

Meadowbrook Players: Staff Daily To Dos

7-9am:

- Put dishes away
- Put toys away (every Monday only)
- Open blinds
- Turn on the lights
- Check phone messages (always save msgs)
- Write phone messages in communication book
- Set out activities
- Count how many children you have
- Prepare and make snack for pm (ensure there is enough for everyone)

Before Leaving @ 9am:

- Wash dishes
- Wipe down table
- Sweep floor
- Ensure toys are put away properly
- Ensure to sign out all children who will be leaving for school
- Turn off lights (only left switch in main room & bathroom light)

2:45-3:30pm

- Set the table for snack
- One teacher pick up Kindergarten @ 2:29 from class room; one teacher waits at daycare for Grade 1-5 @ 3pm
- Ensure all the children put their things away neatly
- Sign children in as they come in
- Count how many children you have

5:00-6:00pm

- Sweep and mop the floor
- Wash dishes
- Wipe down the tables
- Vacuum the floor

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- Set out chairs for next day
 - Tidy up art area
 - Ensure all toys are put away properly
 - Put out sign-in sheet for the next day
 - Close blinds
 - Turn off lights (only left switch in main room & bathroom light)
 - Put phone and walkie-talkie back in the charger
 - After vacuuming, hang the vacuum hose
 - Tidy up cloakroom (ensure no food is left out)
 - Clean bathroom
 - Clean toys & refrigerator (FRIDAY ONLY)

***Things to remember**

- Remember which children to not take pictures of
 - Remember which parents have specifications for communication
 - Washroom's soap needed to fill up ourselves
 - Recycle only paper (bins is under the art supply, when is full should be out side of hallway door)
 - Fire drill (every month), earthquake (every year)
 - Prepare blank attendance sheet for every month
 - Print out past attendance sheet every week
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