

# PRESCHOOL INFANT ROOM CHECKLIST

- ENVIRONMENT:**
- \_\_\_ Turn on all lights
  - \_\_\_ Check that all trash cans have liners and are debris free
  - \_\_\_ Clean all rocking chairs, bouncers, and hard surfaces
  - \_\_\_ Set bouncy seats and play mats in an inviting arrangement
  - \_\_\_ Turn on soothing 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
  - \_\_\_ Restock sign-in sheets for families to complete at drop off

- 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 Restock List
  - \_\_\_ Remove trash and place in designated area per campus
  - \_\_\_ Run through Serve Team List
  - \_\_\_ Remove toys and replace with a clean set of 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