

Classroom Checklist

BEFORE SERVICE:

- Open all classrooms and turn on all lights
- Check cleanliness of all classrooms (floors, trash cans, windows, tables etc...)
- Temperature control (are the classrooms hot/cold?) notify campus team if needed
- Turn on TV/Music in NEXTGEN chapel.
- Turn on check in and kiosk
- Atmosphere of classrooms
 - music
 - smell
 - Set up centers (games, work/coloring sheet matching the lesson, toys, sensory table, etc.)
- Check Safety of classroom (stacked chairs, unlevelled tables, etc.)
- NEXTGEN worker dress code (shirts, appropriate pants, shoes, do they look presentable?)
- Promotion
 - SuperGiver Sunday, greeters, signs, sign ups?
- NEXTGEN Store cleaned with items displayed, lights on

AFTER SERVICE:

- Clean/disinfect (cubbies, tables/desks, trash, toys, sweep, etc.)
- Turn off projector/Music in NEXTGEN Chapel
- Kidz Store is cleaned and all items put away - contact team serving if needed
- Take home (Thursday) all bouncer covers and changing table covers to be washed

NURSERY CHECKLIST:

- Turn on music
- Set up nursery items around the room
- Verify child is signed in, bag is labeled,

