

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 health for all.
- If you see the refrigerator, microwave, wastebasket, toys, walls, etc., get in 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

Upstairs tasks:

- Turn on lights and open blinds
- Take chairs off tables and wipe down all tables
- Wipe down high-touch surfaces with Clorox wipes (door handles, light switches, etc.)
- When cleaning centers, make sure to wipe shelves and bins down.
- Clean one center each day:
 - Monday - Dramatic play
 - Tuesday - Play dough and Art
 - Wednesday - Water bottles and Science
 - Thursday - Blocks
 - Friday - Math

Downstairs tasks:

- Make two sanitizer bottles.
- Take chairs off tables and sanitize tables.
- Make sure items are in the transportation bin.
- Fill water bottles and place them in the fridge.
- As children arrive:
 - Check backpacks for anything that may be needed throughout the day.
 - Check lunches for things to pre-make.
 - Do morning jobs with each child - wash hands, question of the day, write name

Lunch and Naptime Staff

- Place lunchboxes on table and check for things that need to be warmed up.
- Help children with opening items (have them try to open things themselves first) and give them utensils if needed.
- Turn lights off at 12:30 pm and have children finish up.
- As children finish eating, have them clean up their mess, put their lunch away, use the bathroom, wash their hands, and return to their seat.
- Once every child has gone to the bathroom, take children upstairs for nap around 12:45 pm (mats should already be put out upstairs at this point).
- Rub backs until children are asleep.
- Monitor and be aware of what is happening with the children throughout naptime

Closing Staff

Upstairs tasks:

- Clean tables with Clorox wipes.
- Stack chairs on tables.
- Check Play-Doh lids.
- Make sure toys are put away in the correct bins/places.
- On Friday, put attendance in Tabitha's mailbox and menu in Kaylee's mailbox.
- Turn off lights.

Downstairs tasks:

- Clean and sanitize tables.
- Stack chairs on tables.
- Get question of the day ready for the next morning.
- Make sure there are no dirty dishes in the sink.
- Put away all clean dishes from the drying rack.
- Turn off lights.