

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