

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