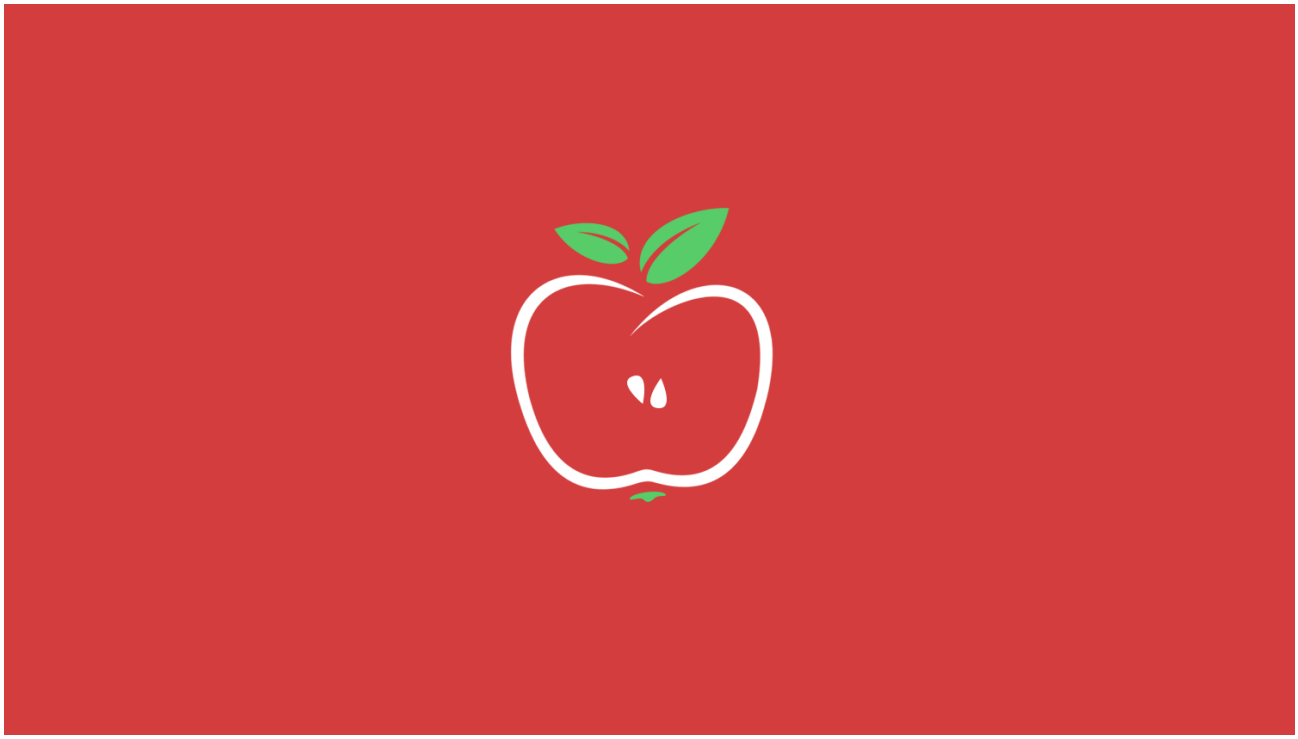
Closing Checklist for Preschool Classroom

Please follow these procedures daily when closing your preschool classroom daily to ensure that your classroom is in compliance with the health and safety rules defined by child care licensing.



- [ ] Turn off light and all technology
- [ ] All children's personal belongings should be in cubbies
- [ ] All toys, materials, equipment returned to assigned areas
- [ ] All shelves tidy (be sure items are put back in appropriate bins)
- [ ] House Area furniture (book area/dramatic play) are in proper places
- [ ] Floor free of toys, paper, debris, etc.
- [ ] All items from other classrooms returned
- [ ] All teacher materials & supplies stored in classroom closet/cabinets
- [ ] Highchairs, tables, counters & sink cleaned
- [ ] Sweep & mop floor
- [ ] Vacuum carpets & door mats
- [ ] Empty trash & wash wastebasket & lid as needed
- [ ] All windows closed & locked
- [ ] In the infant classroom, wash the inside & outside of the microwave
- [ ] In the infant classroom, wash the inside & outside of the refrigerator
- [ ] In the infant & toddler classrooms, all dishes washed

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