

THREES THROUGH KINDERGARTEN ROOM CHECKLIST

ENVIRONMENT

- ☐ Turn on all lights
- ☐ Check that all trash cans have liners and are debris free
- ☐ Spray down all rocking chairs, bouncers, hard surfaces with Lysol
- ☐ Pick up any trash on floors
- ☐ Stage toys in various centers so that kids can walk in and get started playing
- ☐ Turn on music and TV's
- ☐ Make sure all media for programming is uploaded and running
- ☐ Place "Allergy Alert" Sign on door alerting families to snack of the day

MATERIALS

- ☐ Look through lesson bin
- ☐ If you have any questions, see your Coach before service starts
- ☐ Set out color sheets and crayon boxes.
- ☐ Make sure you can find the following items in your room:
 - ☐ Baby wipes
 - ☐ Hand Sanitizer
 - ☐ Kleenex
 - ☐ Paper Towels
- ☐ Place Sign In Sheets out for families to complete at Drop Off

BETWEEN SERVICES

- ☐ Run through the Restock List
- ☐ Remove trash and place in designated area
- ☐ Run through Serve Team List
- ☐ Remove toys and replace with clean set of toys

AT THE CLOSE OF LAST SERVICE

- ☐ Restock Room using Restock List
- ☐ Wipe down all hard surfaces

- Spray down all toys
- Note any environment needs
- Gather Serve Team Lanyards
- Remove Trash
- Turn off music
- Turn off Tv's
- Turn off lights
- Lock Doors