

Open Checklist

- Turn all lights and fans on
- iPad is logged in and ready for parents to clock their children in
- Make sure dishes are clean and put away
- Make sure baby gates are closed – kitchenette and stairs
- Make sure both closets are locked
- Complete Daily Buildings and Grounds Checklist
- Make sure all classrooms are clean, tidy and ready for children
- Unlock all locks on outside gates and put on Kitchenette
- Fill and distribute water bottles/jugs for classes