure that our ministry rooms are **SAFE** and usable by all AC3 ministry teams.

We have a room use policy to:

1. insure the safety of our children.
2. lower the liability and risks of AC3.
3. show respect and courtesy to all ministry teams.

A FEW GUIDELINES TO KEEP IN MIND...

Clean Up Courtesy

1. Double check room doors to make sure they are locked and secured. Always attempt to leave the room better than you found it!
2. Put things back where you found them.
3. The cleaning teams will vacuum and empty trash, but each ministry team is responsible for general room set up and clean up.

Safety

4. For accountability, liability and clean up reasons, children are NOT allowed to play in rooms unsupervised. Having **'alert and attentive' supervision** at all times will reduce the risks of physical injury, inappropriate conversations, play or behavior between children.
5. The Nursery and Education Center is OFF LIMITS during the week without prior permission.
6. Children should be in visual contact with their parent or the adult responsible for them while in the building at all times.

When you are ready to leave, look over the room and ask yourself, "Is there anything I can do to make it look a bit sharper?" Also ask, "Does the appearance of this room speak well of our ministry to visitors?"

Thank you

for helping us be good stewards of our rooms and keeping our children **SAFE!**

