

# TWOS 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
- Set bouncy seats and play mats in an inviting arrangement
- Turn on wax warmers (baby powder is a clean scent)
- Turn on music or TV's
- Make sure all media for programming is uploaded and running
- Place "Allergy Alert" Sign on door (snack of the day)

## MATERIALS

- Restock baby wipes
- Restock diapers
- Restock changing pad protectors
- Restock hand sanitizer
- Restock Lysol Sprays at each changing station
- Restock "My Diaper was Changed at \_\_\_\_:\_\_\_\_" Stickers
- Restock kleenex
- Restock paper towels
- Restock sign in sheets for families to complete at drop off
- Restock bag tag stickers
- Place Lesson Materials Bin in Classroom

## SERVE TEAM

- Print out Serve Team Roster
- Place lanyards in an accessible place
- Gather Serve Team for Huddle and Prayer
- Make sure new Serve Team Members are shadowing a veteran
- Review lesson with Lead Teacher (answer questions, note changes, etc.)

## BETWEEN SERVICES

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

- Restock Lesson Bin with materials if necessary

### **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
- Return Lesson Bin to designated area
- Remove Trash
- Turn off wax warmer
- Turn off music
- Turn off Tv's
- Turn off lights
- Lock Doors