



## Clean-up Reminder

Dear Parents,

We are pleased to serve you in our office. However, we would like to ask that you help us in keeping our surroundings neat and clean.

- Due to a persistent invasion of crawly creatures, we ask that you and your children refrain from eating or drinking in the waiting room.
- Please limit diaper changing to the bathroom or an empty therapy room. Place wet diapers in a plastic bag and dispose in the restroom receptacle. However, do not place soiled diapers in the office trashcans. Instead, we ask that you carry them out for disposal. Plastic bags are available in the restroom for your use.
- Please turn off fan and light after using the restroom.
- Please keep walkways clear of toys to avoid accidents and be sure to help you children put toys and books away after use.
- Keep an eye on active toddlers and young children. Make sure your child does not stand or play near the front door.
- Please do not enter the staff or utility rooms without permission. Use of the office phone is limited to emergency calls only. Please keep all phone conversations brief.
- Please wipe feet, strollers and wheelchairs on the indoor mat before proceeding during inclement weather. We asked that all boots or wet shoes be removed before stepping onto the carpet.

Thank You.