

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.