

Every Staff

- We have a cleaning crew who come in but it should not be their responsibility to clean the room.. It is everyone's responsibility to help keep our classroom safe and healthy for all.
- If you see the refrigerator microwave, wastebasket, toys, walls, etc. getting dirty, please take the initiative and clean it.
- Tidy up centers or table activities and ensure they are presentable and inviting for the children throughout the day.
- Sanitize or disinfect high-touch areas throughout the day.
- Read and use the communication and behavior log daily.
- Be consistent with our rules. We are kind, safe, and neat.
- Children do not get unlimited warnings. Please use redirection as much as needed and utilize table time as necessary.
- Encourage the children to be as independent in tasks as possible.
- Enjoy the children--they are a lot of fun!

Opening Staff

- Turn on lights and open blinds
- Turn on air purifier
- Put chairs
- Put any dishes away that are in drying rack
- Make soapy water, sanitizer, and disinfectant.
- Wipe Down other high-touch surfaces (door handles, light switches, and etc.)
- When cleaning centers make sure to wipe shelves and bins down.
- Start to clean the center for that day
 - Monday- Wipe down Reading & Cozy Center
 - Tuesday- Wipe down Science Center and put away sanitized toys from Dramatic Play
 - Wednesday- Wipe down Art Center & Easel and put away sanitized toys from Blocks Center.
 - Thursday- Clean Water Bottles and put away sanitized toys from Table Toys.
 - Friday- Put away sanitized toys from Fine Motor.
- Check to make sure the Question of the Day has been updated.
- Check-in Children - Put lunch box in the fridge (Check lunch for Mac n' cheese, Ramen put on the counter) , send to the bathroom and wash hands.

Lunch & Naptime Staff

- Brush off chairs, sweep and clean tables.
- Close blinds
- Turn down lights (usually around 12:30 pm)
- Children need to put lunches away by 12:45 pm unless they got a late start.
- Children need to use the restroom before laying down. Have them sit at the Art Center table if they are waiting to go potty.
- You may have to directly ask if they went potty.
- Children may lay down with their own stuffed animals from home.
- Mats need to be 3 feet apart. Please see the floor plan visual poster on the closet door for mat placements.
- Position children so their head is opposite to their neighbor.
- Naptime is time for Ashley to plan, run errands, and do prep work. If there are no other children to assist, please relieve her of assisting a child before you sit down at a table.
- Monitor and be aware of what is happening with the children throughout naptime.

Closing Staff

- Wipe down all tables and brush off chairs
- Stack Chairs on the tables
- Sweep the floors.
- Put lids on paints and check playdoh lids
- When cleaning centers make sure to wipe shelves and bins down.
- Start to clean the center for that day
 - Monday- Clean Dramatic Play sanitize toys and leave to dry overnight, wipe down the center.
 - Tuesday- Clean Block Center sanitize toys and leave to dry overnight.
 - Wednesday- Clean Table Toys sanitize toys and leave them to dry overnight.
 - Thursday- Clean Fine Motor Center sanitize toys and leave to dry overnight.
 - Friday- Clean out the fridge. If needed clean the fridge & microwave. Wipe down students' cubbies.
- On Friday- put attendance and menu in Kaylee's mailbox.
- Lift up the rug and stool in front of the sink and put it in the sink.
- Close the bathroom door top and bottom parts
- Pull blinds closed
- Empty the dehumidifiers
- Turn off the air purifier and lights.