

Baby Room Opening Duties

Please initial when completing each task

Monday	Tuesday	Wednesday	Thursday	Friday	
					Make fresh bleach water
					Fill and turn on crockpot.
					Set out morning toys/activities.
					Prepare bottles, bowls etc.
					Fold and put away any clean laundry.
					Make sure you have baby food in fridge for breakfast and lunch.
					Turn on some music and welcome children and families in for the day!
					Label bottles with name and date daily.

Please Remember:

- *ALL bottles must be labeled and dated everyday. Sippy cups must also be labeled with names.*
- *Bleach water must be dated daily*
- *Cribs should be 18inches apart when children are sleeping*
- *Never put blankets in the cribs with the babies.*
- *“If you have time to lean, you have time to clean” Please use your downtime wisely. There is always something to be done.*
- *Send reminder every Friday of what each child needs.*

Baby Room Closing Duties

Please initial when completing each task

Monday	Tuesday	Wednesday	Thursday	Friday	
					Pick up & put away toys. Sanitize daily.
					Wash and sanitize all surfaces including: high chairs, diapering area, sink, door handles, cribs in-between uses, countertops, shelves, etc.
					Collect all dishes and bottles to be washed in kitchen. Put away any clean/dry dishes.
					Empty bleach bottle, refresh soap and water as needed.
					Fold and put away any clean laundry. *Strip necessary crib sheets *Strip all crib sheets on designated laundry days (twice a week)
					Empty and turn off crockpot.
					Restock diapers and wipes.
					Take out classroom and diaper trash.
					Vacuum carpet.
					Clean window seals (as needed).
					Put baby food in fridge for the week.
					Make sure crib, bottles and everything is labeled and dated for the next day.
					Make sure tissue, gloves, napkins, diaper bags and trash bags are stocked.

Toddler Room Opening Duties

Please initial when completing each task

Monday	Tuesday	Wednesday	Thursday	Friday	
					Make fresh bleach water
					Set out morning toys/activities.
					Collect and put away any clean dishes.
					Fold and put away any clean laundry.
					Prepare bottles/sippy cups if needed.
					Turn on some music and welcome children and families in for the day!

Please Remember:

- *ALL sippy cups must be labeled with names.*
- *Bleach water must be dated daily*
- *Cots should be 18inches apart when children are sleeping*
- *"If you have time to lean, you have time to clean" Please use your downtime wisely. There is always something to be done.*

Toddler Room Closing Duties

Please initial when completing each task

Monday	Tuesday	Wednesday	Thursday	Friday	
					Pick up & put away toys. Sanitize daily.
					Wash and sanitize all surfaces including: chairs, diapering area, sink, door handles, cots in-between uses, countertops, shelves, etc.
					Collect all dishes to be washed in kitchen. Put away any clean/dry dishes.
					Empty bleach bottle, refresh soap and water as needed.
					Fold and put away any clean laundry. *Strip necessary cot sheets *Strip all cot sheets on your designated laundry days (twice a week)
					Restock diapers and wipes.
					Take out classroom and diaper trash.
					Sweep/mop/vacuum floors.
					Clean windows (as needed).
					Close curtains.

Preschool Room Opening Duties

Please initial when completing each task

Monday	Tuesday	Wednesday	Thursday	Friday	
					Make fresh bleach water
					Set out morning toys/activities.
					Collect and put away any clean dishes.
					Fold and put away any clean laundry.
					Prepare water bottles/sippy cups if needed.
					Turn on some music and welcome children and families in for the day!

Please Remember:

- *ALL sippy cups must be labeled with names.*
- *Bleach water must be dated daily*
- *Cots should be 18inches apart when children are sleeping*
- *“If you have time to lean, you have time to clean” Please use your downtime wisely. There is always something to be done.*

Preschool Room Closing Duties

Please initial when completing each task

Monday	Tuesday	Wednesday	Thursday	Friday	
					Pick up & put away toys. Sanitize daily.
					Wash and sanitize all surfaces including: chairs, diapering area, sink, door handles, cots in-between uses, countertops, shelves, etc.
					Collect all dishes to be washed in kitchen. Put away any clean/dry dishes.
					Empty bleach bottle, refresh soap and water as needed.
					Fold and put away any clean laundry. *Strip necessary cot sheets *Strip all cot sheets on your designated laundry days (twice a week)
					Restock diapers and wipes.
					Take out classroom and diaper trash.
					Sweep/mop/vacuum floors.
					Clean windows (as needed).
					Close curtains.