

THREES-FIVES ROOM

CHECKLIST

ENVIRONMENT

- ___ Turn on all lights
- ___ Check that all trash cans have liners and are debris free
- ___ Pick up any trash on floors
- ___ Make sure all media for programming is uploaded and running
- ___ Place "Allergy Alert" Sign on door alerting families to snack of the day

MATERIALS

- ___ Look through lesson bin
- ___ Set out arrival activities
- ___ Make sure you can find the following items in your room:
 - ___ Baby wipes
 - ___ Hand Sanitizer
 - ___ Kleenex
 - ___ Paper Towels
- ___ Place Sign In Sheets out for families to complete at Drop Off

BETWEEN SERVICES

- ___ Run through the Restock/Serve Team List
- ___ Remove trash and place in designated area
- ___ Clean/replace any toys or activities

AT THE CLOSE OF LAST SERVICE

- ___ Restock Room using Restock List
- ___ Clean all toys and hard surfaces
- ___ Note any environment needs
- ___ Remove Trash
- ___ Turn off lights, tvs, music
- ___ Lock Doors