



Extraordinary Education for the price of Ordinary Child Care

## **STAFF OPENING PROCEDURES**

### **ALL OPENING STAFF WILL BE RESPONSIBLE FOR:**

1. Turning on lights
2. Signing in
3. Dating communication book
4. Unlocking doors and playground gates
5. Turning on A/C or heat or opening windows (to 68 degrees)
6. Refilling bleach and water bottles (1 tablespoon bleach to 1 quart H<sub>2</sub>O)
7. Putting chairs down and wiping down or washing tables with bleach water
8. Having one staff member up front to greet students AND parents
9. Putting out a small group activities and projects
10. Making morning snack
11. Preparing morning project
12. Checking playground for debris and hazardous issues
13. Checking bathroom for toilet paper, towels and soap
14. Checking for paper products and plastic utensils
15. Having clean water pitchers and cups available
16. Fill the portable sink reservoirs.

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