

TWOS ROOM CHECKLIST

ENVIRONMENT

- ___ Turn on all lights
- ___ Check that all trash cans have liners and are debris free
- ___ Clean organize room
- ___ Clean Toys/Equipment
- ___ Place toys/activities inviting arrangement
- ___ Turn on music
- ___ Place "Allergy Alert" Sign on door (Snack of the Day)

MATERIALS

- ___ Restock baby changing area
- ___ Restock hand sanitizer, sprays cleaners, cleaning wipes
- ___ Restock "My Diaper was Changed" Stickers
- ___ Restock kleenex and paper towels
- ___ Restock check-in sheets
- ___ Restock bag tag stickers
- ___ Place Lesson Materials Bin in Classroom

SERVE TEAM

- ___ Print out Serve Team Roster
- ___ Gather Serve Team for Huddle and Prayer
- ___ Review lesson with Lead Teacher (answer questions, note changes, etc.)

BETWEEN SERVICES

- ___ Run through the Materials/Serve Team List
- ___ Remove trash and place in designated area per campus
- ___ Clean and/or replace toys
- ___ Restock Lesson Bin with materials if necessary

AT THE CLOSE OF LAST SERVICE

- ___ Restock Room using Restock List
- ___ Clean all hard surfaces and toys
- ___ Note any environment needs
- ___ Return Lesson Bin to the designated area
- ___ Remove Trash
- ___ Turn off music/lights